

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 206	
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Effective	August 21, 2019
Last Revised	June 30, 2023

SCHOOL EXCURSIONS

PURPOSE

Administrators and teachers of James Bay Lowlands Secondary School Board regard school excursions as an integral part of the school's curriculum. They recognize that well-organized, well-planned field trips enhance learning for students by providing authentic experiences beyond the classroom that make connections between curriculum and the broader world.

The involvement of parents in school excursions promotes their interest and knowledge about the school's programs, assists in the supervision of students, and enhances school and community relations.

DEFINITIONS

Local Day Excursion: A local day excursion is an out-of-school learning experience that takes place within the school day, including transportation to and from the program site.

Local Extended Excursion: A local extended excursion is an out-of-school learning experience which extends beyond one or more school days, may include overnight accommodation, and is within close proximity of the Town of Moosonee.

Out of Town Excursion: This is an out-of-town learning experience which will extend two or more school days and includes overnight accommodation.

High-Risk Excursion Activity: This any activity taking place in an out-of-school environment in which the perceived risk of accident is higher than in everyday life. The following activities, although not exclusively so, are deemed to be high-risk excursion activities:

- experiences in or near water in unsupervised areas;
- overnight camping (all seasons);
- wilderness orienteering;
- Northern Lights Secondary School Travel Club excursions

Supervisor: A supervisor is an individual who has reached the age of eighteen (18) years and who has agreed to assist in the supervision of a group of students. At least one (1) supervisor must be a teacher employed by the James Bay Lowlands Secondary School Board. A supervisor may also be a student who is at least sixteen (16) years or older who has special qualifications (e.g. Bronze Medallion).

Parents: All references to parents in this administrative procedure also refer to guardians or to a single parent or guardian.

PROCEDURES

1. Guidelines

- 1.1. All excursions must be based on the classroom program, be preceded by adequate classroom preparation, and be followed up with appropriate classroom activities.
- 1.2. It is the responsibility of the principal to ensure that parents are informed in writing of all excursions. The Parental/Guardian Consent Form [Form 206-B] shall be used. A signed Form B must be completed for all participating students who are under the age of eighteen (18) years, and retained on file in the school.
- 1.3. A Medical Information Form [Form 206-C] for each participating student must be obtained for all extended excursions and high-risk excursions. These forms are retained by the excursion leader and are destroyed immediately following the excursion.
- 1.4. All students involved in the excursion are to demonstrate appropriate behaviour consistent with the school's Code of Student Conduct.
- 1.5. The principal may withhold permission to participate in an excursion from students who persist in behaviour inconsistent with the school's Code of Conduct.

2. Excursion Approvals

2.1. Local Day Excursion:

The principal approves the excursion using Form 206-A: Local Excursion Approval Form.

2.2. Local Extended Excursion:

- a) The principal approves the excursion using Form 206-D: Extended Excursion Approval Form.
- b) Where overnight accommodation is involved, the written approval of the supervisory officer is required.
- c) Formal approval for the excursion must be received no later than the Regular Board Meeting or Special Board Meeting before the planned activity date.

2.3. Out-of-Town Excursions / Travel Club:

- a) All proposed out-of-town excursions are to receive written approval in principle from the supervisory officer before detailed planning and/or fund raising

commences. Form 206-E: Out-of-Town Excursion Approval in Principle is to be used.

- b) Application for formal approval shall be forwarded to the supervisory officer using Form 206-D: Extended Excursion Approval Form.
- c) Formal approval must be obtained prior to departure where no Board financial assistance is required, or by December 31st of the year prior to the excursion where Board financial assistance is required.
- d) Where Board financial assistance is required, the supervisory officer will forward a copy of the formal application, with recommendations, to the Board.

2.4. High Risk Excursion Activity:

- a) High-risk excursion activity may take place as part of any of four types of excursions as described in the "Definitions" section above, and will require the approval of the supervisory officer.
- b) There may be higher-risk activities that are not specifically mentioned in this administrative procedure. It will be the responsibility of the proposing group to research the appropriate literature and professional practice to minimize the risk to the health and safety of the participants.
- c) It is the responsibility of the principal to ensure that parents are aware of the dangers and risks associated with a high-risk excursion by using Form 206-F: School Excursion Parent/Guardian Information and Consent Form for High-Risk Activities, or a personalized letter containing all elements of Form 206-F. The signed parent consent form must be retained on file in the school.

3. Supervision/ Accommodations

- 3.1. The principal shall ensure that there is a minimum of one (1) supervisor for every fifteen (15) students. It is recommended that no fewer than two (2) supervisors accompany students on all extended excursions.
- 3.2. The principal and teacher shall modify the standard of supervision by considering the risk factor, the nature, the extent and the duration of the excursion, and the characteristics of the student group involved.
- 3.3. Where co-ed groups of students are involved in over-night excursions, the principal shall ensure that a minimum of one (1) male and one (1) female supervisor accompany the group. Where a single gender group of students is involved, a supervisor of the same gender will accompany the group.
- 3.4. Supervisors are to be quartered on the same floor or in the same general area as the students.

4. Responsibilities of Supervisors

- 4.1. Extended excursion supervisors include teachers, Board staff and other adults responsible for the supervision of students participating in the excursion.
- 4.2. Supervisors are expected to exhibit appropriate behaviour and require appropriate behaviour of their students. Refer to the Code of Student Conduct.
- 4.3. A non-Board staff (parent/guardian/other) MUST provide a clear vulnerable sector criminal background check, completed within 6 months prior to the trip departure date to be an eligible supervisor on an extended excursion.
- 4.4. Supervising teachers of students participating in the excursion must ensure that all participants and supervisors are adequately prepared for the activity to be undertaken. They must be fully aware of all potential hazards and possess the knowledge, skills, and abilities necessary for safe and successful completion of the proposed activity.
- 4.5. A detailed outline of the trip shall be supplied to each student and his or her parent including an itinerary, information about accommodation, a list of appropriate clothing and/or supplies, routing, expected departure and arrival times, and any other pertinent information.
- 4.6. Where appropriate, supervising teachers are expected to organize an orientation session with participating students, parents, and other supervisors.
- 4.7. Parents are to be informed of any potential risks that are inherent in the extended excursion.
- 4.8. Expectations with regard to conduct and sanctions to be applied for breaches of discipline shall also be discussed.
- 4.9. At least one (1) supervisor must hold a valid certification in Red Cross Standard First Aid, St. John Ambulance First Aid, or the equivalent.
- 4.10. A supervisor will have in his/her possession, during extended excursions, the names and addresses of persons to contact in an emergency and completed Medical Information Forms [Form 206-C].

5. **Travel Club (*Out-of-Country Travel*) Additional Expectations** (*refer to Appendix 1 Overview Travel Club Expectations – Potential Traveler Handout*)

- 5.1. The NLSS Travel Club is consider an extracurricular student opportunity.
- 5.2. EF Tours is the established Travel Club Trip provider for the NLSS Travel Club.
- 5.3. All EF Tours expectations, requirements and timelines will be adhered by all participants.

- 5.4. At least one-year prior pre-approval from the Board is required for any Travel Club trip proposal, a Board motion must be made to support the proposed trip before any advertising or fundraising may begin.
- 5.5. A Parent/Guardian/Student information meeting must be held in advance of the any students registering for the Travel Club trip to go over expectations and requirements.
- 5.6. EF Tours cancellation policies must be clearly communicated to parents prior to student enrollment in a trip
- 5.7. Where a group is travelling outside Canada, additional information and requirements must be in place by participants and supervisors as listed below:
- birth certificates;
 - up-to-date visa/passport;
 - immunization certificates;
 - extra insurance: medical, liability, transportation;
 - knowledge of political/social climate of the country and its laws and customs;
 - knowledge of Customs Regulations (permission letters from parents)
- 5.8. The principal shall ensure that there is a minimum of one (1) staff supervisor for every six (6) students when traveling outside of Canada. It is recommended that no fewer than four (4) supervisors accompany students on travel outside of Canada.
- 5.9. Priority for Travel Club trips will be for our students, but should a parent choose to travel, they will not be in a supervisor role on the trip
- 5.10. Students eligible to participate in a planned Travel Club Trip, must be in grade 10, 11 or 12 at the time of the trip.
- 5.11. All student travellers are expected to participate in group fundraising events to offset group costs of the Travel Club trips.
- 5.12. Cost for individual students will be the responsibility of the student / family and the school will assist with hosted Board approved individual fundraising activities.
- 5.13. All students are required have completed full payment for their trip at least 60 days prior to the trip departure date.

6. Transportation

- 6.1. The most expedient mode of transportation should be used for excursions.
- 6.2. In the event a teacher is required to drive a rental vehicle for the purposes of transporting students on an excursion, the following conditions must be met:
- a) The teacher possesses a valid Ontario driver's license;
 - b) The rental vehicle is properly insured to the maximum amount allowed; and

- c) Vehicles may carry only the number of passengers for which proper seat belts are provided.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Achievement and Well-Being

Education Act: Section 265 Duties of Principal: Care of Pupils

Ontario Regulation 298—Operation of Schools-General, Section 11 Duties of Principals: Supervise Instruction

Ontario Ministry of Education (2016). *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements*.

Ontario Ministry of Education (2017) *Environmental Education: Scope and Sequence of Expectations. The Ontario Curriculum, Grades 9 to 12*.

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-18 Environmental Stewardship and Education

Administrative Procedure 205 Land Based Learning

FORM 206-A Local Excursion Approval

FORM 206-B School Excursion Parental/Guardian Consent

FORM 206-C Medical Information

FORM 206-D Extended Excursion Approval

FORM 206-E Out-of-Town Excursion Approval in Principle

FORM 206-F Parent Information and Consent for High-Risk Activities

Administrative Procedure 320 Supporting Students with Prevalent Medical Conditions

Administrative Procedure 321 Administration of Medication and Medical Procedures

APPENDIX 1

Overview **Travel Club Expectations** – *Potential Traveler Handout*

1. The NLSS Travel Club is consider an extracurricular student opportunity.
2. EF Tours is the established Travel Club Trip provider for the NLSS Travel Club.
3. All EF Tours expectations, requirements and timelines will be adhered by all participants.
4. Students eligible to participate in a planned Travel Club Trip, must be in grade 10, 11 or 12 at the time of the trip.
5. All students involved in the excursion are to demonstrate appropriate behaviour consistent with the school's Code of Student Conduct.
6. The principal may withhold permission to participate in an excursion from students who persist in behaviour inconsistent with the school's Code of Conduct.
7. Priority for Travel Club trips will be for our students, but should a parent choose to travel, they will not be in a supervisor role on the trip.
8. If a parent/guardian is part of a Travel Club trip, they **MUST** provide a clear vulnerable sector criminal background, dated within 6 months prior to the trip departure date.
9. The principal shall ensure that there is a minimum of one (1) staff supervisor for every six (6) students when traveling outside of Canada. It is recommended that no fewer than four (4) supervisors accompany students on travel outside of Canada.
10. All student travelers are expected to participate in group fundraising events to off-set group costs of the Travel Club trips.
11. Cost for individual students will be the responsibility of the student / family and the school will assist with hosted Board approved individual fundraising activities.
12. All students are required have completed full payment for their trip at least 60 days prior to the trip departure date.
13. All students are required to have proof of up-to-date valid passport, and up-to-date required immunization needed for trip destination at least 60 days prior to the trip departure date.