PR511, Excursions Procedure: Revised Procedure

To: Governance and Policy Committee

Date: 24 March, 2021

Report No.: 03-21-4062

Strategic Directions

- Provide Equity of Access to Learning Opportunities for All Students
- Create a Culture for Student and Staff Well-Being
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Transform Student Learning

Recommendation

It is recommended that the updated Excursions Procedure (PR511), as presented in this report, be received.

Context

The tragic passing of a TDSB student participating in a camping excursion in July 2017 initiated excursions related policy and procedure reviews at all school boards across Ontario. The TDSB conducted both an internal and external review that included a review of its policies, procedures, forms and approval processes related to excursions that sought to identify gaps as well as seek opportunities for improvement and modernization.

Following the recommendations, the Excursions Policy (P033) was updated and approved in June 2019.The Excursions Procedure (PR511) was then revised and approved by Executive Council on February 2021 to support the implementation of the updated Excursions Policy (P033). The revised Procedure includes specific information defining school excursions, including those in the immediate community, excursions in local communities, excursions in and out of province, those involving high care activities, athletics and virtual excursions.

The revised Procedure also includes the implementation of a new online Excursion Management Application (EMA) to manage excursions and corresponding Excursion and Event Facility Directory to centrally manage excursion destinations and event facilities. The EMA Application will connect to other internal TDSB resources and

automate our current excursions management paper-based process to better support student safety and tracking of information.

EMA is ready for use immediately and will support the revised procedure.

Key features of EMA include:

Staff:

- The new EMA will replace the paper-based forms used by staff and improve online workflow and approval cycles. This includes forms 511 A, B, C, E, G, I, J, K, L, M, N, O, P, Q, R.
- Staff can now create excursion and athletic forms, access excursions management resources and submit their requests in a user-friendly and secure online application.
- Principals and Superintendents will be prompted to approve requests based on a predefined workflow that was developed into EMA, as well as report on excursions.
- Swim test results will be recorded within EMA where applicable.
- Informational dashboards with quick access to excursion data and statistics will be available.
- EMA will improve compliance and alignment with the Excursions Policy and Procedure and improve student safety through better access of quality data, improved reporting and online workflows to help improve student safety on excursions.
- EMA will be optimized to interface with Trillium and PowerSchools for relevant reports.

Parents:

- Parents/Guardians will login to our new *Parent Login* to approve excursion requests through the use of a Digital Signature. Parents will also use this portal to update their child's medical information and access various resources in support of excursions.
- The new Parent Login and online completion of forms will replace the paper copies of both the 511C and 511E for parents, now referred to as the *Parent/Guardian Permission for Excursion* form and *Medical Information Form* from.
- A direct link to School Cash online will be included in the messaging to families where applicable.

There were 13 pilot schools who participated in a pilot of EMA over the last two years and provided valuable feedback for the development of this application. A presentation to PIAC was made on October 22, 2019 informing the group of the work being done with opportunities for feedback and questions during development of the EMA.

Video tutorials and training documentation are prepared to support the Board wide roll-out.

Please note the following:

1. Paper Forms

Some parents/guardians may not have access to a computer or may choose not to register a TDSB login account and access online systems such as EMA to complete online excursion forms. School staff will be able to print off a paper copy of the Parent/Guardian Permission for Excursion form and Medical Information Form from EMA with pre-populated information to send home with those students. Physical documents returned to school will be able to be scanned and uploaded into EMA to allow for a central repository of all related excursion information.

2. Parent Support Process

The support process for parents/guardians will follow a similar support structure for students. Parents/guardians will be advised to contact their child's home school to address any questions or to assist in completing their online consent via the Parent Login process. For issues that cannot be resolved through online material, school staff can contact I.T. Services via the Service IT self-service portal to log a service request or call the Client Service Desk at 416-395-HELP (4357), Option 5 or "Chat with an Agent"

The updated Excursions Policy (P033) and Excursions Procedure (PR511) aligns with the TDSB's corporate strategy, provides for increased transparency and accountability, as well as efficiency for both TDSB staff and participant families.

Action Plan and Associated Timeline

Subject to the Procedure being received at the Governance and Policy Committee, the revised Procedure will be provided to the Board of Trustees on April 28th, 2021for receipt.

Resource Implications

The TDSB has supports and resources already in place that will enable the proposed changes to be implemented.

Communications Considerations

A communication plan has been established to support the rollout of the revised Excursions Procedure (PR511) and the Excursion Management Application (EMA). The

Excursions Procedure (PR511) is posted on the Board's internal and external websites. Communication to the system has been established with our TDSB Communications Officers including communication through Trustee Weekly, System Leaders Bulletin, Direct Line, and TDSB Connects to the various key stakeholders of the TDSB.

Board Policy and Procedure Reference(s)

TDSB Policies:

- Equity Policy (P037) Excursions Policy (P033)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
- Student Health Support Policy (P092)
- Transportation of Students Policy (P020)
- Caring and Safe Schools Policy (P051)
- Acceptable Use of Information Technology Resources (P088)
- Freedom of Information and Protection of Privacy (P094)

TDSB Operational Procedures:

- Excursions Procedure (PR511)
- Anaphylaxis in Schools Procedure (PR563)
- Asthma Management Procedure (PR714)
- Board Code of Conduct (PR585)
- Concussions Management Procedure (PR712)
- Diabetes Management Procedure (PR607)
- Medication Procedure (PR536)
- Transportation of Students Procedure (PR504)

Appendices

- Appendix A: Excursions Procedure (PR511) – Revised Clean
- Appendix B: May 1, 2018: Ministry of Education Final Report Review and Assessment of Ontario School Board Policies and Procedures on Outdoor Ed/Excursions involving Water-Related Activities
- Appendix C – Excursions Procedure (PR511) – Revised – Tracked Changes

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Appendix A

Toronto District School Board

Operational Procedure PR511

Title: **EXCURSIONS**

Adopted: June 24, 2004
Effected: June 24, 2004
Revised: October 27, 2005, May 9, 2005, September 30, 2004, August 30, 2004, April 15, 2008; **February 2, 2021**

Reviewed: **February 2, 2021**
Authorization: Executive Council

1. RATIONALE

This Excursions Procedure (the "Procedure") supports the implementation of the Excursions Policy (P033) and is consistent with TDSB's commitment to the equitable inclusion of all students in Excursions, field trips and educational extra-curricular activities.

2. OBJECTIVE

To establish processes and requirements for carrying out safe and inclusive Excursions in accordance with the Excursions Policy (P033).

3. DEFINITIONS

Board refers to the Toronto District School Board, which is also referred to as "TDSB".

Commercial Excursion refers to commercially organized or advertised events.

Excursion refers to any approved school or TDSB-organized educational activity involving students that takes place off school or TDSB property, which may include, but are not limited to, visiting a museum, leadership camps, end-of-year class trips, attending sports games and tournaments, overnight and weekend trips, physical education activities, interschool athletics/activities, virtual experiences. Where applicable, at a minimum, excursions and activities involved should be in accordance with the OPASSE as produced by OPHEA. If students regularly travel to a location as part of their curricular program, for example, Learn to Swim, Family Studies, Design & Technology, and Cooperative Education placements, TDSB excursion forms may not be necessary. However, Parents/Guardians must be informed of dates, location, Supervision and method of travel, for example,

walking, public transportation or private transportation. Graduation ceremonies, school proms, dances off school property and other formal and semi-formal events are not considered to be Excursions for the purpose of this document.

Excursion and Events Facilities Directory refers to a TDSB internal directory available exclusively to TDSB staff that identifies approved and not approved excursion and event facility providers.

Excursion Management Application ("EMA") refers to the on-line TDSB excursion management application developed to streamline the generation of excursion forms and approval process for Excursions.

EMA refers to the TDSB Excursion Management Application.

GTA refers to the Greater Toronto Area

High-Care Activity refers to those types of activity(ies) that involve(s) increased risk and/or special safety considerations and may include one or more of the following (but are not limited to):

- potential for adverse weather;
- occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Centrally Assigned Principal of Outdoor Education, or travel on large water vehicles used for public transportation);
- require special qualifications or certification for Supervision;
- take place away from easy access to first aid;
- overnight; and/or
- travel outside the Greater Toronto Area.

***Note: Higher-Risk Sports as listed in the** OPASSE as set by the OPHEA.

Inclusion, as per the Excursions Policy (P033), refers to ensuring that appropriate cultural backgrounds are considered of all students (e.g., reflecting different ways of knowing and being) when planning and carrying out excursions and excursion related activities at TDSB. Excursions and excursion related activities should be welcoming, safe, engaging, and appropriate to the age, maturity.

Informed Consent refers to the Parent's/Guardian's consent/permission given after all reasonable efforts have been made to fully explain the excursion or the activity and any reasonably foreseeable risks associated with that excursion or activity.

OPASSE refers to the Ontario Physical Activity Safety Standards in Education.

OPHEA refers to the Ontario Physical and Health Education Association.

Out-of-Country Excursion refers to any excursions that involve travel to countries/destinations outside of Canada.

Parent/Guardian for the purpose of this document, refers to a biological parent, or a person who has legally adopted a child, or is otherwise deemed by law to have

parental status, or a legal guardian, or any caregiver legally recognized as acting in the place of a parent/legal guardian, who holds decision-making responsibility over a student, **and** is on record with the school as a parent or legal guardian of a student at the school.

Program Service Provider for the purpose of this document refers to external organizations, companies and agencies that provide services, programs, activities and/or facilities that are used for Excursions or Excursion-related activities.

Student Excursion Report refers to a report generated by Trillium or EMA that lists all the students on the Excursion, their addresses, phone numbers and emergency contacts, along with any health issues in accordance with the TDSB privacy obligations. This report can be generated for a class list or a team/group list.

Student Tour refers to Commercial Excursions, lasting more than one day, involving travel and accommodation paid for by students or their Parents/Guardians.

Supervision refers to overseeing for the purpose of regulation, direction, or ensuring safety and security of excursion participants.

TDSB refers to the Toronto District School Board, which is also referred to as the Board

Volunteer, for the purposes of this document, refers to a person who may assist in the Supervision of Excursions and physical education activities. Examples of volunteers may include instructional assistants, educational assistants, retired teachers, cooperative students, Parents/Guardians and teacher candidates. These volunteers will not be the sole supervisors of any Excursions or Excursion-related activities.

4. RESPONSIBILITY

Associate Director, Leadership, Learning and School Improvement

5. APPLICATION AND SCOPE

This Procedure applies to all employees, TDSB Trustees, students, occasional staff, Parents/Guardians, Program Service Providers, Volunteers, and TDSB employed or affiliated registered medical/health professionals.

6. PROCEDURES

This Procedure is divided into sections as indexed below:

Section

A. Other Considerations

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Appendix A

- A.2 Physical Education/Interschool Athletics
- A.3 Virtual Excursions
- A.4 Other Program Areas

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- I.4(d) Seatbelts
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- I.5 Educational Staff Renting Vehicles
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- I.9 Transportation of Excursion-Related Equipment and Supplies
- I.10 Public Transportation

J. Excursion Costs

K. Risk Management
- K.1 Contingency Planning
- K.2 Medical and Emergency Procedures
- K.3 Emergency Communications

K.4 Early Termination of Excursions
K.5 Requirements of Program Service Providers

A. OTHER CONSIDERATIONS

A.1 Accommodation of Religious Requirements, Practices, and Observances

a) TDSB schools and workplaces should make every reasonable effort to be aware of the religious observances of their staff, students, and community when planning special meetings, examination schedules, school concerts, parent interviews, field trips, and other school events or gatherings. These considerations do not apply where it is known that none of the potential participants would observe the particular day in question.

b) For additional information regarding Holy Days, please consult TDSB Guidelines and Procedures for the Accommodation of Religious Requirements, Practices, and Observances (pages 6 and 7).

A.2 Physical Education/Interschool Athletics/Activities

The appropriate workflow will be completed using EMA to generate the appropriate Parent/Guardian permission for the Excursion. The teacher in charge of the Excursion will follow the specific information as set out by OPHEA in the OPASSE.

A.3 Virtual Excursions

It is assumed that Virtual Excursions will meet the criteria of all other Excursions and will happen within the instructional setting of the class (classroom or on-line platform). The appropriate workflow will be completed using EMA to generate the appropriate Parent/Guardian acknowledgement for the Excursion. The principal, or designate, will approve the curriculum connected experiences, prior to the excursion taking place.

A.4 Other Program Areas

The teacher in charge of the excursion should consult appropriate curriculum and safety documents for requirements specific to other program areas.

B. MEDICAL REQUIREMENTS

a) At the beginning of the school year, schools should request that Parents/Guardians complete TDSB's medical information form provided either in electronic form/online via EMA or in hard copy (TDSB's Form 511: Medical Information for Excursions). This medical information is collected in accordance with TDSB privacy obligations and entered into Trillium and/or EMA by schools.

b) During the same school year, it is not necessary for Parents/Guardians to complete another Form 511: Medical Information for Excursions in electronic form/online via EMA or in hard copy, except for an overnight Excursion or if there have been any changes to the student's medical information.

c) Overnight interschool athletics within the province of Ontario do not require an additional medical information form to be completed by Parents/Guardians. Once

the medical information is entered into Trillium and/or EMA, Trillium or EMA will generate a Student Excursion Report that outlines the student's medical/health information. The generated Student Excursion Report must be generated and carried for each Excursion by the teacher in charge of the Excursion. Parents/Guardians will also have the opportunity to update medical information for their child throughout the school year by completing another Form 511: Medical Information for Excursions (or the appropriate athletics activity form) in hard copy or in electronic form using EMA.

C. RESTRICTIONS

d) An appropriate and related program, including assessments, will be planned for all students who do not participate in the Excursion. Conversely all students participating in an Excursion will be allowed to complete any assignments or assessments missed due to the Excursion within a reasonable time after the Excursion, without penalty.

e) The principal will ensure that a sufficient number of teachers and adult supervisors accompany students on all Excursions in accordance with the minimum Supervision ratios outlined in this document (See Section G: Supervision for more information on Supervision ratios). Efforts should be made to include adults or older students who speak the languages of some of the students, especially when newcomers to Canada are among the group (See Section G: Supervision).

f) Schools and school staff/administration will not authorize any Excursions that do not comply with the requirements outlined in this document and the Excursions Policy (P033). School staff/administration and teachers should not initiate or become involved in Excursions, student activities or events that do not meet the requirements outlined in this document.

g) No TDSB employee, external organization or Program Service Provider will engage in the distribution of any literature, documents or material on school/TDSB property or use any equipment or TDSB property.

h) Staff are not to organize, promote or discuss any Excursions that do not comply with the requirements outlined in this document or that have not been formally approved by TDSB.

i) No TDSB employee will use any forms, literature, or any documents that may indicate to the Parents/Guardians and/or the students that unapproved Excursions have been approved by TDSB

j) Any teacher, school staff member, principal or his/her designate who becomes aware of an Excursion, activity or event that has not been formally approved by TDSB according to the requirements of this document will make every effort to inform the students involved and their Parents/Guardians of the 'not approved' status of the Excursion, activity or event.

D. RISK/LIABILITY

a) Excursions involve risks and responsibilities different from those encountered in the classroom.

b) TDSB's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for TDSB, from third party claims. The insurer responds to lawsuits that are brought against staff or volunteers who are supervising the Excursions, school events and activities approved by the principal, the Superintendent of Education and the Executive Superintendent of Education, where applicable.

E. MINIMUM RESPONSIBILITIES

E.1 For Principals (also see Section E.6: Superintendents of Education)

a) At the beginning of the school year, principals will ensure that:

i. A student data verification sheet is distributed to each student. This sheet should be completed and signed by the Parents/Guardians or the adult student (age 18 years or over). Where a student of 16 or 17 has withdrawn from parental control, the student can complete and sign the student data verification sheet. Completed student data verification sheet should be returned to the school and the changes should be entered into Trillium.

ii. The completed and signed Form 511: Medical Information for Excursions outlining the student's medical/health information and condition, if any and authorizing the teacher in charge of the Excursion to seek and obtain medical care, if necessary, for the student, has been obtained from the Parents/Guardians. The Parents/Guardians also have an option to either provide or update their child's medical/health information via EMA by completing an online form. **Principals must ensure that the student's medical information provided either electronically via EMA or in hard copy is entered into Trillium.** The entering of this information into Trillium should be a top priority for schools, as this is a health and safety issue.

b) The student data verification sheet and Form 511: Medical Information for Excursions should be kept and filed (hardcopies) or stored in electronic format.

c) The principal will make the decision to approve or not approve any Excursion and/or participants, including those requiring additional approval from the Superintendents of Education and the Executive Superintendent of Education, where applicable. External waivers or releases from external organizations or Program Service Providers must be acceptable to the TDSB Legal Services and/or Risk Management Department(s) and approved by the Superintendent of Education and Executive Superintendent of Education, where applicable (See Section E.6: Superintendents of Education). Principals will ensure that school staff and teachers are **only** selecting approved excursion destinations and approved Program Service Providers found in the TDSB Excursion and Event Facilities Directory.

d) For those Excursions that require the additional approval of the Superintendent of Education, at least one (1) month prior to the Excursion, the principal will submit, as required, documentation necessary for the Superintendent of Education's approval via EMA.

e) **For overnight Excursions outside of Ontario**, Request for Excursion Approval by the Superintendent of Education (and the Executive Superintendent of Education, where applicable) must be submitted at least three (3) months in advance, and for **Out-of-Country Excursions**, Request for Excursion Approval by the Superintendent of Education and the Executive Superintendent of Education must be submitted at least six (6) months in advance. In order to plan for the necessary approval(s), for those Excursions that require the additional approval, school staff and teachers should draft their Excursion proposal and receive the principal approval first, prior to submitting a formal request for approval to the Superintendent of Education and the Executive Superintendent of Education, where applicable.

f) The principal or his/her designate identified to the teachers will be available by telephone, cellular telephone, or other wireless means of communication to teachers in charge of the Excursion in case an emergency arises at any time during the Excursion. The principal will keep their mobile phone on them at all times during the Excursion. The phone number (the principal mobile) or contact information for the principal or his/her designate should be kept with the teacher in charge during the Excursion. The Excursion itinerary and phone number(s) for school staff while on the Excursion should be available to the principal and school office during the Excursion.

g) In accordance with the TDSB Restrictions on Alcohol, Drug and Tobacco Use Policy (P095), all persons attending Excursions are prohibited from being in the possession of, or under the influence of alcohol or drugs (including cannabis) while on TDSB premises or while engaging in TDSB related activities and Excursions. Personal time, such as sightseeing, shopping or other forms of personal entertainment, including the involvement of alcohol or drugs, for staff and volunteers participating in an excursion are not permitted. Family, friends, pets or students from other boards are also not permitted to participate in an excursion.

h) The principal will designate at least one (1) certified teacher from the school as the teacher in charge of the Excursion. The principal should not designate an occasional teacher as teacher in charge of the Excursion unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the nature and activity of the Excursion.

i) The principal will ensure that a sufficient number of teachers and adult supervisors accompany students on all Excursions, in accordance with the minimum Supervision ratios outlined in this document. Efforts should be made to include adults or older students who speak the languages of some of the students, especially when newcomers to Canada are among the group (See Sections G.2: Supervision, paragraphs (f) and (p) for minimum Supervision ratios.)

j) The principal will make every effort to ensure that a completed and signed (either online via EMA or in hard copy) Parent/Guardian Permission for Excursion (or appropriate athletics form) is obtained for each student participating in an Excursion.

k) Once the Excursion has been approved by TDSB, the principal and the teacher(s) in charge of the Excursion should consider holding Parent/Guardian information sessions, except for overnight Excursions where it is mandatory, are planned, to outline the educational purpose, explain risks, address any concerns and answer any questions.

l) The principal should ensure that all excursion supervisors are aware of relevant medical concerns for all excursion participants.

m) The principal should ensure that the Excursions reflect the Board's commitments to inclusion and equity and do not limit any students, for example, due to accessibility or financial constraints.

n) All Volunteers, including volunteer drivers should be approved by the principal prior to the commencement of the Excursion.

o) The principal will make every effort to inform the Volunteers about their responsibilities and about requirements for insurance as outlined in this document (See Section E.3: For Volunteers). The principal will request that all Volunteers sign a TDSB approved waiver as well as have proof of police background check to participate in an Excursion prior to the commencement of the Excursion.

p) If the Excursion involves the use of volunteer drivers, these volunteer drivers are required to complete and sign Form 511F: Principal Authorization for Volunteer Drivers. The principal will make the decision to approve or not approve this form/volunteer driver. Principal Authorization for Volunteer Drivers to authorize volunteer drivers and their private vehicles for transportation of students on Excursions. Volunteer drivers should be used in limited situations.

   i. If the Excursion involves the use of volunteer drivers, the principal should ensure that Form 511: Parent/Guardian Permission for Excursion (or appropriate athletics form) includes specific information about the volunteer drivers and the vehicles being used, and that every effort is made to obtain consent from Parents/Guardians for each Excursion for students to travel in specified private vehicles with specific volunteer drivers. The requirements for volunteer drivers include a valid (unrestricted) Ontario Class G driver's license, a 3-year uncertified driver's record, personal automobile insurance coverage, and a vehicle that is in good working condition. Volunteer drivers must be over 25 years old and show proof of liability insurance on the vehicle of at least $2,000,000. Every occupant of the vehicle must have appropriate seating and restraints (See Section I.4: Transportation, paragraph (c): Child Seating and Restraint Systems (Car Seats, Booster Seats, Seatbelts). Volunteer drivers may have no more than four 4/7 occupants, including driver, and no pets, in any vehicle. Passenger vans, for example, that could transport 10 or more occupants, are not permitted.

   ii. Volunteer drivers should not drive themselves or other students to any activity outside of the Excursion.

q) The principal will ensure that contingency planning is part of every Excursion. A formal contingency plan is part of every High-Care Activity or overnight Excursion

(except Excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education, and overnight interschool athletics Excursions) and must be approved by the appropriate Superintendent of Education and the Executive Superintendent of Education, where applicable.

r) Wherever possible, supervisors on an Excursion must carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school or TDSB, the principal will make such items available to supervisors on an Excursion. Supervisors must ensure that cellphones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the Excursion.

s) During the Excursion preparations, the principal will consider:

i. if a student has a serious medical/health condition;

ii. if the excursion destination is compatible for all students;

iii. preparations for student abilities, such as swim tests, have been completed;

iv. if the administration of medication is too complicated;

v. if a student has engaged in serious misconduct, including breach of the Board Code of Conduct (PR585), the school's Code of Behaviour, the Code of Behaviour for Athletes (for interschool athletics), and other applicable TDSB policies and procedures to determine whether a student participates in an Excursion.

t) The principal will ensure that one copy of all appropriate approved forms (e.g., all completed and signed Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class Excursions, the appropriate completed forms; and other forms pertinent to the Excursion) are on file until at least the end of June of the current school year following the school year in which the Excursion takes place.

E.2. <u>For Teachers</u>

a) The teachers participating in an Excursion must be familiar with the content of the Excursions Policy (P033), this procedure and any associated documents and forms.

b) The teacher will ensure that each Excursion has an educational purpose with curricular relevance that is clearly identified to the students and their Parents/Guardians.

c) The teacher will ensure each Excursion is equitable and inclusive. For excursions with high costs per student and/or involving 15 or fewer students out of a pool of students of 20 or more, a teacher must provide an explanation addressing the student participation.

d) The teacher must complete and submit to the principal via EMA all excursion request(s)/form(s) that require approval by the principal and/or approval by the Superintendent of Education at least one (1) month prior to the scheduled Excursion. Note: In order to plan for the approval, for those Excursions that require

the additional approval, teachers must draft their Excursion proposal and receive the principal approval of the Excursion proposal prior to submitting a formal request for approval to the principal and/or the Superintendent of Education and the Executive Superintendent or Education, where applicable. Where applicable, teachers should select approved excursion destinations found in the TDSB Excursion and Event Facilities Directory. No communication to Parents/Guardians should take place unless approval is first obtained.

e) All external waivers, releases, acknowledgements, booking or registration forms and other documents/forms provided by Program Service Providers must be approved by TDSB Legal Services and/or Risk Management Department and by the Superintendent of Education.

f) In accordance with Ontario *Travel Industry Act*, 2002 and Regulation 26/05, overnight Excursions not related to a competition or involving a camp, camping or out tripping, must be arranged through TDSB approved travel agent(s) (retailers) and travel wholesalers (for example, tour operators) registered with the Travel Industry Council of Ontario ("TICO").

g) Teachers must use only approved excursion vendors in the Excursion and Event Facilities Directory. A Principal and, if required, a Superintendent could make an exception.

h) The teacher in charge of the Excursion will ensure that contingency planning is part of every Excursion, especially of every High-Care Activity or overnight Excursion (except Excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education, and overnight interschool athletics Excursions) and must be approved by the principal and the Superintendent of Education and the Executive Superintendent of Education, where applicable. Except for tour operator / commercial tours, the teacher must be familiar and have attended the excursion destination previously, for example, for a play, they must have attended that theatre.

i. The teacher in charge of the Excursion will ensure, wherever possible, that supervisors on an Excursion will carry copies of the emergency procedures and student information as generated by the Trillium student excursion report or EMA.

ii. The teacher in charge of the Excursion will inform the principal of alternate plans for Supervision in case one or more supervisors are unable to attend the Excursion.

iii. Only once approval has been obtained, the teacher in charge of the Excursion will make every effort to inform students and their Parents/Guardians, of details of the Excursion, including costs, deposits, refunds, non-refundable costs, behavioural expectations, and any risks associated with the Excursion through either Form 511: Parent/Guardian Permission for Excursion or online via EMA.

iv. The teacher in charge of the Excursion, in consultation with the principal, should consider holding Parent/Guardian information sessions when

overnight Excursions are planned by the school, in order to outline the educational purpose, explain risks, and answer any questions.

v. In exceptional circumstances, Excursion dates and times may change. The teacher will make every effort to inform students and their Parents/Guardians of these changes.

i) The teacher in charge of the Excursion will make every effort to inform Parents/Guardians in writing through either Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) or online via EMA, of the names of any volunteer drivers participating in the Excursion, and specific information about the volunteer drivers' vehicles.

j) If the Excursion involves the use of volunteer drivers, the teacher will make every effort to ensure that consent from Parents/Guardians is obtained for each Excursion for students to travel in specified private vehicles with specific volunteer drivers (See Section E.1: For Principals, paragraph n).

k) The teacher will make every effort to inform Parents/Guardians in writing through either Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) or online via EMA that Parents/Guardians will be responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the Board Code of Conduct (PR585), the school's Code of Behaviour, or the Code of Behaviour for Athletes (for interschool athletics) during the Excursion. This could include costs for transportation home or for damages resulting from their child's misconduct.

l) Where practical, teachers will provide Parents/Guardians with a cover statement in the student's first language, or the Parent's/Guardian's first language where different, describing the contents and importance of all forms and any other written communication regarding the Excursion. If this is not practical, teachers will provide Parents/Guardians with a standard letter that indicates that the attached forms are important and should be translated.

m) The teacher in charge of the Excursion will arrange an appropriate and related program, including any assessments, for all students who do not participate in the Excursion. Conversely, all students participating in an Excursion will be allowed to complete any assignments or assessments missed due to the Excursion, within a reasonable time after the Excursion, without penalty.

n) The teacher in charge of the Excursion must be aware of the details of all medical and emergency care information for all excursion participants prior to any Excursion outlined in the Student Excursion Report.

o) The teacher in charge of the Excursion must inform all supervisors of relevant medical concerns for all excursion participants and expected interventions.

p) The teacher in charge of the Excursion must ensure that all excursion participants have the appropriate visa(s), proof of citizenship, passports, Ontario Health Card number, and out-of-country health/accident/travel insurance policy(ies), as required, for each student and staff member for all Out-of-Country Excursions. The teacher in charge of the Excursion will check the Government of Canada Travel

Advice and Advisories website (travel.gc.ca) for specific travel advice for the destination.

q) For the Excursion purposes, in particular for Excursions outside of Ontario or Out-of-Country Excursions, where a student is subject to a custody order, the consent of both Parents is recommended if there is joint custody. Sometimes both Parents have custody, but they disagree with each other on the child's educational matters. In that case, it is advisable for the school to ask both Parents to reach an agreement first as the school cannot follow the Parents' conflicting directions/instructions.

r) The teacher in charge of the Excursion will arrange and supervise all aspects of transportation required for the Excursion using TDSB approved vendors, including specialized transportation, when appropriate, for students with special needs.

s) The teacher in charge of the Excursion will submit, via EMA, to the principal one copy of all appropriate approved forms (e.g. all completed and signed Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class Excursions, the appropriate completed forms; and other forms pertinent to the Excursion) to be kept on file until at least the end of June of the current school year following the school year in which the Excursion takes place. In the case of a TDSB-organized Excursion, centrally assigned staff will assume the responsibility of the teacher in charge of the Excursion, as approved by the department's immediate supervisor (with the exception of interschool athletics meets/games/championships where teachers assume their normal roles).

t) The teacher in charge of the Excursion must carry the Student Excursion Report on every Excursion.

E.3. <u>For Volunteers</u>

a) Volunteers will have signed a waiver prior to the excursion.

b) Volunteers will adhere to all applicable TDSB policies, procedures, guidelines, protocols and practices, and will work under the Supervision of the principal and teachers from the school or under the central department staff for the duration of all Excursions.

c) Volunteers will adhere to all applicable TDSB policies and procedures relating to volunteers, including police reference checks and/or vulnerable sector screening (See TDSB Employee Protocol (SR23) regarding police reference checks ((Volunteers section) at https://www.tdsb.on.ca/Portals/0/Elementary/docs/SupportingYou/SR23.pdf). Volunteers who accompany students on an overnight or multi-day Excursion for the purpose of assistance with Supervision must have a police reference check and/or vulnerable sector screening. Whenever possible, the principal should maintain a list of "approved" volunteers for Excursion purposes.

d) Volunteers who agree to transport students in private vehicles for an Excursion are required to complete a Form 511F: Principal Authorization for Volunteer Drivers.

The principal will make the decision to authorize or not authorize the volunteer driver and vehicle.

e) Volunteer drivers must have the automobile liability insurance, with a minimum limit of a $2,000,000 coverage and history to transport students for the Excursion (See Section E.1: For Principals, paragraph n).

E.4 <u>For Students</u>

a) Teachers will review the information about students' responsibilities on Excursions with students at the beginning of the school year. For interschool athletics, students will also receive a copy of the Code of Behaviour for Athletes found in the respective constitutions.

Students will adhere to the TDSB Caring and Safe Schools Policy (P051), the Board Code of Conduct (PR585), the school's Code of Behaviour, and other applicable TDSB policies and procedures; for interschool athletics, in addition to the above, the Code of Behaviour for Athletes, for the duration of all Excursions. Students who fail to adhere to the TDSB Caring and Safe Schools Policy (P051), the Board Code of Conduct (PR585), the school's Code of Behaviour, the Code of Behaviour for Athletes (for interschool athletics) and other applicable TDSB policies and procedures, while on Excursions, will be subject to the same consequences as if the students were in attendance at school during regular school hours.

b) While on Excursions, and while travelling to and from Excursions, students will continue to be responsible for their conduct. Students will comply with their obligations under section 23 of Regulation 298 of the *Education Act*, including the following:

- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm, and judicious parent;
- be courteous and demonstrate inclusiveness and equity toward fellow students;
- be obedient and courteous to the principal and teachers; and
- show respect for school property.

c) Students must adhere to the TDSB Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) that prohibits smoking, vaping, use of alcohol, and the non-medical use of drugs at all school activities and Excursions whether they take place inside school or off school property.

d) Students participating in Excursions are expected to be prepared for the Excursion and adhere to Excursion expectations.

e) Students participating in Excursions will follow the directions of teachers in charge of Excursion and other supervisors during the Excursion.

f) Students participating in Excursions are expected to complete, without penalty, any assignments and assessments missed in any subject due to the Excursion, within a reasonable time after the Excursion, as determined by the student's teachers.

E.5. <u>For Parents/Guardians</u>

a) Parents/Guardians of students under the age of 18 who wish their child to participate in an Excursion are required to provide permission for each Excursion by completing Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) either in hard copy or online via EMA. Students aged 18 and over may complete Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) on their own behalf; however, it is strongly recommended that the Parents/Guardians of such students also approve the Excursion.

b) Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) will contain information about the nature and purpose of the Excursion, any special risks or unusual activities, locations, dates and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, and any other relevant information that could have some bearing on whether the Parents/Guardians (or students aged 18 and over) would give or withhold their permission, need to update relevant medical or emergency information, and/or purchase student accident insurance..

c) Every effort will be made to advise Parents/Guardians of any volunteer drivers participating in the Excursion and to provide them with specific information about the volunteer drivers' vehicles. Every effort will be made to obtain written Informed Consent from the Parents/Guardians in order for the student to ride with a specific volunteer driver.

d) Parents/Guardians (or the student, where the student is aged 18 or over) who wish their child to participate in an Excursion are required to indicate if there is any medical/health reason why their child is not able to participate in the Excursion, or that may lead them to require special attention during the Excursion.

e) At the beginning of the year, Parents/Guardians will complete another Form 511: Medical Information for Excursions authorizing the teacher in charge of the Excursion to seek and obtain medical care for the student, if necessary. Overnight interschool athletics within the province may not require an additional Form 511: Medical Information to be completed. The student's medical information will be requested annually by the school, and Parents/Guardians are expected to provide the school with any relevant information or changes throughout the school year.

f) Parents/Guardians are expected to ensure that their child is prepared appropriately for the Excursion (e.g., bringing their own lunches and/or other times (if applicable), wear appropriate clothes, etc.)

g) Parents/Guardian are responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the TDSB Caring and Safe Schools Policy (P051), the Board Code of Conduct (PR585), the school's Code of Behaviour, the Code of Behaviour for Athletes (for interschool athletics) and other applicable TDSB policies and procedures. This could include lost deposit fees, costs for transportation home, or for damages resulting from misconduct.

h) Parents/Guardians are responsible for the purchase of voluntary student accident insurance if necessary, and where required, mandatory travel insurance that includes cancellation coverage for school labour action.

E.6 For Superintendents of Education

a) The Superintendent of Education should make the decision to approve or not approve the following types of Excursions:

i. Excursions beyond the City of Toronto and the GTA and out of province;

ii. High-Care Activities and those types of activities that involve increased risk and/or special safety considerations.

iii. Overnight Excursions (not including Excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education or overnight Excursions for Ontario Federation of School Athletic Associations ("OFSAA") secondary school athletics competitions which will be approved on masse);

iv. Excursions involving activities not listed in curricular and related safety documents;

v. Excursions on days not identified as instructional days on the approved school year calendar or in the summer;

vi. Excursions where Program Service Providers require the Parent/Guardian or the student to sign the Program Service Provider's waiver or release forms. Excursion forms for the Superintendent of Education's approval should submitted via EMA in accordance with the timelines set out in Sections E.1: For Principals, paragraph e) and E.2: For Teachers, paragraph d).

b) The department's immediate supervisor/coordinator, the Superintendent of Education and the Executive Superintendent of Education, where applicable will make the decision to approve or not approve TDSB-initiated activities, including interschool athletics events sanctioned by TDSB, and Excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education, and Excursions organized by other Centrally Assigned Coordinators.

F. APPLICATION AND APPROVAL

a) The permission from the Parents/Guardians should be obtained for all Excursions (See Section E.5: For Parents, paragraph a). Where permission from

Parents/Guardians cannot be obtained for any reason, the student will be excluded from the Excursion unless the principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate, has verbal permission from the Parent/Guardian, and the activity is not a High-Care Activity, an Out-of-County Excursion and an Excursion outside the GTA.

b) The principal will make the decision to approve or not approve an Excursion and participants, including those requiring additional approval from Superintendents of Education and the Executive Superintendent of Education, where applicable. The principal may wish to consult the Superintendent of Education, the Executive Superintendent of Education, where applicable or Centrally Assigned Coordinators before making a final decision or determination.

c) Approval for TDSB-initiated activities and Excursions, including interschool athletics events sanctioned by TDSB, Excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education, and Excursions organized by other Centrally Assigned Coordinators should meet the requirements of this document, the Excursions Policy (P033), except that the Superintendent of Education's approval comes from the department's immediate supervisor. For these Excursions (with the exception of the interschool athletics games/tournaments/events), the responsibilities of the teachers in charge of the Excursion are assumed by the centrally assigned coordinators approved by the appropriate Superintendent of Education.

d) If the school requires exception to the approval timelines for Excursions the exceptions to these timelines will be considered on an individual basis at the Superintendent of Education's discretion.

e) No communication or monies will be collected from the Parents/Guardians or students and paid to Program Service Providers prior to the full approval of the Excursion by the principal and/or Superintendent of Education and the Executive Superintendent of Education, where applicable. For Student Tours, no monies will be paid to tour operators until all necessary approvals of the Excursions have been obtained.

f) High-Care Activities, and other activities not specifically listed in the curriculum or related safety documents, will be submitted to the Superintendent of Education and the Executive Superintendent of Education, where applicable for approval prior to the school participation in High-Care Activities, and other activities not specifically listed in the curriculum or related safety documents.

g) Any Excursion or activity that is not approved by the principal as part of the school program will not be promoted or organized during school hours or in association whatsoever with the school or TDSB. The teachers will not initiate or become involved in Excursions or activities that have not received the requisite approvals. Excursions organized by TDSB will comply with the same standards of curricular relevance to particular students' individual programs as those Excursions organized by the school. Where applicable, principals and teachers are strongly encouraged to select approved excursion destinations found in the TDSB Excursion and Event Facilities Directory.

F. 1 Excursions within Walking Distance of the School

h) Principals have the option of using the: Form 511H: Walking Excursion Form – Immediate Community, to cover non-high-care curricular activities in instructional time within walking distance of the school. Appropriate supervision will be approved on a case-by-case basis by the principal. Where possible, the teacher in charge of the Excursion within walking distance of the school and principal will notify Parents/Guardians of the activity, location, date, and time through newsletters, Web sites, or notes in school planners/agendas.

F.2 Series of Scheduled Events or Class Activities within the GTA

a) Where the Excursion involves a series of related or repeated events or activities to the same destination or for the same purpose, the teacher in charge of the Excursion will prepare a schedule of activities and obtain a single permission from Parents/Guardians for all related or repeated events or activities of the Excursion.

F.3 Unauthorized Excursions

a) Certain excursion activities will not be approved, as they are deemed to be unsafe because of high or multiple risk factors. Examples of such activities include but are not limited to: white water canoeing; white water rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at private or non-regulated pools, rivers, or lakes; and hot-air balloon rides.

F. 4 Commercial Excursions, Out-of-Country Excursions, and Student Tours

a) For any Commercial Excursions, Out-of-Country Excursions, or Student Tours, the teacher in charge of the Commercial Excursion, Out-of-Country Excursion or Student Tour will complete and submit all requests for approval via EMA at least six (6) months prior to the Excursion.

b) All Out-of-Country Excursions will require additional approval from the Executive Superintendent of Education. The principal and the teacher in charge of the Excursion will check the Government of Canada Travel Advice and Advisories website (travel.gc.ca) for specific travel advice for the destination.

c) The teacher in charge of the Commercial Excursion, Out-of-Country Excursion or Student Tour will report any changes to the excursion plan, including the time or point of departure, destination, or addresses, to the principals and/or the Superintendent of Education and the Executive Superintendent of Education, where applicable, as early as possible, in advance of the Excursion. Teachers should be aware that the Commercial Excursion operator has ultimate responsibility and decision making, including changes to the excursion plan.

d) Commercial Excursions, Out-of-Country Excursions and Student Tours will be arranged through a TDSB approved travel agent or tour operator duly registered under the Ontario *Travel Industry Act, 2002*.

e) The teacher in charge of the Commercial Excursion, Out-of-Country Excursion or Student Tour will confirm that the travel agent or travel wholesaler is duly registered under the Ontario *Travel Industry Act, 2002* (Refer to the TDSB Excursion and Event Facilities Directory which contains a listing of all approved tour operators). All travel agents must possess a license issued by the Travel Industry Council of Ontario (TICO).

f) Staff and students participating in a Commercial Excursion, Out-of-Country Excursion or Student Tour must be covered by an insurance package that includes the following types of insurance (where applicable):

i. repatriation;

ii. cancellation, including labour action;

iii. accidental health; and

iv. baggage.

For Commercial Excursions, the provider will include the cost of their insurance in the excursion cost.

g) Except for unexpected health and unique unexpected family circumstances, such as a death in the family, students will not be able to leave a Commercial Excursion during the excursion or to separately join or leave an excursion once underway, for example, a student may want to take separate transportation to meet their family who is on vacation or leave a vacation destination to join the school excursion. Any additional costs for transportation and supervision will be the responsibility of the student and may be covered under the travel insurance.

h) Inviting or use of family members or friends as volunteers, or pets by staff, is not permitted. Students must be enrolled at the school at the time of excursion, to participate.

i) Free time during an excursion is not recommended.

j) Supervision ratios outlined in this Procedure should be followed on Commercial Excursions. Excess supervision and “free time” for supervisors should be avoided.

k) When communicating the cost to parents/guardians, the cost of supervision/chaperones should be identified and communicated separately.

l) Destinations involving beaches and swimming are to be avoided.

m) Excursions that are initiated for a club performance, competition or game match and have a tour itinerary included, should be using a Commercial Excursion provider

n) All excursion contracts with tour operators must contain the following clause: “*Despite any other agreement, oral or written between the parties, the agent/tour operator will fully refund within 30 days all monies paid for hotel, flight, transportation, deposits, or other services if the principal of the school notifies the*

agent/tour operator that, in the opinion of Toronto District School Board, it is unsafe for the trip to proceed" unless other instructions are obtained from the Superintendent of Education and the Executive Superintendent of Education, where applicable, in which case the principal will make the students and their Parents/Guardians aware in writing in the Parent/Guardian Permission for Excursion form or online via EMA of the travel agency's or travel wholesaler's policy regarding refunds (See the TDSB Excursion and Event Facilities Directory, which contains a listing of tour operators approved by TDSB and their approved agreements).

o) In the case where the deposit is non-refundable, Parents/Guardians must agree that TDSB is not liable for the loss of deposit. All cheques for payment of students' travel costs should be made payable directly to the travel agency or travel wholesaler. Cheques should not be made payable to the teacher, the school, or TDSB.

G. SUPERVISION

G.1 Principles of Supervision

a) All activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.

b) Supervisors should be aware of, and incorporate, the three categories of supervision set out in the OPASSE as set by the OPHEA, including:

i. **Constant visual**: The supervisor is physically present, watching a single activity.

ii. **On-site/In-sight**: The supervisor is present, but not necessarily constantly viewing a single activity.

iii. **In-the-area**: The supervisor may be in one area while activity is taking place in another area nearby.

c) Supervisors of athletics activities will adhere to the designated level of Supervision as stipulated in the OPASSE.

d) Supervisors should exercise their discretion in determining the appropriate level of during an Excursion, having regard to the following factors, among others:

i. the risk level of the activity;

ii. nature of the destination and/or travel;

iii. safety gear;

iv. the participants' special needs, skill level and abilities; competence and capacity;

v. the participants' ages, maturity and experiences.

e) Additional Supervision may be advisable where a student's exceptionality warrants.

f) The Supervisor will make students aware of the rules and safety considerations of any activities engaged in during the Excursions. Rules may be modified to suit the age, physical abilities and exceptionalities of the students, but once made, they will be strictly enforced. Students participating in the activities are expected to follow the rules for all activities, games, camps and events.

g) Where appropriate, students and supervisors will receive safety briefings regarding the use of emergency gear and emergency procedures in advance of the Excursion.

h) The supervisor will be vigilant to prevent students from pressuring each other into trying skills or activities for which they are not ready and/or not able to perform.

G.2 General Requirements

a) To assist in excursion planning, excursion destinations must be selected from the TDSB Excursion and Event Facility Directory. Any activity or Excursion not listed in the Directory requires the approval of the Superintendent of Education and the Executive Superintendent of Education, where applicable.

b) When supervising students on Excursions, teachers and other school administration must act as reasonably careful or prudent parents (the common-law standard of care) in these circumstances. In monitoring Excursions, TDSB, its staff, volunteers, authorized agents and representatives or any person permitted to provide Excursions will comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students, and ensure that every activity is conducted in accordance with the *Education Act* and related regulations, *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56, the *Personal Health Information Protection Act*, 2004, S.O. 2004, Chapter 3, Schedule A, the *Child, Youth and Family Services Act*, S.O. 2017, Chapter 14, Sched.1 and other applicable legislation in the province of Ontario as well as TDSB policies and procedures, as may be amended from time to time.

c) In approving and supervising the Excursions, principals will comply with their statutory duties, including the duty to maintain proper order and discipline in the school, give attention to the health, safety and comfort of the students, supervise instruction in the school, provide for the Supervision of any school activity authorized by TDSB, and report promptly any neglect of duty or infraction of school rules by a student to the Parents/Guardians.

d) In planning and supervising Excursions, teachers will comply with their statutory duties, including the duty to teach diligently and faithfully the classes or subjects assigned to the teacher by the principal; encourage students in the pursuit of learning; maintain proper order and discipline in the classroom and on the school ground; be responsible for effective instruction, training, and evaluation; ensure that all reasonable safety procedures are carried out; and co-operate with the principal and other teachers to establish and maintain consistent disciplinary practices.

e) School staff and principals should provide support to students to be able to participate in all Excursions, including activities requiring skills training, such as swimming. For students unable to attend certain Excursions or attend in a limited capacity, alternative activities should be planned, including assessments in accordance with the policies and practices described in the Ontario Ministry of Education policy documents: *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition (Covering Grades 1 to 12), 2010* and *Growing Success – The Kindergarten Addendum: Assessment, Evaluation, and Reporting in Ontario Schools, 2016.*

f) Excursion volunteers will adhere to the TDSB policies, procedures and guidelines relating to volunteers, including obtaining a police reference check. Volunteers who accompany students on an Excursion for the purpose of assistance with Supervision must have a valid police reference check (See Section E.3: Volunteers, paragraph b).

g) All overnight Excursions will be supervised by at least two adults, representing the gender of the participating students, including at least one teacher from the school. For Excursions that include students from more than one school, and if it is not practical to have a teacher from each school, one teacher will be designated responsible.

h) The principal and the teacher in charge of the Excursion will ensure that all precautions for the safety, comfort and supervision of participating students are taken, including an overnight safety plan.

i) The principal and the teacher in charge of the Excursion will ensure that the following minimum supervision ratios are met for each excursion:

Minimum Supervision Ratios (for a maximum group size of 30 students)		
Grade Levels	**Day Excursions**	**Overnight Excursions**
JK–K	Three adult supervisors per group	Not recommended
1–3	Two adult supervisors per group	Not recommended for Grade 1 (Special approval of the Superintendent of Education required for Grades 2 or 3; If approved, four adult supervisors per group)
4–8	Two adult supervisors per group	Two adult supervisors per group
9–12	One adult supervisor per group	Two adult supervisors per group

j) The Superintendent of Education may grant other exceptions to the supervision ratios and standards at the Superintendent of Education's discretion.

k) Relevant considerations for the principal or the Superintendent of Education in exercising his or her discretion to increase Supervision ratios, in the chart above

or in the OPASSE as set by the OPHEA, may depend on the following factors (the list is not limited to the below factors):

i. the nature of certain destinations;

ii. the nature of the Excursion or activity;

iii. whether accommodations are required for students with special needs and exceptionalities who will be participating in the Excursion or activity. The accommodations are to be considered so that excursion participants are not disadvantaged or discriminated against during Excursions on the basis of the prohibited grounds of discrimination, as identified in the *Human Rights Code*, R.S.O. 1990, c. H.19, the *Ontarians with Disabilities Ac*t, 2001, S.O. 2001, c. 32 and the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and their respective regulations (See TDSB Accessibility Policy (P069).

iv. the competence and capacity of the students involved;

v. the age of the students;

vi. whether athletic teams are involved;

vii. whether Excursions are TDSB initiated and/or involve students from different schools, e.g., Student Environmental Network or a music camp;

viii. whether Excursions to TDSB Outdoor Education Day Centres where additional Supervision is provided;

ix. whether the activities require supervisors to have specific training and/or certification in order to supervise and instruct the Excursion or activity. Examples of these Excursions include but are not limited to activities such as canoeing, kayaking, sailing, swimming, Dragonboat racing, wall-ascending lines, bouldering, challenge courses climbing, skiing, snow tubing, camping, horseback riding, and rock climbing (See the OPESG as set by the OPHEA for complete listings and certification requirements).

G.3 Excursions Involving Water-Based Activities

a) When attending any water-based Excursions, all students must pass the required swim tests as set out by the Ontario Physical Health Education Association (OPHEA) in the Ontario Physical Activity Safety Standards Education (OPASSE).

b) All Excursions involving water-based activities will only be approved after the principal has reviewed documentation showing that only those students who passed the appropriate test(s) will be participating in water-based activities during the Excursion.

c) **First Pre-Excursion Swim Test**. All students participating in a pre-Excursion swim test will be given the results of their pre-Excursion swim test. All Parents/Guardians of children taking part in future Excursions that involve swimming, canoeing/kayaking or any other water-based activities will receive their child's/children's pre-Excursion swim test results prior to the Excursion.

Parents/Guardians will know that if their child is going on an Excursion involving water-based activities and if their child has passed a pre-Excursion swim test.

d) **Second Swim Test**. All students participating in water-based activities must pass a second swim test at a third-party facility. It will be supervised by camp lifeguards and TDSB teachers as per Ontario Camp Association (OCA) guidelines. If students fail the second swim test, they will not participate in any water-based activities during the Excursion. Any student who has failed their second swim test will not be allowed to participate in any water-based activities and will be provided with alternative land-based activities.

e) All students involved in water-based activities must be wearing a personal floatation device at all times outside designated, supervised, swim areas; no exceptions will be made.

f) In accordance with the OPHEA requirements, principals and teachers in charge of the Excursion will ensure that the correct number of lifeguards (National Lifeguard Certified) will be present when students are in the water during the Excursion.

g) All supervisory staff overseeing water-based activities must have current certifications as per Ontario Teachers Aquatic Standard (OTAS). A copy of certification will be provided to the principal prior to the Excursion.

G.4 Non-Athletic Related Excursions

a) For non-athletic activities, the principal will ensure that a sufficient number of teachers and adult supervisors accompany students on all Excursions, in accordance with the minimum supervision ratios outlined in this document. (See Section G.2: General Requirements, paragraph j) for minimum Supervision ratios.)

b) Where the Excursion involves physical education or interschool athletics, the minimum supervision ratios for the specific activity must be obtained from the OPASSE as set by the OPHEA, and the lowest ratio must be adhered to.

c) The following individuals may be designated by the principal as additional supervisors on an Excursion: principals, vice-principals, teachers, education staff, Parent/Guardian and community volunteers (provided they are 18 years of age or over).

d) For interschool athletics events, teachers, long-term occasional teachers, principals, and vice-principals employed by the TDSB, and retired TDSB teachers who are in good standing with the Ontario College of Teachers, are eligible to coach, subject to the approval and discretion of the principal.

e) For overnight excursion, whereby the teacher is adding a tour to the itinerary, refer to Commercial Excursions.

f) TDSB employees who are not teachers, and individuals who are not employed by the TDSB ("community coaches"), may coach subject to the approval and discretion of the principal, provided community coaches meet criteria for coaching eligibility, are under the direct supervision of a teacher/administrator ("staff

supervisor") who is employed by the TDSB, obtain police reference checks in accordance with the TDSB Employee Services Protocol: Police Reference Checks (SR23) and adhere to all applicable TDSB policies, procedures and guidelines

H. WAIVERS AND ADDITIONAL FORMS

a) From time to time, Program Service Providers may require the excursion participants and/or their Parents/Guardians to complete a waiver and/or release forms prior to participating in the Excursions. Where a Program Service Provider requests that a waiver and/or release form or any other forms from a Program Service Provider be completed and signed, the teacher in charge of the Excursion will submit the forms to the Superintendent of Education, prior to the commencement of the Excursion, for his or her approval. Waivers or any other forms from Program Service Providers must be acceptable to the TDSB Legal Services and/or Risk Management Department and approved by the Superintendent of Education prior to the commencement of the Excursion. Principals will ensure that school staff and teachers in charge of the Excursion are selecting approved excursion forms and approved Program Service Providers found in the TDSB Excursion and Event Facilities Directory.

I. TRANSPORTATION (Reference to TDSB Transportation of Students Policy (P020)

a) Acceptable means of transportation for students participating in Excursions may include:

- buses and vans owned or hired by the TDSB;
- public transportation, including vehicles and vessels;
- authorized, commercial, transportation provider;
- other forms of transportation approved by the Superintendent of Education.
- Personal automobile use of volunteer or staff drivers and privately owned vehicles should be a choice of last resort.

b) Students may make alternate travel arrangements to and from an Excursion with approval from the teacher in charge of the Excursion and prior written permission from the Parents/Guardians.

c) For public transportation, students should receive full safety briefings from school staff and/or authorized TDSB representatives regarding the use of emergency gear and emergency procedures prior to the Excursion or boarding.

d) Insurance information will be obtained for vehicles used in the Excursion, regardless of the mode of transportation (i.e., commercial or volunteer).

e) For volunteer driver's requirements, see Section E.1: For Principals, paragraph n) and Section E.3: For Volunteers, paragraph d).

I.1 <u>Boat and Air Transportation</u>

a) For public transportation, both in-country and out of country, commercial boats or ships, vessel inspections are not required. For non-public transportation boats or ships, such as one exclusively offering tours or host a school event, vessel certification is required. In Ontario, refer to the TDSB Excursion and Event Facilities Director for approved Program Service Providers. If the transportation is part of a tour, the tour operator is responsible for confirming the vessel certification and safety plans.

b) Unless a Program Service Provider is a public transportation provider, for Excursions involving boating activities, all students will require a lifejacket.

I.2 Use of Buses and Vans

a) The preferred method of transportation for students on Excursions is by buses or vans owned and/or hired, with operator, by the TDSB.

b) Bus carriers should be selected from the list of pre-approved carriers prepared and issued annually by the TDSB Transportation Department.

c) A teacher from the school or teacher in charge of the Excursion will supervise students on a bus or van during all school-organized Excursions. The principal may delegate to a team coach or other responsible adult the responsibility of Supervision of students on a bus or van.

d) In situations where a bus or vehicle owned or hired by the TDSB is used to transport students during an Excursion, the teacher in charge of the Excursion will make and carry a list of the students, along with the Student Excursion Report, on each vehicle. Where possible, the list should include the licence/identification number of each vehicle. Where the activity is an Out-of-Country Excursion, then applicable travel insurance information (including insurers' phone number) should be carried by the teacher in charge of the Excursion.

e) When the Excursion goes beyond the GTA if travelling by bus, the teacher in charge of the Excursion will also carry a seating plan.

I.3 Student Tour Companies

a) Student Tour companies must be approved by the TDSB Purchasing Department and if the companies utilize their own carriers, they must meet the TDSB insurance requirements to be considered pre-approved carriers. Tour companies should be instructed to contact the TDSB Purchasing Department for the most recent TDSB insurance requirements.

I.4 Volunteer Drivers Using Vehicles or Another Licensed Automobile

a) Volunteer drivers are individuals, authorized by the principal, who have agreed to transport students using their own or another licensed automobile that meets the requirements of the TDSB, as outlined on the Form 511F: Principal Authorization

for Volunteer Drivers (See Section E.1: For Principals, paragraph n) and Section E.3: For Volunteers, paragraph d). The teacher in charge of the Excursion is expected to ensure that these forms are completed by volunteer drivers and submitted to the principal for review.

b) **Child Seating and Restraint Systems (Car Seats, Booster Seats and Seatbelts)**

i. Child seating and restraint systems are mandatory as follows when transportation is not by public transportation:

- Child Car Seats (forward-facing) are to be used for children weighing between 9 and 18 kg (20 to 40 lbs).
- Booster Seats are to be used for children weighing from 18 to 36 kg (40 to 80 lbs), less than 145 cm (4 feet, 9 inches) tall and up to 8 years old. Booster seats must be used with both the lap and shoulder belt combination.
- Seatbelts are designed for adults and older children. *Highway Traffic Act*, R.S.O. 1990, c. H.8 allows a child to use a seatbelt alone when any one of the following occurs: (1) child turns 8 years old, or (2) child weighs 36 kg (80 lb.), or (3) child is 145 cm (4 ft. 9 in.) tall or more.

ii. Drivers can be punished for not using proper child car restraints in vehicles. The principals and drivers are responsible for ensuring passengers under age sixteen (16) are properly secured. Principals should not authorize volunteer drivers to transport students unless each student has the appropriate child seating. Where this is not possible, alternative transportation such as public transportation or school bus should be used.

iii. The Ontario government introduced Bill 73, *Highway Traffic Statute Law Amendment Act (Child and Youth Safety) 2004*, which was passed into law on December 9, 2004 and went into effect on September 1, 2005. Bill 73 requires the mandatory and proper use of child car restraints – including car seats and booster seats. In Ontario, all drivers (including visiting drivers) must ensure that children under the age of 16 occupy a seating position and wear the seatbelt assembly, and that children under the age of 8 are properly secured in the correct child car seat or booster seat according to Ontario's requirements (Ontario Ministry of Transportation website at http://www.mto.gov.on.ca/english/safety/choose-car-seat.shtml).

c) Volunteer drivers and TDSB employees who use their personal vehicles for transporting students to Excursions and school activities should advise their insurance carrier of these uses of their vehicles. Ontario legislation makes automobile insurance compulsory in the Province of Ontario. Volunteer drivers should have the current motor vehicle liability insurance coverage, with a limited on liability of at least $1 million on any vehicle used to transport students for the Excursion (See Section E.1: For Principals, paragraph n) and Section E.3: For Volunteers, paragraph d) for more details).

d) Ontario legislation makes the owner's insurance primary coverage in the event of an accident, in other words, the insurance carried on the vehicle responds first. If a vehicle that is not owned by TDSB is being operated by a volunteer or any other TDSB employee for approved school activities or Excursions, the TDSB non-owned automobile insurance endorsement will respond to third-party liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the TDSB non-owned auto policy.

e) There is no coverage provided by the TDSB's insurance for damage to a volunteer's or employee's vehicle while they are being operated for TDSB activities.

I.5 Educational Staff Renting Vehicles

a) Vehicles being rented by educational staff for Excursions will be rented in the name of the TDSB and only as a last resort.

b) The full insurance coverage offered by the rental company is to be purchased, including the motor vehicle liability, with a limited on liability of at least $2,000,000.

c) The driver will provide proof of a licence required to operate the specified vehicle rented.

d) Booster Seats. Section I.4 (c) above also applies to educational staff renting vehicles.

I.6 Educational Staff Using TDSB Vehicles

a) The driver will provide proof of a licence required to operate the specified vehicle being used and have three-year automobile accident free history.

b) Booster Seats. Section I.4 (c) above also applies to educational staff using TDSB vehicles.

I.7 Student Identification for Transport

a) All students are expected to carry with them identification, including home, emergency, and school telephone numbers. When travelling on public transit, students in Grades K–6 should also carry the address of the excursion venue and the correct transit stop.

b) In situations where a bus or vehicle owned or hired by the TDSB is used to transport students during an Excursion, the teacher in charge of the Excursion will make and carry a list of the students along with the Student Excursion Report on each vehicle. Where possible, the list should include the licence/identification number of each vehicle. Where the Excursion is out-of-province or includes High-Care Activities, then applicable health information (including insurers' phone number) should also be carried.

c) When the Excursion goes beyond the GTA if travelling by bus, the teacher in charge of the Excursion will also carry a seating plan.

d) The principal will retain a copy of the above-mentioned lists as well as other related excursion forms in hard copy or in digital format in the school. The teacher in charge of the Excursion will also carry a copy of these lists. Finally, the supervisor of each bus or vehicle unit will carry a copy of these lists.

I.8 Travel in Inclement Weather

a) From time to time, weather conditions may make travel hazardous, particularly on the highway.

b) The principal has the ultimate responsibility for the safety of the students and will make a decision in these circumstances whether to proceed or not proceed with the Excursion.

c) The school will cover any costs associated with the cancellation or delay of the Excursion.

I.9 Transportation of Excursion-Related Equipment and Supplies

a) The transportation of Excursion-related equipment and supplies will be done in accordance with the safety requirements of the approved carrier.

I.10 Public Transportation

a) Public transportation may be an acceptable alternative to a TDSB bus.

b) Student groups larger than 35–40 should stagger their travel times or make alternative travel arrangements.

c) If the student group includes students who do not have public transportation student identification cards, the teacher in charge should contact the service provider to obtain a group identification card for the Excursion, if available.

d) When public transportation services are used, an adult supervisor will travel with all students, K–8 inclusive, to the excursion location, and return to the school. Students in Grades 7 and 8 may be dismissed from the venue, or the appropriate public transportation stop, provided prior written informed consent from their Parents/Guardians has been obtained.

e) When public transportation services are used, students in Grades 9-12 may travel to and from the excursion venue without adult supervision provided prior written informed consent from their Parents/Guardian has been obtained.

f) Principals will make individual assessments of the students to ensure that travel arrangements are appropriate in any given circumstance.

J. EXCURSION COSTS

a) In accordance with principles of the Equity Policy (P037) and TDSB's commitments to equity, inclusion, fairness, diversity and acceptance, every effort will be made to ensure that excursion opportunities are communicated in multiple, accessible formats and that students are provided with equitable access to excursion opportunities.

b) No monies for Excursions will be collected and paid to Program Service Providers before the full approval of the principal and/or approval the Superintendent of Education and the Executive Superintendent of Education, where applicable are obtained.

c) Teachers in charge of the Excursion will inform Parents/Guardians of the cost of the Excursion and other financial arrangements in the Parent/Guardian Permission for Excursion form. For out-of-province and Out-of-Country Excursions, teachers in charge of the Excursion will also inform Parents/Guardian of detailed costs, deposits, refunds, and non-refundable costs associated with the Excursion.

d) Principals will inform Parents/Guardians that Parents/Guardians will be responsible for any applicable losses or costs associated with their child being engaged in misconduct while on the Excursion, including damages and/or return transportation fare. Principals will also inform Parents/Guardians that Parents/Guardians will be responsible for any non-refundable deposit associated with the activity should TDSB cancel the Excursion in the interest of student safety or for any other emergency.

e) Supervision costs may be paid by Parents/Guardians/students up to the required ratios of Supervision (See section G.2 paragraph j). Above the required ratio of supervision, additional costs will be shared by all participating staff.

K. RISK MANAGEMENT

In referencing and selecting Program Service Providers from the TDSB Excursion and Event Facilities Directory, school staff will have access to approved vendors and related risk management information.

K.1 Contingency Planning

The principal will ensure that contingency planning is part of every Excursion. This includes anticipated risks, potential emergencies, and response to these emergencies.

a) The principal and the teacher in charge of the Excursion will ensure that an appropriate formal contingency plan is part of every High-Care Activity or overnight Excursion (except excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education, and overnight interschool athletics Excursions).

b) All excursion destinations in the Excursion and Event Facility's Directory have safety plan. Appropriate contingency plans should include the excursion destination plan as well as consider the degree of isolation of the Excursion. An appropriate contingency plan should include the recognition of potential emergencies, training and preparation, security plans for overnight accommodations, response during the emergency, and communication plans. An appropriate contingency plan should ensure that those individuals supervising the Excursion are familiar with relevant TDSB policies and procedures and other applicable policies, procedures and protocols.

c) During an emergency, the supervisor will take care of the immediate needs of the participants involved in the incident, prevent the situation from escalating, and follow the steps below:

i. Assess the situation to determine if immediate medical care is required or if assistance is required.

ii. Account for all participants and remove participants from further danger. A supervisor will take charge of the group, provide comfort and necessary information to all involved.

iii. Call 911 or necessary emergency services for assistance, depending on area/location.

iv. Arrange for the administration of first aid or CPR as required.

v. Call the school emergency contact. Contingency planning should be coordinated with the school emergency coordinator.

vi. In life-threatening situations, call the school contingency contact after alerting emergency services.

d) Staff member or adult supervisor should accompany injured participant to the hospital. Contact principal from hospital and update on the participant's condition.

e) The principal will arrange a convenient meeting area for Parents/Guardians when an emergency arises, to allow for privacy, fact finding, and exchange of information.

f) During an emergency, where possible, the teacher in charge of the Excursion will keep or arrange for an ongoing written log of events and times to be kept.

K.2 Medical and Emergency Procedures

a) At the beginning of the school year, principals will ensure that Form 511: Medical Information for Excursions has been obtained from all Parents/Guardians, authorizing the teacher in charge of the Excursion to seek and obtain medical care, if necessary, for the student (See Section E.5 For Parents/Guardians, paragraph e) for more details).

b) Students may attend school and school-based Excursions, even if they do not have health coverage. Principals should consider the following in terms of health coverage requirements:

i. Individuals who were born in Canada and reside in Ontario have universal access to the Ontario Health Insurance Plan (OHIP).

ii. Permanent residents (formerly referred to as landed immigrants) obtain OHIP coverage beginning 90 days after entry to Canada.

iii. Refugee claimants who are in possession of the Immigration, Refugees and Citizenship Canada Form IMM1442 (Determination of Eligibility for refugee status or Refugee Protection Claimant Document), are provided with the Federal Health Insurance Plan.

iv. Temporary residents such as diplomats or guest workers do not have access to health coverage. Private health insurance must be purchased in order to have medical coverage.

v. Where students do not have health coverage and an incident happens at school, Ontario School Boards' Insurance Exchange (OSBIE) will reimburse Parents/Guardians for ambulance costs and the first day of emergency care at a hospital. Parents/Guardians must present a paid invoice for these services to the principal. The invoice and copy of the incident report are forwarded to OSBIE.

vi. Visa students have private health coverage as part of their tuition fee to the TDSB.

vii. For families who remain in Canada after their refugee claim is rejected, or families who have been in the country without status, do not have health insurance. Private health insurance would be the only form of coverage that they can access.

c) All students may purchase student accident insurance, provided they are covered under OHIP. Principals are advised to ensure that:

i. a Plan of Care has been developed and shared and reviewed with staff and supervisors of the Excursion when required.

ii. Parents/Guardians or students aged 18 or over are advised to purchase private health care insurance if they are not covered by OHIP.

d) For Out-of-Country Excursions, all students must purchase travel insurance, including cancellation and medical coverage. All Supervisors , except if working for the Board, must purchase travel insurance, including cancellation and medical coverage. Board staff should purchase cancellation coverage at the time of booking. will have hospital and medical insurance coverage for outside Canada during the Excursion.

e) Teacher(s) in charge of the Excursion and adult supervisors will carry the Student Excursion Report on every Excursion.

K.3 Emergency Communications

a) In advance of the Excursion, the teacher in charge of the Excursion will leave an itinerary of the Excursion in the school office, including contact information so that

the Principal or designate may contact the teacher in charge of the Excursion if an emergency arises.

b) The principal or his/her designate identified to the teacher(s) in charge of the Excursion will be available by telephone, cellular telephone, or other wireless means of communication to teacher(s) in charge of the Excursion in case an emergency arises at any time during the Excursion, or if a return is delayed, or any other matters that require the principal's assistance.

c) Wherever possible, Supervisors will carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal will make such items available to Supervisors. Supervisors must ensure that cellphones and/or two-way radios are in good working condition, and any batteries are fully charged prior to the Excursion.

K.4 Early Termination of Excursions

a) In the event that the principal or teacher in charge of the Excursion determines that a student or students should return home prior to the end of the Excursion, the principal or teacher in charge of the Excursion will inform the Parents/Guardians and make suitable and safe arrangements for the return of the student(s).

K.5 Requirements of Program Service Providers

a) When utilizing a Program Service Provider, the teacher in charge of the Excursion will determine that the Program Service Provider carries general liability insurance by obtaining a copy of the policy or certificate of insurance.

b) The teacher in charge will ensure that Program Service Providers have qualified and/or certified instructors, where necessary. Specific qualification and certification requirements for certain activities are set out the OPHEA in the OPASSE.

7. EVALUATION

This procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

Appendix A: EMA Workflow Summary
Appendix B: Emergency Procedures Checklist: Accident
Appendix C: Emergency Procedures Checklist: Missing Student
Appendix D: 511F: Volunteer Driver Form
Appendix E: 511H: Walking Excursion – Immediate Community

9. REFERENCE DOCUMENTS

TDSB Policies:

- Equity Policy (P037)
- Excursions Policy (P033)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
- Student Health Support Policy (P092)
- Transportation of Students Policy (P020)
- Caring and Safe Schools Policy (P051)

TDSB Operational Procedures:

- Anaphylaxis in Schools Procedure (PR563)
- Asthma Management Procedure (PR714)
- Board Code of Conduct (PR585)
- Concussions Management Procedure (PR712)
- Diabetes Management Procedure (PR607)
- Medication Procedure (PR536)
- Transportation of Students Procedure (PR504)

Legislative Acts, Regulations and Government Policies:

- *Education Act*, R.S.O. 1990, c. E.2
- *Regulation 298: Operation of Schools under Education Act, R.S.O. 1990, c. E.2*
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56.
- *Personal Health Information Protection Act*, 2004, S.O. 2004, Chapter 3, Schedule A.
- *Child, Youth and Family Services Act*, S.O. 2017, Chapter 14, Sched.1.
- Policy/Program Memorandum No. 161: Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Diabetes, and/or Epilepsy) in Schools (Ontario Ministry of Education).

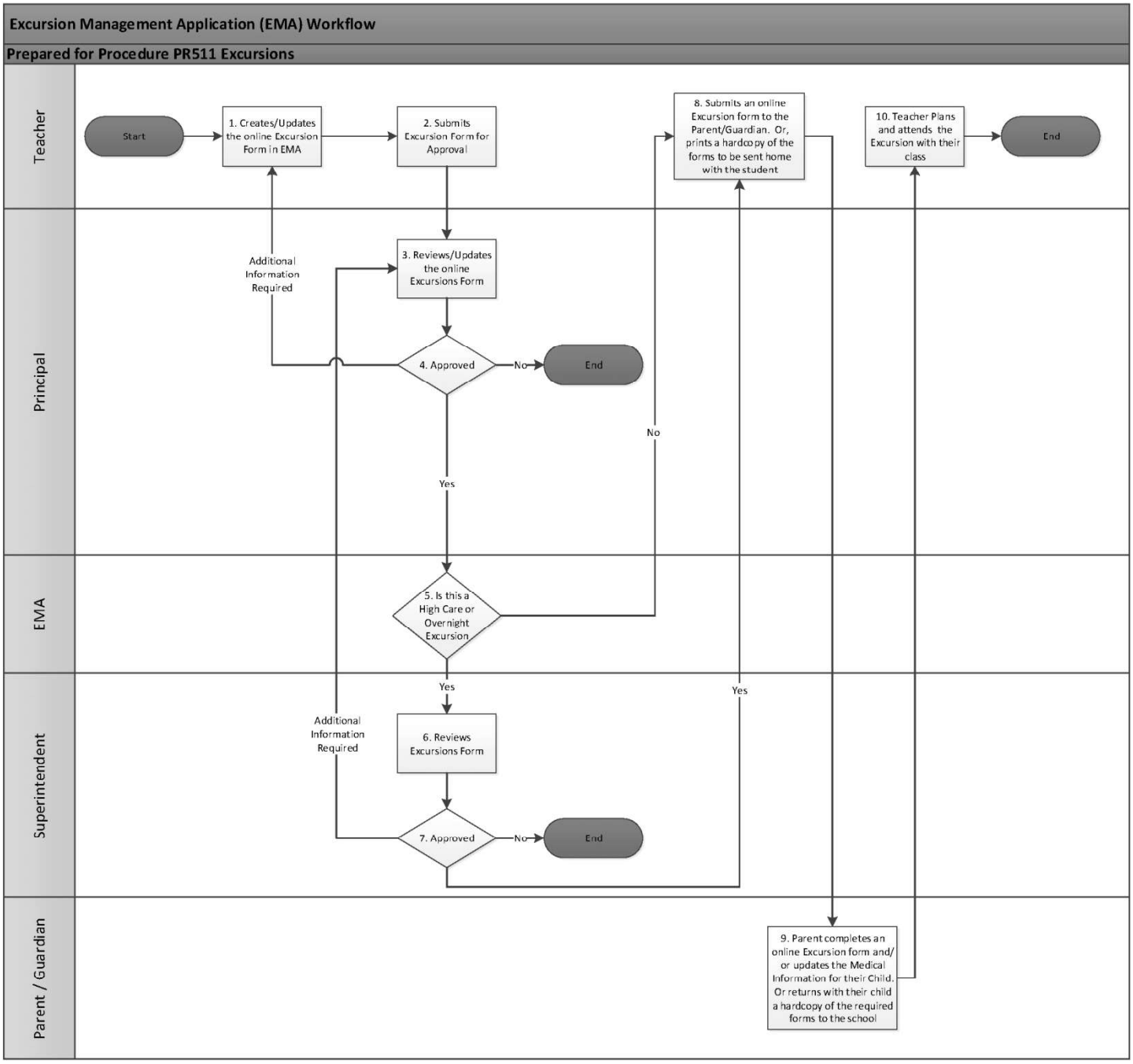
Other Related Documents:

- Ontario Health and Physical Education Association: Ontario Physical Activity Safety Standards in Education
- Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition (Covering Grades 1 to 12), 2010 (Ontario Ministry of Education)
- Growing Success – The Kindergarten Addendum: Assessment, Evaluation, and Reporting in Ontario Schools, 2016 (Ontario Ministry of Education)
- TDSB Excursion and Event Facility Directory
- TDSB Guidelines and Procedures for the Accommodation of Religious Requirements, Practices, and Observances, 2010.
- TDSB Employee Services Protocol: Police Reference Checks (SR23).

Appendix A

Appendix A

Excursion Management Application (EMA) Workflow



Appendix A

Appendix B

EMERGENCY PROCEDURES CHECKLIST
ACCIDENT

SEQUENCE	ACTION PLAN	RESPONSIBILITY	PLANNING NOTES
1	Account for all participants. Remove participants from further danger. Provide comfort and maintain Supervision	Teacher in charge of the Excursion	
2	Assess the situation. Determine if immediate medical care or assistance is required.	Teacher in charge of the Excursion	
3	Call 911. Administer first aid or CPR as required. Do not move victim if: • unconscious • neck or back injury • significant loss of blood	Teacher in charge of the Excursion	
4	Call school emergency contact. Review contingency plan.	Teacher in charge of the Excursion	
5	Inform Parent(s)/Guardian(s).	Principal	
6	Transport injured participant(s) to medical care as quickly as possible	Teacher in charge of the Excursion	
7	Send staff member or adult supervisor to hospital with injured participant(s). Contact principal from hospital with an update.	Teacher in charge of the Excursion	
8	Update principal.	Teacher in charge of the Excursion	
9	Keep ongoing written log of events and times when possible.	Teacher in charge of the Excursion	

*Teacher in charge of the Excursion can delegate tasks 2, 6, 7, and 9 to the supervisor(s)

Considerations in reporting an emergency:

• State name of school/site.
• State name of caller.
• Describe the nature of the problem.

- Give telephone number where emergency is.
- Describe type and extent of injury(ies).
- How many participants are injured.
- Describe the action(s) and steps taken.
- Specify needs (i.e., medical, transportation, supervision).

Appendix A

Appendix C

EMERGENCY PROCEDURES CHECKLIST
MISSING STUDENT

SEQUENCE	ACTION PLAN	RESPONSIBILITY	PLANNING NOTES
1	Inform the teacher in charge of the Excursion immediately.	Other supervisor	
2	Initiate search using only known adults. Do not leave other students unsupervised.	Teacher in charge of the Excursion	
3	Inform the principal (or his/her designate) if student not found within 30 minutes of reported missing. Keep the principal informed of any new developments.	Teacher in charge of the Excursion	
4	Inform local police.	Teacher in charge of the Excursion	
5	Await arrival of police before arranging the return of other students to school (or residence/dormitory).	Teacher in charge of the Excursion	
6	Inform Parent/Guardian.	Principal	
7	Inform supervisory officer (e.g. Superintendent of Education).	Principal	
8	Deal with media.	Principal	
9	Other students must be returned to pre-arranged location within one hour of designated return time.	Principal	
10	Teacher in charge of the Excursion must remain to provide information when police arrive.	Teacher in charge of the Excursion	

Appendix A

Appendix D

511F: VOLUNTEER DRIVER FORM

Form 511F
May 9, 2005
Page 1 of 2

Principal Authorization for Volunteer Drivers

The collection and retention of the information requested on this form is authorized and governed by the Ontario *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

This will authorize _____
(Name of teacher or other volunteer driver)

to transport students participating in the following school excursion: _____

Driver Authorization

This form must be signed both by the owner of the vehicle and by the driver.

1. Declaration to be signed by the owner of the vehicle

Vehicle Information: Make/Model _____ Year _____ Licence _____

I declare that I have authorized_____ to drive my vehicle to transport students participating in the school event(s) listed on this form. She/he holds an unrestricted Class G2 or better driver's licence and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.
I declare that the vehicle described above is mechanically fit, there are seat belts in working condition for all passengers, and that the appropriate car/booster seats are used.
I agree to inform the school of any changes in the vehicle or driver information.

Name of owner _____ Signature _____ Date _____
(Please print)

2. Declaration to be signed by driver

I declare that I hold an unrestricted driver's Class G2 or better licence and am licensed to drive in Ontario, and that my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I agree to inform the school of any changes in the vehicle or driver information.

Name of driver _____ Signature _____ Date _____

3. Declaration to be signed by parent(s)/guardian(s), if driver is a student

I declare that my daughter/son has my permission to be a volunteer driver for students participating in the school excursion(s) listed on this form. I further declare that my daughter/son holds an unrestricted Class G2 or better driver's licence and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.

Name of parent/guardian _____ Signature _____ Date _____

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Appendix A

Toronto District School Board

Form 511F
May 9, 2005
Page 2 of 2

Principal Authorization

The Principal shall request to see original documents where possession of such documents is to be shown.

All "Trip Drivers," including volunteer drivers, are advised that, in order to bring into effect the Toronto District School Board's (TDSB) Excess Liability Insurance, they must:

- have a booster seat for each child under the age of 8 or between 18-36 Kg and a standing height less than 145 cm;
- use a licensed automobile that carries valid automobile third-party liability insurance as required under Ontario legislation;
- provide the TDSB with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during an excursion on TDSB-related business;
- be aware that the TDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's insurance has been exhausted;
- be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on Board-related business, is NOT covered by the TDSB's Excess Automobile Liability insurance;
- carry a minimum of $1 million of third-party automobile liability insurance (as recommended by the Board).

Note: A "Trip Driver" is defined as any person authorized by the TDSB who has agreed to be a driver for a certain excursion while he/she is driving their own or another licensed automobile, to include trustees, employees, teachers, students, parents, volunteers and officials of the TDSB.

School Name _____ Date _____

Principal's Name _____

Signature _____

*For office use only
Distribution (after final approval): Driver_____ Principal_____

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Appendix A

Appendix E

511H: WALKING EXCURSION – IMMEDIATE COMMUNITY

Toronto District School Board

Form 511H
Aug. 30, 2004
Page 1 of 1

Walking Excursion Form – Immediate Community

School: _____ Teacher: _____

Principal: _____ Principal Signature: _____

Dear Parent/Guardian:

From time to time, students are engaged in non-high-care curricular activities that occur off school property in the immediate community, but within walking distance of the school. Some examples of these activities are walking to the library, the local park, and the local store.

School-Specific Activities:

_____

_____

_____

The principal will approve these excursions, and teacher supervision will be provided at all times.

Whenever possible, parents/guardians will be notified in advance by one or more of the following methods:

- school newsletter,
- class newsletter,
- a note in the student planner/agenda,
- the school Web site.

Please sign and return the bottom section of the page.

PERMISSION FOR WALKING EXCURSION – IMMEDIATE COMMUNITY

Student Name: _____

Teacher: _____

In signing this form, I give permission for my child, _____, to participate in those school-specific curricular activities that occur off school property in the immediate community and within walking distance of the school.

Name of Parent/Guardian: _____ *(print)*

Signature of Parent/Guardian: _____ Date: _____

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Appendix B

Ministry of Education Final Report Review and Assessment of Ontario School Board Policies and Procedures on Outdoor Ed/Excursions involving Water-Related Activities

Ministry of Education

Deputy Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Sous-ministre

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2

Ontario

Memorandum To:	Directors of Education Supervisory Officers of School Authorities Executive Director, Provincial and Demonstration Schools Branch
From:	Bruce Rodrigues Deputy Minister
Date:	May 1, 2018
Subject:	Final Report – Review and assessment of Ontario school board policies and procedures on outdoor education/excursions involving water-related activities

---

I am writing to update you on the third party review of school board policies and procedures for safety during outdoor education excursions involving water-related activities. Thank you for your participation in the review. Deloitte Inc. (Deloitte) relayed that they encountered overwhelming support from you and your staff during their data collection, and that the passion and dedication of school board staff for delivering safe outdoor education opportunities to students was evident throughout the review process.

Deloitte has completed its work for the ministry and has submitted a final report. The Executive Summary of this report and a presentation on the findings and recommendations are attached. The full report will be sent to you once it has been translated by the end of May.

As you know, this review was initiated in response to the tragic death of a student during an excursion in Algonquin Park in July 2017. The purpose of the review was to determine:

- whether school boards have policies and procedures in place that meet the minimum standards for risk management during outdoor education/excursions with water-related activities; and
- how school boards monitor implementation and ensure compliance with existing policies and procedures.

.../2

The report outlines that the majority of school boards that responded to Deloitte's online survey have policies and/or procedures in place. I would like to emphasize that the ministry's expectation is for **all** school boards to ensure that they have outdoor education/excursion policies and/or procedures in place that meet or exceed the minimum standards laid out in the Ontario Physical Education Safety Guidelines managed by Ophea.

We also expect that boards are reviewing and updating these policies and/or procedures regularly. I urge you to review your existing policies and procedures in light of this report and consider whether any enhancements are needed, for example to include considerations related to the diversity of your board's student population.

As a critical part of this review, please consider opportunities to further support board and school staff with the implementation of policies and/or procedures, including the need to strengthen monitoring and compliance activities.

Next Steps

The Ministry of Education accepts the recommendations in the Deloitte report and is committed to addressing them collaboratively with our school boards and other partners. For instance, the report's findings indicate there is a desire for greater training, guidance, and resources for school boards and schools. In response, the ministry will develop or enhance training modules related to safety during outdoor education/excursions, explore opportunities for more centralized online hosting of resources related to outdoor education/excursions, and facilitate a community of practice to support ongoing information sharing between school boards. We will engage with school boards in the coming months to further discuss a detailed plan to respond to the recommendations.

We recognize the need for cooperation across the sector as we work to address these recommendations and prioritize student safety during all curriculum-linked learning experiences, including outdoor excursions. Where possible, we will leverage existing opportunities and align efforts related to student injury prevention to enhance a culture of safety-mindedness for everyone in the school environment. Further actions may be identified when the Ontario Provincial Police and Coroner investigations into the incident last summer are complete.

Webinar

As an immediate step, the Safe and Healthy Schools, Program Implementation, and French-Language Teaching and Learning branches are offering a series of webinars to discuss the funding model and reporting tool for outdoor education. We will also solicit initial feedback to help us prioritize the types of resources and/or training modules related to safety during outdoor education/excursions that would be most useful for boards.

.../3

Outdoor education leads in English-language boards can join one of the following two webinars:

- May 7th from 1:00pm – 3:00pm.
- May 8th from 10:00am – 12:00pm.

Outdoor education leads in French-language boards can join the following webinar:

- May 8th from 1:00pm – 3:00pm.

Details on the webinars and registration will be sent to your board's outdoor education lead in the coming days.

We look forward to working together as we address the recommendations to support the delivery of safe outdoor education opportunities for all students.

If you have any questions about the report or next steps, please contact Debbie Thompson, Director of the Safe and Healthy Schools Branch, at debbie.thompson@ontario.ca or (416) 325-7645.

Bruce Rodrigues

Bruce Rodrigues
Deputy Minister

Attachments:

- Executive Summary of Deloitte Report
- PowerPoint Slide Presentation prepared by Deloitte

c: Denise Dwyer, Assistant Deputy Minister, Indigenous Education and Well-Being Division
Denys Giguère, Assistant Deputy Minister, French-Language Teaching, Learning and Achievement Division
Martyn Beckett, Assistant Deputy Minister, Student Achievement Division
Debra Cormier, Director, Field Services Branch
Council of Ontario Directors of Education

Ministry of Education Final Report Review and Assessment of Ontario School Board Policies and Procedures on Outdoor Ed/Excursions involving Water-Related Activities

Ministry of Education

Deputy Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Sous-ministre

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2

Memorandum To: Directors of Education
Supervisory Officers of School Authorities
Executive Director, Provincial and Demonstration Schools Branch

From: Bruce Rodrigues
Deputy Minister

Date: May 1, 2018

Subject: Final Report – Review and assessment of Ontario school board policies and procedures on outdoor education/excursions involving water-related activities

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I am writing to update you on the third party review of school board policies and procedures for safety during outdoor education excursions involving water-related activities. Thank you for your participation in the review. Deloitte Inc. (Deloitte) relayed that they encountered overwhelming support from you and your staff during their data collection, and that the passion and dedication of school board staff for delivering safe outdoor education opportunities to students was evident throughout the review process.

Deloitte has completed its work for the ministry and has submitted a final report. The Executive Summary of this report and a presentation on the findings and recommendations are attached. The full report will be sent to you once it has been translated by the end of May.

As you know, this review was initiated in response to the tragic death of a student during an excursion in Algonquin Park in July 2017. The purpose of the review was to determine:

- whether school boards have policies and procedures in place that meet the minimum standards for risk management during outdoor education/excursions with water-related activities; and
- how school boards monitor implementation and ensure compliance with existing policies and procedures.

.../2

The report outlines that the majority of school boards that responded to Deloitte's online survey have policies and/or procedures in place. I would like to emphasize that the ministry's expectation is for **all** school boards to ensure that they have outdoor education/excursion policies and/or procedures in place that meet or exceed the minimum standards laid out in the Ontario Physical Education Safety Guidelines managed by Ophea.

We also expect that boards are reviewing and updating these policies and/or procedures regularly. I urge you to review your existing policies and procedures in light of this report and consider whether any enhancements are needed, for example to include considerations related to the diversity of your board's student population.

As a critical part of this review, please consider opportunities to further support board and school staff with the implementation of policies and/or procedures, including the need to strengthen monitoring and compliance activities.

Next Steps

The Ministry of Education accepts the recommendations in the Deloitte report and is committed to addressing them collaboratively with our school boards and other partners. For instance, the report's findings indicate there is a desire for greater training, guidance, and resources for school boards and schools. In response, the ministry will develop or enhance training modules related to safety during outdoor education/excursions, explore opportunities for more centralized online hosting of resources related to outdoor education/excursions, and facilitate a community of practice to support ongoing information sharing between school boards. We will engage with school boards in the coming months to further discuss a detailed plan to respond to the recommendations.

We recognize the need for cooperation across the sector as we work to address these recommendations and prioritize student safety during all curriculum-linked learning experiences, including outdoor excursions. Where possible, we will leverage existing opportunities and align efforts related to student injury prevention to enhance a culture of safety-mindedness for everyone in the school environment. Further actions may be identified when the Ontario Provincial Police and Coroner investigations into the incident last summer are complete.

Webinar

As an immediate step, the Safe and Healthy Schools, Program Implementation, and French-Language Teaching and Learning branches are offering a series of webinars to discuss the funding model and reporting tool for outdoor education. We will also solicit initial feedback to help us prioritize the types of resources and/or training modules related to safety during outdoor education/excursions that would be most useful for boards.

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We look forward to working together as we address the recommendations to support the delivery of safe outdoor education opportunities for all students.

If you have any questions about the report or next steps, please contact Debbie Thompson, Director of the Safe and Healthy Schools Branch, at debbie.thompson@ontario.ca or (416) 325-7645.

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Council of Ontario Directors of Education

Appendix C

Toronto District School Board

Operational Procedure PR511~~PR.511 SCH~~

Title: **EXCURSIONS**

Adopted: June 24, 2004
Effected: June 24, 2004
Revised: ~~**April 15, 2008,**~~ October 27, 2005, May 9, 2005, September 30, 2004, August 30, 2004, April 15, 2008; February 2, 2021
Reviewed: February 2, 2021
Authorization: Executive Council

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1. RATIONALE

This Excursions Procedure supports the implementation of the Excursions Policy (P033) and is consistent with TDSB's commitment to the equitable inclusion of all students in Excursions, field trips and educational extra-curricular activities.

~~1.~~2. OBJECTIVE

To establish processes~~provide a process~~ and requirements~~guidelines~~ for carrying out safe and inclusive Excursions~~excursions~~ in accordance with the Excursions~~Board~~ Policy (P033).~~P.033 SCH, Excursions~~

~~2.~~3. DEFINITIONS

Board refers to the Toronto District School Board, which is also referred to as "TDSB".

Commercial Excursion refers to commercially~~*Excursions – Commercially*~~ organized or advertised events.

Excursion refers to any~~ Any~~ approved school- or TDSB~~board~~-organized educational activity involving students that takes place off school or TDSB

property, which may include, but are not limited to, visiting a museum~~e.g., ROM~~, leadership camps, end-of-year class trips, attending sports games and tournaments, overnight and ~~away from school, out-of-town/~~weekend trips, physical education activities, interschool athletics/activities, virtual experiences.~~.~~ Where applicable, at a minimum, excursions and activities involved should be in accordance with the OPASSE as produced by OPHEA.~~involve physical activity, please refer to the Health & Physical Education Safety documents for safety and supervision requirements.~~ If students regularly travel to a location as part of their curricular program, for example, Learn to Swim,~~e.g.,~~ Family Studies, Design & Technology, and Cooperative Education placements, TDSB~~then~~ excursion forms may~~are~~ not be necessary. However, Parents/Guardians~~parents~~ must be informed of dates, location, Supervision~~supervision~~ and method of travel, for example, walking, public transportation or private transportation.~~.~~ Graduation ceremonies, school proms, ~~and~~ dances off school property and other formal and semi-formal events are not considered to be Excursions for the purpose of ~~excursions.~~

~~*High-Care Activities* "High-care activities," as used in~~ this document.

Excursion and Events Facilities Directory refers to a TDSB internal directory available exclusively to TDSB staff that identifies approved and not approved excursion and event facility providers.

Excursion Management Application ("EMA") refers to the on-line TDSB excursion management application developed to streamline the generation of excursion forms and approval process for Excursions.

EMA refers to the TDSB Excursion Management Application.

GTA refers to the Greater Toronto Area

High-Care Activity refers~~, refer~~ to those types of activity(ies)~~activities~~ that involve(s) increased risk and/or special safety considerations and may include ~~,~~ ~~along with~~ one or more of the following (but are not limited to):~~:~~

- potential for adverse~~multiple risks, e.g.,~~ weather;
- occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Centrally Assigned Principal~~Coordinator~~ of Outdoor Education, or travel on large water vehicles used for public transportation); ~~or~~
- require special qualifications or certification for Supervision; ~~supervision; or~~
- take place away from easy access to first aid;~~.~~
- overnight; and/or
- travel outside the Greater Toronto Area.

***Note: Higher-Risk Sports as listed in the** OPASSE as set by the OPHEA.

Inclusion, as per the Excursions Policy (P033), refers to ensuring that appropriate cultural backgrounds**Physical Education Interschool Athletics Safety documents in interschool athletics** are **not** considered of all students (e.g., reflecting different ways of knowing and being) when planning and carrying out excursions and excursion related**to be high-care** activities at TDSB. Excursions and excursion related activities should be welcoming, safe, engaging, and appropriate to the age, maturity./**excursions. (See also Appendix C: High-Care Activities.)**

Informed Consent refers to the Parent's/Guardian's consent/permission. Consent given after all reasonable efforts have been made to fully explain the excursion or the activity and any reasonably foreseeable risks associated with that excursion or activity. activity; a reasonable effort would include measures such as translation or interpretation in the consenting person's first language.

OPASSE refers to the Ontario Physical Activity Safety Standards in Education.

OPHEA refers to the Ontario Physical and Health Education Association.

Out-of-Country Excursion refers to any excursions*Excursions* Excursions that involve travel to countries/destinations outside of Canada.

Parent/Guardian for the purpose of this document, refers to a biological parent, or a person who has legally adopted a child, or is otherwise deemed by law to have parental status, or a legal guardian, or any caregiver legally recognized as acting in the place of a parent/legal guardian, who holds decision-making responsibility over a student, **and** is on record with the school as a parent or legal guardian of a student at the school.

Parent/Guardian for*Parents* For the purposepurposes of this document, refers to a biologicalthe term parent, or a person who has legally adopted a child, or is otherwise deemed by law to have parental status, or a legal guardian, includes guardians or any caregiver legally recognized as acting in the place of a parent/legal guardian **and** is on record with the school as a parent or legal guardian of a student at the school.

Program Service Provider for the purpose of this document refers to external organizations, companies and agencies*Providers* Organizations that provide services, programs, activities and/or facilities that are used for Excursions or Excursion-related activitiesexcursions.

Student Excursion Report refers to a report Report generated by Trillium or EMA that lists all the students on the Excursionexcursion, their addresses, phone numbers and emergency contacts, along with any health issues in accordance with the TDSB privacy obligations.. This report can be generated for a class list or a team/group list. See your attendance secretary for information on how to access this report.

Student Tour refers to*Tours* Commercial Excursionsexcursions, lasting more than one day, involving travel and accommodation paid for by students or their Parents/Guardians.

Supervision refers to overseeing Overseeing for the purpose of regulation, direction, or ensuring safety and security of excursion participants.

TDSB refers to the Toronto District School Board, which is also referred to as the Board

Volunteer, for the purposes of this document, refers to a person who may assist in the Supervision of Excursions and physical education activities. Examples of volunteers may include instructional assistants, educational assistants, retired teachers, cooperative students, Parents/Guardians and teacher candidates. These volunteers will not be the sole supervisors of any Excursions or Excursion-related activities.

3.4. RESPONSIBILITY

Associate Director, Equity, Well-Being and School Improvement

5. APPLICATION AND SCOPE

This procedure applies to all employees, TDSB Trustees, students, occasional staff, Parents/Guardians, Program Service Providers, Volunteers, and TDSB employed or affiliated registered medical/health professionals.

Associate Director

4.6. PROCEDURES

This Procedureprocedure is divided into sections as indexed below:

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~~1. REFERENCE DOCUMENTS~~

A. OTHER CONSIDERATIONS

A.1 ~~Board Policy P.033 SCH: Excursions~~
~~Operational Procedure PR.563: Anaphylaxis~~

~~**Forms:**~~

~~511A: Request for Excursion Approval by Principal~~
~~511B: Request for Excursion Approval by Superintendent of Education~~
~~511C: Parent/Guardian Permission for Excursion~~

~~511E: Medical Information for Excursions~~

~~511F: Principal Authorization for Volunteer Drivers~~
~~511G: Formal Contingency Plan~~
~~511H: Walking Excursion – Immediate Community~~
~~511I: Interschool Athletics Tryouts and Participation (Elementary)~~
~~511J: Interschool Athletics Tryouts and Participation (Secondary)~~
~~511K: Physical Education Information and Intramural Information/Permission~~

~~**Checklists:**~~

~~511L: Principal's Excursion Checklist~~
~~511M: Superintendent's Excursion Checklist~~
~~511N: Excursion Checklist: Day Excursion – In/Outside GTA~~
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~~511R: Excursion Checklist: Day Excursion – Overnight Out-of-Province or International~~
~~**OTHER CONSIDERATIONS**~~

Accommodation of Religious Requirements, Practices, and Observances

a) TDSB schools~~Schools~~ and workplaces should make every reasonable effort to be aware of the religious observances of their staff, students, and community when planning special meetings, examination schedules, school concerts, parent interviews, field trips, and other school~~significant~~ events or gatherings.~~.~~ These considerations~~limitations~~ do not apply where it is known that none of the potential participants would observe the particular day in question.

b) For additional information regarding Holy Days, please consult TDSB Guidelines and Procedures for the Accommodation of Religious Requirements, Practices, and Observances (~~,~~ pages 6 and 7)~~., or <www.interfaith.org/calendar.asp>.~~

A.2 Physical Education/Interschool Athletics/Activities

The appropriate workflow will be completed using EMA to generate the appropriate Parent/Guardian permission for the Excursion. The teacher in charge of the Excursion will follow the specific information as set out by OPHEA in the OPASSE.

A.3 Virtual Excursions

It is assumed that Virtual Excursions will meet the criteria of all other Excursions and will happen within the instructional setting of the class (classroom or on-line platform). The appropriate workflow will be completed using EMA to generate the appropriate Parent/Guardian acknowledgement for the Excursion. The principal, or designate, will approve the curriculum connected experiences, prior to the excursion taking place.

~~(a)~~ **A.4** ~~Where the excursion involves physical education, intramural activities, an athletic event, or a series of athletic events, the teacher/coach/staff supervisor shall prepare the appropriate athletics parent permission form in lieu of Form 511C: Parent/Guardian Permission for Excursion. (Forms pertaining to athletic activities are Forms 511I, 511J, and 511K.)~~

~~(b) For detailed information about procedures, supervision requirements, and approvals of excursions involving physical activities, the teacher shall follow the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, and/or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, and/or the Physical Education Elementary and Secondary Intramural Safety documents. These documents are also available in all schools from the Principal, the school Health and Physical Education Department (secondary), and the central Health and Physical Education Department, and/or may be purchased through the Tippett Centre (tel.: 416-397-2595; e-mail: curriculumdocs@tdsb.on.ca).~~

~~(c) Activities that are listed in the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents (or related Board documents) will generally be approved, if requirements have been met in accordance with curriculum and related safety documents and this Excursion Policy. (See Appendix A: Summary of Approval Requirements (excluding Physical Education/Athletics),~~

Appendix C

~~Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics.)~~

Other Program Areas

The teacher in charge of the excursion should consult appropriate curriculum and safety documents for requirements specific to other program areas.

B. MEDICAL REQUIREMENTS

At the beginning of the school year, schools the school will send out Form 511E: Medical Information. This form should request that Parents/Guardians complete TDSB's medical be collected and the information form provided either in electronic form/online via EMA or in hard copy (TDSB's Form 511entered into Trillium. It is not necessary to complete another Form 511E: Medical Information for Excursions). This medical information is collected in accordance with TDSB privacy obligations and entered into Trillium and/or EMA by schools.

During the same school year, it is not necessary for Parents/Guardians to complete another Form 511: Medical Information for Excursions in electronic form/online via EMA or in hard copyany excursion, except for an overnight Excursion or if there have been any changes to the student's medical information.

excursion. Overnight interschool athleticsInterschool Athletics excursions within the province of Ontario do not require an additional medical information form Form 511E: Medical Information to be completed by Parents/Guardians. Once the medical information is entered into. Trillium and/or EMA, Trillium or EMA will generate a Student Excursion Report that outlines the student'shighlights students' medical/health information. The generated(For the definition of a Student Excursion Report, see page 2 of the Excursion Procedures.) This Student Excursion Report must be generated and carried for each Excursion by the teacher in charge of the Excursion.excursion/sports activity. Parents/Guardians will also have the opportunity to update medical information for their child throughout the school year by completing anotherusing Form 511: Medical Information511C: Parent/Guardian Permission for ExcursionsExcursion (or the appropriate athletics activity form) in hard copy or in electronic form using EMA.).

C. RESTRICTIONS

a) An appropriate and related program, including assessments,willshall be planned for all students who do not participate in the Excursionexcursion. Conversely all students participating in an Excursion willexcursion shall be allowed to complete any assignments or assessments missed due to the Excursionexcursion within a reasonable time after the Excursionexcursion, without penalty.

b) The principalwillshall ensure that a sufficient number of teachers and adult supervisors accompany students on all Excursionsexcursions in accordance with the minimum Supervisionsupervision ratios outlined in this document (See Section G: .Supervision for more information on Supervision ratios). Efforts should be made to include adults or older students who speak the languages of some of the students, especially when newcomers to Canadarecent arrivals are among the group (. See Procedures, Section G: Supervision).

c) Schools and school staff/administration will not authorize any ExcursionsThe Board assumes no responsibility or liability for activities or events that do not comply

with the requirements outlined in this document and the Excursions Policy (P033). School staff/administration and teachers should not initiate or . Teachers shall not become involved in Excursions, student activities or events that do not meet the requirements outlined in this document.

d) No TDSBBoard employee, external organization or Program Service Provider will shall engage in the distribution of any literature, documents or material on school/TDSB property or use any equipment or TDSB property.

d)e) Staff are not of the Board to organize, promote or discuss any Excursionsexcursions that do not comply with the requirements outlined in this document or that have not been formally approved by TDSB.

e)f) No TDSBBoard employee willshall use any forms, literature, or any documents that may indicate to the Parents/Guardians and/custodial parents or the students that unapproved Excursionsexcursions have been approved by TDSBthe Board.

f)g) Any teacher, school staff member, or principal or his/her designate who becomes aware of an Excursion, activity or event that has not been formally approved by TDSB according to the requirements of this document willshall make every effort to inform the students involved, and their Parents/Guardians of the 'not approved' status ofcustodial parents, that the Excursion,Board does not assume any responsibility for such activity or event.

D. RISK/LIABILITY

a) Excursions involve risks and responsibilities different from those encountered in the classroom.

b) TDSB'sThe Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for TDSB, from third party claims.the Board. The insurer responds to lawsuits that are brought against staff or volunteers who are supervising the Excursions, school events and activities approved by the principal, the Superintendent of Education and the Executive Superintendent of Education, where applicableand provides protection up to $20 million for each occurrence.

E. MINIMUM RESPONSIBILITIES

E.1 For Principals (See also seeProcedures, Section E.6: Superintendents of Education).)

a) At the beginning of theschool year, principals willshall ensure that:

i. A student data verification sheeta Student Data Verification Sheet is distributed to each student. This sheetform should be completed and signed by the Parents/Guardians parents/guardians (or the adult student (agestudents aged 18 years or over). Where a student of 16 or 17 has withdrawn from parental control, the student can complete and sign the student data verification sheet. Completed student data verification sheet),

~~and signed. Signed forms~~ should be returned to the school and the~~so that~~ changes should~~can~~ be entered into Trillium.

ii. The completed and signed Form 511~~511E~~: Medical Information for Excursions outlining the student's medical/health information and condition, if any and~~, has been obtained from parents,~~ authorizing the teacher in charge of the Excursion~~excursion~~ to seek and obtain medical care, if necessary, for the student, has been obtained from the Parents/Guardians. The Parents/Guardians also have an option to either provide or update their child's medical/health information via EMA by completing an online form.~~.~~ **Principals must ensure that the student's medical information provided either electronically via EMA or in hard copy is entered into Trillium.** The entering of this information into Trillium should be~~is~~ a top priority for schools, as this is a health and safety issue.

- The student data verification sheet and ~~each parent/guardian receives a copy of the Parents'/Guardians' Responsibilities for Excursions (see Appendix F).~~
- ~~each parent receives a copy of~~ Form 511~~511K: Physical Education Information and Intramural Information/Permission.~~

b) ~~The Student Data Verification Sheet and Form 511E~~: Medical Information for Excursions should be kept and filed (hardcopies) or stored in electronic format~~on file in the office. Form 511K should be returned to the Physical Education staff~~.

c) The principal will~~shall~~ make the decision to approve or not approve any Excursion~~excursion~~ and/or participants, ~~(Form 511A: Request for Excursion Approval by Principal, or the appropriate athletics form)~~ including those requiring additional approval from the Superintendents of Education and the Executive Superintendent~~superintendents~~ of Education, where applicable.~~education.~~ External waivers or releases from external organizations or Program Service Providers must be acceptable to the TDSB~~Board's~~ Legal Services and/or Risk Management Department(s) and approved by the Superintendent ~~superintendent~~ of Education and Executive Superintendent of Education, where applicable (See Section E.6: Superintendents of Education). Principals will ensure that school staff and teachers are **only** selecting approved excursion destinations and approved Program Service Providers found in the TDSB Excursion and Event Facilities Directory.~~education. (See Procedures, Section E.6: Superintendents of Education.)~~

d) For those Excursions~~excursions~~ that require the additional approval of the Superintendent of Education, at least~~superintendent of education,~~ one (1) month prior to the Excursion~~excursion~~, the principal will~~shall~~ submit, as required, documentation necessary for the ~~Form 511B: Request for Excursion Approval by~~ Superintendent of Education's approval via EMA.

~~d)~~e) **For overnight Excursions outside of Ontario**~~, accompanied by 511A:~~ Request for Excursion Approval by the~~Principal as completed by the teacher, and 511C: Parent/Guardian Permission for Excursion. Note: Form 511B: Request for Excursion Approval by~~ Superintendent of Education (and the Executive Superintendent of Education, where applicable) must be submitted at least three (3) months in advance, and for **Out-of-Country Excursions**, Request for Excursion Approval by the Superintendent of Education and the Executive Superintendent of Education must be submitted ~~for overnight excursions outside of the province, and~~ at least six (6) months in advance. In order to plan for the necessary approval(s), for those Excursions that require the additional approval, school staff and teachers should draft their Excursion proposal and receive the principal approval first, prior to submitting a formal request for approval to the Superintendent of Education and the Executive Superintendent of Education, where applicable ~~for overnight excursions outside of the country~~.

~~e)~~f) The principal or his/her designate identified to the teachers will~~shall~~ be available by telephone, cellular telephone, or other wireless means of communication to teachers in charge of the Excursion in case an emergency arises at any time during the Excursion. The principal will keep their mobile phone on them at all times during the Excursion. The phone number (the principal mobile) or contact information for the principal or his/her designate should be kept with the teacher in charge during the Excursion. The Excursion itinerary and phone number(s) for school staff while on the Excursion should be available to the principal and school office during the Excursion~~case an emergency arises at any time during the excursion~~.

g) In accordance with the TDSB Restrictions on Alcohol, Drug and Tobacco Use Policy (P095), all persons attending Excursions are prohibited from being in the possession of, or under the influence of alcohol or drugs (including cannabis) while on TDSB premises or while engaging in TDSB related activities and Excursions. Personal time, such as sightseeing, shopping or other forms of personal entertainment, including the involvement of alcohol or drugs, for staff and volunteers participating in an excursion are not permitted. Family, friends, pets or students from other boards are also not permitted to participate in an excursion.

~~(a)~~ The principal will designate at least one (1)~~The principal shall keep with him or her at all times, as well as posting in the office:~~

- ~~the phone number or contact information for the principal or designate; and~~
- ~~the excursion itinerary and phone numbers for the teacher while on the excursion.~~

f)h) The principal shall designate one certified teacher from the school as the teacher in charge of the Excursionexcursion. The principal shouldshall not designate an occasional teacher as teacher in charge of the Excursionan excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the nature and activity of the Excursionexcursion.

g)i) The principalwillshall ensure that a sufficient number of teachers and adult supervisors accompany students on all Excursionsexcursions, in accordance with the minimum Supervisionsupervision ratios outlined in this document. Efforts should be made to include adults or older students who speak the languages of some of the students, especially when newcomers to Canadarecent arrivals are among the group. (See Procedures, Sections G.2: Supervision, paragraphs (f) and G.2 (p)), for minimum Supervisionsupervision ratios.)

h)j) The principalwillshall make every effort to ensure that a completed and signed (either online via EMA or in hard copy)Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletics form) is obtained for each student participating in an Excursionexcursion.

i)k) Once the Excursion has been approved by TDSB, theThe principal and the teacher(s) in charge of the Excursion should consider holding Parent/Guardianparent information sessions, except for when overnight Excursions where it is mandatory,excursions are planned, to outline the educational purpose, explain risks, address any concerns and answer any questions.

j)l) The principalshouldshall ensure that all excursion supervisors are aware of relevant medical concerns for all excursion participants.

m) The principalshould ensure that the Excursions reflect the Board's commitments to inclusion and equity and do not limit any students, for example, due to accessibility or financial constraints.

k)n) All Volunteersshall make every effort to approve all volunteers on excursions, including volunteer drivers should be approved by the principal prior to the commencement of the Excursion.

l)o) The principalwillshall make every effort to inform the Volunteersvolunteers about their responsibilities and about requirements for insurance as outlined in this document (SeeProcedures, Section E.3: For Volunteers). The principal will request that all Volunteers sign a TDSB approved waiver as well as have proof of police background check to participate in an Excursion prior to the commencement of the ExcursionVolunteers of this document.

m)p) If the Excursion involves the use of volunteer drivers, these volunteer drivers are required to complete and sign Form 511F: Principal Authorization for Volunteer Drivers. The principal will make the decision to approve or not approve this form/volunteer driver.The principal's signature is required on Form 511F: Principal Authorization for Volunteer Drivers to authorize volunteer drivers and their private

vehicles for transportation of students on Excursions. Volunteer drivers should be used in limited situations~~an excursion~~.

i. If the Excursion~~excursion~~ involves the use of volunteer drivers, the principal should~~shall~~ ensure that Form 511~~511C~~: Parent/Guardian Permission for Excursion (or appropriate athletics form) includes specific information about the volunteer drivers and the vehicles being used, and that every effort is made to obtain consent from Parents/Guardians for each Excursion for students to travel in specified private vehicles with specific volunteer drivers. The requirements for volunteer drivers include a valid (unrestricted) Ontario Class G driver's license, a 3-year uncertified driver's record, personal automobile insurance coverage, and a vehicle that is in good working condition. Volunteer drivers must be over 25 years old and show proof of liability insurance on the vehicle of at least $2,000,000. Every occupant of the vehicle must have appropriate seating and restraints (See Section I.4: Transportation, paragraph (c): Child Seating and Restraint Systems (Car Seats, Booster Seats, Seatbelts). Volunteer drivers may have no more than four 4/7 occupants, including driver, and no pets, in any vehicle. Passenger vans, for example, that could transport 10 or more occupants, are not permitted~~for each excursion for students to travel in specified private vehicles with specific volunteer drivers. Note: All drivers must comply with any new Government regulations~~.

ii. Volunteer drivers should not drive themselves or other students to any activity outside of the Excursion.

~~(b)~~ The principal will~~shall~~ ensure that contingency planning is part of every Excursion.~~excursion. (See Procedures, Section L.1: Contingency Planning.)~~ A formal contingency plan ~~(Form 511G: Formal Contingency Plan)~~ is part of every High-Care Activity~~high-care~~ or overnight Excursion~~excursion~~ (except Excursions~~excursions~~ to TDSB~~Board~~ Outdoor Education schools~~Schools~~ scheduled by the Centrally Assigned Principal~~Coordinator~~ of Outdoor Education, and overnight interschool athletics Excursions~~excursions~~) and must be approved by the appropriate Superintendent of Education~~superintendent.~~

~~n)~~q) ~~The principal shall ensure, wherever possible, that supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents~~ and the Executive Superintendent of Education, where applicable.~~missing students (see Appendices H1 and H2 respectively).~~

~~o)~~r) Wherever possible, supervisors on an Excursion must~~excursion shall~~ carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school or TDSB, the principal will~~shall~~ make such items available to supervisors on an Excursion~~excursion~~. Supervisors must~~shall~~ ensure that cellphones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the Excursion~~excursion~~.

~~p)~~s) During the Excursion preparations, the~~The~~ principal will consider~~shall take into consideration~~:

i. if a student has a serious medical/health condition; ~~and/or~~

ii. if the excursion destination is compatible for all students;

iii. preparations for student abilities, such as swim tests, have been completed;

ii.iv. if the administration of medication is too complicated; or

- if a student has engaged in serious misconduct, including breach of the Board Code of Conduct (PR585), the school's school Code of Behaviour, and/or the Code of Behaviour for Athletes (for interschool athletics), and other applicable TDSB policies and procedures ,

iii.v. to determine whether a student participates in an Excursionexcursion.

t) The principal willshall ensure that one copy of all appropriate approved forms (e.g., all completed and signed Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class Excursions, the appropriate completed forms; and other forms pertinent to the Excursion) are on file in the school until at least the end of June of the current school year following the school year in which the Excursionexcursion takes place.

E.2. For Teachers

a) The teachers participating in anThis includes Form 511A: Request for Excursion must be familiar with the content of the Excursions Policy (P033), this procedureApproval by Principal and any associated documents andother forms.

b) The teacher will ensure that each, if appropriate (Form 511B: Request for Excursion has an educational purpose with curricular relevance that is clearly identified to the students and their Parents/Guardians.

c) The teacher will ensure each Excursion is equitable and inclusive. For excursions with high costs per student and/or involving 15 or fewer students out of a pool of students of 20 or more, a teacher must provide an explanation addressing the student participation.

d) The teacher must complete and submit to the principal via EMA all excursion request(s)/form(s) that require approval by the principal and/or approvalApproval by the Superintendent of Education at least one (1) month prior to the scheduled Excursion. Note: In order to plan for the approval, for those Excursions that require the additional approval, teachers must draft their Excursion proposal and receive the principal approval of the Excursion proposal prior to submitting a formal request for approval to the principal and/or the Superintendent of Education and the Executive Superintendent or Education, where applicable. Where applicable, teachers should select approved excursion destinations found in the TDSB Excursion and Event Facilities Directory. No communication to Parents/Guardians should take place unless approval is first obtained.

e) All external waivers, releases, acknowledgements, booking or registration forms and other documents/forms provided by Program Service Providers must be approved by TDSB Legal Services and/or Risk Management Department and by the Superintendent of Education.

f) In accordance with Ontario *Travel Industry Act*, 2002 and Regulation 26/05, overnight Excursions not related to a competition or involving a camp, camping or out tripping, must be arranged through TDSB approved travel agent(s) (retailers) and travel wholesalers (for example, tour operators) registered with the Travel Industry Council of Ontario ("TICO").

g) Teachers must use only approved excursion vendors in the Excursion and Event Facilities Directory. A Principal and, if required, a Superintendent could make an exception.

h) The teacher in charge of the Excursion will ensure that contingency planning is part of every Excursion, especially of every High-Care Activity or overnight Excursion (except Excursions to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal of Outdoor Education, and overnight interschool athletics Excursions) and must be approved by the principal and the Superintendent of Education and the Executive Superintendent of Education, where applicable.

i. Except for tour operator / commercial tours, the teacher must be familiar and have attended the excursion destination previously, for example, for a play, they must have attended that theatre.

ii. The teacher in charge of the Excursion will ensure, wherever possible, that supervisors on an Excursion will carry copies of the emergency procedures and student information as generated by the Trillium student excursion report or EMA.

iii. The teacher in charge of the Excursion will inform the principal of alternate plans for Supervision in case one or more supervisors are unable to attend the Excursion.

iv. Only once approval has been obtained, the teacher in charge of the Excursion will make every effort to inform students and their Parents/Guardians, of details of the Excursion, including costs, deposits, refunds, non-refundable costs, behavioural expectations, and any risks associated with the Excursion through either Form 511: Parent/Guardian Permission for Excursion or online via EMA.

v. The teacher in charge of the Excursion, in consultation with the principal, should consider holding Parent/Guardian information sessions when overnight Excursions are planned by the school, in order to outline the educational purpose, explain risks, and answer any questions.

vi. In exceptional circumstances, Excursion dates and times may change. The teacher will make every effort to inform students and their Parents/Guardians of these changes.

i) The teacher in charge of the Excursion will make every effort to inform Parents/Guardians in writing through either Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) or online via EMA, of the names of any volunteer drivers participating in the Excursion, and specific information about the volunteer drivers' vehicles.

j) If the Excursion involves the use of volunteer drivers, the teacher will make every effort to ensure that consent from Parents/Guardians is obtained for each Excursion for students to travel in specified private vehicles with specific volunteer drivers (See Section E.1: For Principals, paragraph n).

k) The teacher will make every effort to inform Parents/Guardians in writing through either Form 511: Parent/Guardian Permission for Excursion (or the appropriate athletics form) or online via EMA that Parents/Guardians will be responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the Board Code of Conduct (PR585), the school's Code of Behaviour, or the Code of Behaviour for Athletes (for interschool athletics) during the Excursion. This could include costs for transportation home or for damages resulting from their child's misconduct.

l) Where practical, teachers will provide Parents/Guardians with a cover statement in the student's first language, or the Parent's/Guardian's first language where different, describing the contents and importance of all forms and any other written communication regarding the Excursion. If this is not practical, teachers will provide Parents/Guardians with a standard letter that indicates that the attached forms are important and should be translated.

m) The teacher in charge of the Excursion will arrange an appropriate and related program, including any assessments, for all students who do not participate in the Excursion. Conversely, all students participating in an Excursion will be allowed to complete any assignments or assessments missed due to the Excursion, within a reasonable time after the Excursion, without penalty.

n) The teacher in charge of the Excursion must be aware of the details of all medical and emergency care information for all excursion participants prior to any Excursion outlined in the Student Excursion Report.

o) The teacher in charge of the Excursion must inform all supervisors of relevant medical concerns for all excursion participants and expected interventions.

p) The teacher in charge of the Excursion must ensure that all excursion participants have the appropriate visa(s), proof of citizenship, passports, Ontario Health Card number, and out-of-country health/accident/travel insurance policy(ies), as required, for each student and staff member for all Out-of-Country Excursions. The teacher in charge of the Excursion will check the Government of Canada Travel Advice and Advisories website (travel.gc.ca) for specific travel advice for the destination.

q) For the Excursion purposes, in particular for Excursions outside of Ontario or Out-of-Country Excursions, where a student is subject to a custody order, the consent of both Parents is recommended if there is joint custody. Sometimes both Parents have custody, but they disagree with each other on the child's educational matters. In that case, it is advisable for the school to ask both Parents to reach an agreement first as the school cannot follow the Parents' conflicting directions/instructions.

r) The teacher in charge of the Excursion will arrange and supervise all aspects of transportation required for the Excursion using TDSB approved vendors, including specialized transportation, when appropriate, for students with special needs.

~~(c)~~ The teacher in charge of the Excursion will submit, via EMA, to the principal one copy of all appropriate approved forms (e.g. all completed and signed~~; all signed 511C:~~ Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class Excursions~~excursions~~, the appropriate completed~~signed~~ forms; and other forms pertinent to the Excursion) ~~excursion).~~

~~(d) The Principal shall ensure that all teachers participating in the excursion receive a copy of the Excursions Operational Procedures.~~

~~For Teachers~~

~~(a) The teachers participating in an excursion must be familiar with the content of the Excursions Operational Procedures.~~

~~(b) The teacher shall ensure that each excursion has an educational purpose with curricular relevance that is clearly identified to the students and their custodial parents.~~

~~(c) The teacher shall complete and submit to the principal for approval Form 511A: Request for Excursion Approval by Principal (or appropriate athletics form). For those excursions that require the additional approval of the superintendent of education, at least one month prior to the excursion, the teacher shall submit to the principal Form 511B: Request for Excursion Approval by Superintendent, accompanied by 511A: Request for Excursion Approval by Principal as completed by the teacher, and 511C: Parent/Guardian Permission for Excursion. Note: Form 511B: Request for Excursion Approval by Superintendent must be submitted at least three months in advance for overnight excursions outside of the province, and at least six months in advance for overnight excursions outside of the country.~~

~~(d) External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education.~~

~~(e) The teacher shall ensure that contingency planning is part of every excursion. (See Procedures, Section L.1 Contingency Planning.) A formal contingency plan (Form 511G: Formal Contingency Plan) is part of every high-care or overnight excursion (except excursions to Board Outdoor Education schools scheduled by the Coordinator of Outdoor Education, and overnight interschool athletics excursions) and must be approved by the principal and the appropriate Superintendent.~~

~~(f) The teacher shall ensure, wherever possible, that supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).~~

~~(g) The teacher shall inform the principal of alternate plans for supervision in case one or more supervisors are unable to attend the trip.~~

~~(h) The teacher shall make every effort to inform students, and custodial parents, of details of the excursion, including costs, deposits, refunds, non-refundable costs, behavioural expectations, and any risks associated with the excursion, in Form 511C: Parent/Guardian Permission for Excursion.~~

~~The teacher, in consultation with the principal, should consider holding parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions.~~

~~In exceptional circumstances, excursion dates and times may change. The teacher shall make every effort to inform custodial parents of these changes.~~

~~(i) The teacher shall make every effort to inform custodial parents in writing through Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) of the names of any volunteer drivers participating in the excursion, and specific information about the volunteer drivers' vehicles.~~

~~(j) If the excursion involves the use of volunteer drivers, the teacher shall make every effort to ensure that consent is obtained for each excursion for students to travel in specified private vehicles with specific volunteer drivers. (See Procedures, Section E.3: Volunteers.) See Form 511F: Principal Authorization for Volunteer Drivers.~~

~~*Note: All drivers must comply with any new Government regulations.~~

~~(k) The teacher shall make every effort to inform parents in writing through Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) that they will be responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the school's Code of Behaviour, or the Code of Behaviour for Athletes, during the excursion. This could include costs for transportation home or for damages resulting from misconduct.~~

~~(l) Where practical, teachers will provide custodial parents with a cover statement in the student's first language, or the parent's first language where different, describing the contents and importance of all forms and any other written communication regarding the excursion. If this is not practical, teachers shall provide custodial parents with a standard letter that indicates that the attached forms are important and should be translated.~~

~~(m) The teacher shall arrange an appropriate and related program, including any assessments, for all students who do not participate in the excursion. Conversely, all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion, within a reasonable time after the excursion, without penalty.~~

~~(n) The teacher shall be aware of the details of all medical and emergency care information for all participants prior to any excursion. See Student Excursion Report (Trillium).~~

~~(o) The teacher in charge shall inform all supervisors of relevant medical concerns for all participants and expected interventions.~~

~~(p) The teacher shall ensure that participants have the appropriate visa, proof of citizenship, passports, Ontario Health Card number, and out-of-country health/accident/travel insurance requirements, as required, for each student and staff member for all out-of-country excursions. The teacher will check the Consular Affairs Web site (www.voyage.gc.ca) for specific requirements for the destination.~~

~~(q) Where the child is subject to a custody order, the consent of both parents is recommended if there is joint custody.~~

(r) The teacher shall arrange and supervise all aspects of transportation required for the excursion, including specialized transportation, when appropriate, for students with special needs.

(s) The teacher shall submit to the principal one copy of all appropriate approved forms to be kept on file in the school until at least the end of June of the current school year following the school year in which the Excursionexcursion takes place. This includes Form 511A: Request for Excursion Approval by Principal and other forms, if appropriate (Form 511B: Request for Excursion Approval by Superintendent of Education; all signed 511C: Parent/Guardian Permission for Excursion; for interschool athletics, the appropriate athletics forms, including the approved team lists; for physical education class excursions, the appropriate signed forms; and other forms pertinent to the excursion).

a)s) In the case of aTDSBBoard-organized Excursionexcursion, centrally assigned staff willshall assume the responsibility of the teacher in charge of the Excursion, as approved by the department's immediate supervisor (with the exception of interschool athletics meets/-games/championships where teachers assume their normal rolesrole).

b)t) The teacher in chargeof the Excursion mustshall carry the Student Excursion Report (Trillium) on every Excursionexcursion.

(t) **E.3.** Wherever possible, supervisors on an excursion shall carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cellphones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the excursion.

(u) Wherever possible, all supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

For Volunteers

a) Volunteerswill have signed a waiver prior to the excursion.

a)b) Volunteers willshall adhere to all applicable TDSBthe policies, procedures, guidelines, protocols and practices of the Board, and willshall work under the Supervisionsupervision of the principal and teachers from the school or under the central department staff for the duration of all Excursionsexcursions.

b)c) Volunteerswillshall adhere to all applicable TDSB policies and the procedures of the Board relating to volunteers, including police reference checks and/. Volunteers who on a casual basis assist with a variety of activities or vulnerable sector screening (See TDSB Employee day excursions may not require a police reference check. Please refer to the Volunteer Protocol (SR23) regarding police reference checks (Volunteers section) at https://www.tdsb.on.ca/Portals/0/Elementary/docs/SupportingYou/SR23.pdf).Reg

arding Police Reference Checks. Volunteers who accompany students on an overnight or multi-day Excursionexcursion for the purpose of assistance with Supervisionsupervision must have a police reference check and/or vulnerable sector screening.. Whenever possible, the principal should maintain a list of "approved" volunteers for Excursion purposes.

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c)d) Volunteers who agree to transport students in private vehicles for an Excursionexcursion are required to complete a Form 511F: Principal Authorization for Volunteer Drivers. The principal willshall make the decision to authorize or not authorize the volunteer driver and vehicle.

Volunteer*Note: All drivers must comply with any new Government regulations.

(a) Volunteer drivers shall have the automobile liability following current insurance, with a minimum limit of a $2,000,000 coverage and historyon any vehicle used to transport students for the Excursion (See Section E.excursion:

d)e) Motor Vehicle Liability, with a limit on liability of at least $1: For Principals, paragraph n).,000,000;

- E.4 Accident Benefit;
- Uninsured Automobile.

For Students

a) Teachers willshall review the information about students' responsibilitiesStudents' Responsibilities on Excursions with students at the beginning of the school year. This information is in Appendix G, and also in the student planner/handbook. For interschool athletics, students will also receive a copy of the Code of Behaviour for Athletes found in the respective constitutions.

Students willshall adhere to the TDSB Caring and Board's Safe Schools Policy (P051), the Board Code of Conduct (PR585), and the school's Code of Behaviour, and other applicable TDSB policies and procedures; for interschool athletics, in addition to the above, the Code of Behaviour for Athletes, for the duration of all Excursionsexcursions. Students who fail to adhere to the TDSB Caring and Safe Schools Policy (P051),, the Board Code of Conduct (PR585), the school's Code of Behaviour, or the Code of Behaviour for Athletes (for interschool athletics) and other applicable TDSB policies and procedures, while on Excursions,excursions will be subject to the same consequences as if the students were in attendance at school during regular school hours.

b) While on Excursionsexcursions, and while travelling to and from Excursionsexcursions, students will continue to be responsible for their conduct. to the principal. Students willshall comply with their obligations under section 23 of Regulation 298 of the *Education Act*, including the following:

- exerciseexercising self-discipline;
- acceptaccepting such discipline as would be exercised by a kind, firm, and judicious parent;
- bebeing courteous and demonstrate inclusiveness and equity toward to fellow students;
- bepupils and obedient and courteous to the principal and teachers; and

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- ~~show~~being clean in person and in habits; and
- ~~showing~~ respect for school property.

c) Students must adhere to the TDSB Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) ~~shall adhere to Board policy~~ that prohibits smoking, vaping,~~tobacco, the~~ use of alcohol, and the non-medical use of drugs at all school activities and Excursions~~,~~ whether they take place inside school or off school property~~ on excursions~~.

d) Students participating in Excursions are expected to be prepared for the Excursion~~excursion~~ and adhere to Excursion~~excursion~~ expectations.

e) Students participating in Excursions will~~shall~~ follow the directions of teachers in charge of Excursion and other supervisors during the Excursion~~excursion~~.

f) Students participating in Excursions are

~~A student who participates in an excursion is~~ expected to complete, without penalty, any assignments and assessments missed in any subject due to the Excursion~~excursion~~, within a reasonable time after the Excursion~~excursion~~, as determined by the student's teachers.

E.5. For Parents/Guardians

~~(a)~~ Parents/Guardians~~At the beginning of the school year, all custodial parents shall be provided with a copy of Parents'/Guardians' Responsibility for Excursions (see Appendix F).~~

a) ~~Custodial parents~~ of students under the age of 18 who wish their child to participate in an Excursion~~excursion~~ are required to provide permission~~consent~~ for each Excursion~~excursion~~ by completing ~~and returning to the teacher a~~ Form 511~~511C~~: Parent/Guardian Permission for Excursion (or the appropriate athletics form) either in hard copy or online via EMA.~~)~~. Students aged 18 and over may complete~~sign~~ Form 511: Parent/Guardian Permission for Excursion~~511C~~ (or the appropriate athletics form) on their own behalf; however, it is strongly recommended that the Parents/Guardians~~custodial parents~~ of such students also approve~~sign~~ the Excursion~~form~~.

b) Form511~~511C~~: Parent/Guardian Permission for Excursion (or the appropriate athletics form) will contain information about the nature and purpose of the Excursion~~excursion~~, any special risks or unusual activities, locations, dates and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, and any other relevant information that could have some bearing on whether the Parents/Guardians (or students aged 18 and over)~~parent~~ would give or withhold their permission, need~~consent, a request~~ to update relevant medical or emergency information, and/or purchase~~ a reminder that~~ student accident insurance.. ~~may be purchased.~~

c) Every effortwill~~shall~~ be made to advise Parents/Guardians~~custodial parents~~ of any volunteer drivers participating in the Excursion~~excursion,~~ and to provide them with specific information about the volunteer drivers' vehicles. Every effort will~~shall~~ be made to obtain written Informed Consent~~informed consent~~ from the Parents/Guardians~~custodial parents~~ in order for the student to ride with a specific volunteer driver.

d) Parents/Guardians~~Custodial parents~~ (or the student, where the student is aged 18 or over) who wish their child to participate in an Excursion~~excursion~~ are required to indicate if there is any medical/health reason why their child is~~should~~ not able to participate in the Excursion~~activity~~, or that may lead them~~him/her~~ to require special attention during the Excursion~~activity~~.

At the beginning of the year, Parents/Guardians will~~For overnight excursions only, parents shall~~ complete another Form 511~~511E~~: Medical Information for Excursions authorizing the teacher in charge of the Excursion~~excursion~~ to seek and obtain medical care~~, if necessary,~~ for the student, if necessary.~~.~~ Overnight

interschool athleticsInterschool Athletics excursions within the province maydo not require an additional Form 511511E: Medical Information to be completed. The student's

e) This medical information willshall be requested annually by the school, and Parents/Guardianscustodial parents are expected to provide the school with any relevant information or changes throughout the school year.

f) Parents/GuardiansCustodial parents are expected to ensure that their child is prepared appropriately for the Excursion (e.g., bringing their own lunches and/or other times (if applicable), wear appropriate clothes, etc.)excursion.

g) Parents/GuardianCustodial parents are responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the TDSB Caring andBoard's Safe Schools Policy (P051), the Board Code of Conduct (PR585), or the school's Code of Behaviour, or for interschool athletics, the Code of Behaviour for Athletes (for interschool athletics) and other applicable TDSB policies and procedures. . This could include lost deposit fees, costs for transportation home, or for damages resulting from misconduct.

h) Parents/Guardians are responsible for the purchase of voluntary student accident insurance if necessary, and where required, mandatory travel insurance that includes cancellation coverage for school labour action.

E.6 For Superintendents of Education

a) TheSuperintendent of Education shouldsuperintendent of education shall make the decision to approve or not approve the following types of Excursionsexcursions:

i. Excursionsexcursions beyond the Greater Toronto Area (as defined as the City of Toronto and the GTA and out of province;regional municipalities of Durham, Halton, Peel, and York);

ii. High-Care Activities andexcursions involving high-care activities, those types of activities that involve increased risk and/or special safety considerations.., along with one or more of the following:

(A) Overnight Excursionsmultiple risks, e.g., weather;

(B) occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Coordinator of Outdoor Education, or travel on large water vehicles used for public transportation); or

(C) require special qualifications or certification for supervision; or

(D) take place away from easy access to first aid.

~~*Note: Higher-Risk Sports as listed in the Physical Education Interschool Athletics Safety documents in interschool athletics are not considered to be high-care activities/excursions. (See also Appendix C: High-Care Activities.)~~

iii. ~~overnight excursions~~ (not including Excursions~~excursions~~ to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal~~Coordinator~~ of Outdoor Education or overnight Excursions~~excursions~~ for Ontario Federation of School Athletic Associations ("OFSAA") secondary school athletics competitions which will be approved en masse);

Excursions~~out-of-province excursions, including day trips to New York State;~~

iv. ~~excursions~~ involving activities not listed in curricular and related safety documents;

v. Excursions~~excursions~~ on days not identified as instructional days on the approved school year calendar or in the summer;

Excursions~~excursions~~ where Program Service Providers require the Parent/Guardian ~~service provider requires the parent~~ or the student to sign the Program Service Provider's waiver or release forms. Excursion forms for ~~;~~

~~External waivers must be acceptable to~~ the ~~Board's Legal Services Department and approved by the superintendent of education.~~

vi. ~~One month prior to the excursion, principals should submit Form 511B: Request for Excursion Approval by~~ Superintendent of Education's approval should submitted via EMA in accordance with the timelines set out in Sections E.1: For Principals, paragraph e) and E.2: For Teachers, paragraph d).~~, accompanied by Form 511A: Request for Excursion Approval by Principal and Form 511C: Parent/Guardian Permission for Excursion. Note: Form 511B: Request for Excursion Approval by Superintendent must be submitted at least three months in advance for overnight excursions outside of the province, and at least six months in advance for overnight excursions outside of the country.~~

b) The department's immediate supervisor/coordinator the Superintendent of Education and the Executive Superintendent of Education, where applicable will ~~shall~~ make the decision to approve or not approve TDSB~~Board~~-initiated activities, including interschool athletics events sanctioned by TDSB~~the Board~~, and Excursions~~excursions~~ to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal ~~Coordinator~~ of Outdoor Education, and Excursions~~excursions~~ organized by other Centrally Assigned Coordinators~~centrally assigned coordinators~~.

F. APPLICATION AND APPROVAL

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a) The permission from the Parents/Guardians should~~written informed consent of custodial parents shall~~ be obtained for all Excursions (See Section E.5: For Parents, paragraph a).~~excursions, using Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form). Students aged 18 and over may consent on their own behalf.~~ Where permission from Parents/Guardians~~the written informed consent of custodial parents~~ cannot be obtained for any reason, the student will~~shall~~ be excluded from the Excursion~~excursion~~ unless the principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate, has verbal permission from the Parent/Guardian~~custodial parents~~, and the activity is not a High-Care Activity, an Out-of-County Excursion and an Excursion~~high-care, overnight, or~~ outside the ~~Greater Toronto Area (~~GTA.~~).~~

~~Parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions, will ensure that informed consent is obtained.~~

~~In exceptional circumstances, excursion dates and times may change. The teacher shall make every effort to inform custodial parents of these changes.~~

~~(a) Custodial parents (or the student, where the student is aged 18 or over) who wish their child to participate in an excursion are required to indicate if there is any medical reason why their child should not participate in the activity, or which may lead him/her to require special attention during the activity.~~

~~For overnight excursions only, parents shall complete another Form 511E: Medical Information for Excursions authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student.~~

~~Overnight Interschool Athletics excursions within the province do not require an additional Form 511E: Medical Information to be completed.~~

b) The principal will~~shall~~ make the decision to approve or not approve an Excursion ~~any excursion~~ and participants, including those requiring additional approval from Superintendents of Education and the Executive Superintendent of Education, where applicable.~~superintendents of education.~~ The principal may wish to consult the Superintendent of Education, the Executive Superintendent~~superintendent~~ of Education, where applicable or Centrally Assigned Coordinators ~~education or centrally assigned teachers~~ before making a final decision or determination.

c) Approval for TDSB~~Board~~-initiated activities and Excursions, including interschool athletics events sanctioned by TDSB, Excursions~~the Board, and excursions~~ to TDSB Outdoor Education schools scheduled by the Centrally Assigned Principal~~Coordinator~~ of Outdoor Education, and Excursions~~excursions~~ organized by other Centrally Assigned Coordinators should ~~centrally assigned coordinators, shall~~ meet the requirements of this document, the Excursions ~~Excursion~~ Policy (P033),~~,~~ except that the Superintendent of Education's~~superintendent~~ approval comes from the department's immediate supervisor. For these Excursions~~excursions~~ (with the exception of the interschool athletics games/tournaments/events), the~~teachers'~~ responsibilities of the teachers in charge of the Excursion are ~~are~~ assumed by the centrally assigned

coordinatorsteachers approved by the appropriate Superintendent of Educationsuperintendent.

If the school requires exception to Approval for excursions to TDSB Outdoor Education schools as scheduled by the Coordinator of Outdoor Education is based on the regular booking process through the principal and involves only parent consent as received through Outdoor Education forms.

(b) Approval for excursions shall be required in accordance with the approval timelines for Excursions the exceptionslevels as shown on Appendix A: Summary of Approval Requirements (excluding Physical Education/Athletics), Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics.

d) Exceptions to these timelines will be considered on an individual basis at the Superintendentsuperintendent of Education'seducation's discretion, e.g., OFSAA competitions.

e) No communication or monies willshall be collected from the Parents/Guardians or students and paid to Program Service Providers prior to the full approval of the Excursion by the principal and/or Superintendent of Education and the Executive Superintendentsuperintendent of Education, where applicable. For Student Tours, no monies will be paid to tour operators until all necessary approvals of the Excursions have been obtained. education.

f) High-Care Activitiescare activities, and other activities not specifically listed in the curriculum or related safety documents, willshall be submitted to the Superintendentsuperintendent of Education and the Executive Superintendent of Education, where applicableeducation for approval prior to the school participation in. (See Appendix C: High-Care Activities, and other activities not specifically listed in the curriculum or related safety documents.)

(c) Any Excursionexcursion or activity that is not approved by the principal as part of the school program willshall not be promoted or organized during school hours or in association whatsoever with the school or TDSBBoard. The teachers willteacher shall not initiate or become involved in Excursionsexcursions or activities that have not received the requisite approvals. Excursions

g) Board organized by TDSB willexcursions shall comply with the same standards of curricular relevance to particular students' individual programs as those Excursions organized by the school. Where applicable, principals and teachers are strongly encouraged to select approved excursion destinations found in the TDSB Excursion and Event Facilities Directoryexcursions organized by the school.

F. 1 Excursions within Walking Distance of the School

Principals have the option of using the: Form 511H: Walking Excursion Form – Immediate Community, to cover non-high-care curricular activities in instructional time within walking distance of the school. Appropriate supervision willshall be

approved on a case-by-case basis by the principal. Where possible, the teacher in charge of the Excursion within walking distance of the school and principal will notify Parents/Guardians~~parents/guardians~~ of the activity, location, date, and time through newsletters, Web sites, or notes in school planners/agendas.

F.2 Series of Scheduled Events or Class Activities within the GTA

a) Where the Excursion~~excursion~~ involves a series of related or repeated events or activities to the same destination or for the same purpose, the teacher in charge of the Excursion will ~~shall~~ prepare a schedule of activities and obtain a single permission from Parents/Guardians~~Form 511C: Parent/Guardian Permission~~ for all related ~~Excursion (~~or repeated events~~appropriate athletics form). For interschool athletics, a league/tournament schedule included with Form 511I~~ or activities of the Excursion. ~~511J: Elementary/Secondary Interschool Athletics Tryout/Participation will suffice instead of 511C.~~

F.3 Unauthorized~~Non-Sanctioned~~ Excursions

a) Certain excursion activities will not be approved, as they are deemed to be unsafe because of high or multiple risk factors. Examples of such activities include, but are not limited to: white water~~whitewater~~ canoeing; white water~~whitewater~~ rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at private or non-regulated pools, rivers, or lakes; and hot-air balloon rides~~; scuba diving; and snorkelling~~.

F. 4 ~~*Note: Scuba diving and snorkelling can occur in a curricular class setting, with proper supervision ratios, under the direction of staff with appropriate qualifications/certifications.~~

~~(a) Trips that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, will not be considered or approved. Examples of such activities include but are not limited to trips to amusement parks that involve large groups of students on their own for the day to enjoy rides.~~

Commercial Excursions, Out-of-Country Excursions, and Student Tours

a) For any Commercial Excursions, Out~~commercial excursion, out~~-of-Country Excursions~~country excursion~~, or Student Tours~~student tour~~, the teacher in charge of the Commercial Excursion, Out-of-Country Excursion or Student Tour will ~~shall~~ complete and submit all requests for approval via EMA~~to the principal a Form 511A: Request for Excursion Approval by Principal and, if appropriate, Form 511B: Request for Excursion Approval by Superintendent of Education~~ at least six (6) months prior to the Excursion~~excursion~~.

b) All Out-of-Country Excursions will require additional approval from the Executive Superintendent of Education. The principal and the teacher in charge of the

Excursion will check the Government of Canada Travel Advice and Advisories website (travel.gc.ca) for specific travel advice for the destination.

(a) The teacher in charge of the Commercial Excursion, Out-of-Country Excursion or Student Tour willThe principal shall check with the Department of Foreign Affairs and International Trade Canada before proceeding with out-of-country excursions, and follow the recommendations of the Department. The Travel Information number to call for issues related to security and safety of travellers is 1-800-267-6788. The Web site is <www.voyage.gc.ca>.

b)c) The teacher shall report any changes to the excursion plan, including the time or point of departure, destination, or addresses, to the principals and/or the Superintendentsuperintendent of Education and the Executive Superintendent of Education, where applicable,education as early as possible, in advance of the Excursion. Teachers should be aware that the Commercial Excursion operator has ultimate responsibility and decision making, including changes to the excursion plan.

c)d) Commercial Excursions, Outexcursions, out-of-Country Excursionscountry excursions, and Student Tours willstudent tours shall be arranged through a TDSB approved travel agent or tour operatortravel wholesaler duly registered under the Ontario *Travel Industry Act, 2002*. .

(b) The teacher in charge of the Commercial Excursion, Out-of-Country Excursion or Student Tour willshall confirm that the travel agent or travel wholesaler is duly registered under the Ontario *Travel Industry Act, 2002* (Refer to by obtaining its registration number, either directly from the travel agent or travel wholesaler, or by contacting the TDSB Excursion and Event Facilities Directory which contains a listing of all approved tour operators). Registrar appointed under the *Travel Industry Act*.

d)e) All travel agents must possess alicenselicence issued by the Travel Industry Council of Ontario (TICO). Contact TICO to verify the authenticity of such licences. The phone number for TICO is 1-888-451-6426, and the Web site is <www.tico.on.ca>.

e)f) Staff and students participating in a Commercial Excursion, Out-of-Country Excursion or Student Tour mustcommercial excursion, out-of-country excursion or student tour shall be covered by an insurance package that includes the following types of insurance (where applicable):

i. repatriation;

ii. cancellation, including labour action; ;

iii. accidental health; and

iv. baggage.;

For Commercial Excursions, the provider will include the cost of their insurance in the excursion cost.

g) Except for unexpected health and unique unexpected family circumstances, such as a death in the family, students will not be able to leave a Commercial

Excursion during the excursion or to separately join or leave an excursion once underway, for example, a student may want to take separate transportation to meet their family who is on vacation or leave a vacation destination to join the school excursion. Any additional costs for transportation and supervision will be the responsibility of the student and may be covered under the travel insurance.

h) Inviting or use of family members or friends as volunteers, or pets by staff, is not permitted. Students must be enrolled at the school at the time of excursion, to participate.

i) Free time during an excursion is not recommended.

j) Supervision ratios outlined in this Procedure should be followed on Commercial Excursions. Excess supervision and "free time" for supervisors should be avoided.

k) When communicating the cost to parents/guardians, the cost of supervision/chaperones should be identified and communicated separately.

l) Destinations involving beaches and swimming are to be avoided.

m) Excursions that are initiated for a club performance, competition or game match and have a tour itinerary included, should be using a Commercial Excursion provider

- accident.

f)n) All excursion contracts with tour operators must contain the following clause: "*Despite any other agreement, oral or written between the parties, the agent/tour operator will fully refund within 30 days all monies paid for hotel, flight, transportation, deposits, or other services if the principal of the school notifies the agent/tour operator that, in the opinion of Toronto District School the Board, it is unsafe for the trip to proceed*" unless other instructions are permission is obtained from the Superintendent superintendent of Education and the Executive Superintendent of Education, where applicable education, in which case the principal will Principal shall make the students and their Parents/Guardians custodial parents aware in writing in the on Form 511C: Parent/Guardian Permission for Excursion form or online via EMA of the travel agency's or travel wholesaler's policy regarding refunds (See the TDSB Excursion and Event Facilities Directory, which contains a listing of tour operators approved by TDSB and their approved agreements).

(c) In the case where the deposit is non-refundable, Parents/Guardians the custodial parents/students must agree that TDSB the Board is not liable for the loss of deposit.

(d) Travel agencies or travel wholesalers who arrange for transportation shall ensure that such transportation complies with the Board insurance requirements. Tour companies shall contact the Board Transportation Department for information about the most recent insurance requirements.

g)o) All cheques for payment of students' travel costs should be made payable directly to the travel agency or travel wholesaler. Cheques should shall not be

made payable to the teacher, the school, or TDSB. the Board. However, the teacher may act as a conduit by collecting cheques and forwarding them to the travel agency or travel wholesaler.

(e) The teacher shall ensure that all notices and/or advertisements for the excursion identify the registered travel agent or travel wholesaler through whom travel arrangements are being made. All notices and/or advertisements shall also include the registration number of the travel agent or travel wholesaler.

(f) Where the teacher or other organizer fails to utilize a registered travel agent or travel wholesaler as required by this document, the protection afforded by the Compensation Fund will not be available in respect of the excursion.

G. SUPERVISION

G.1 Principles of Supervision

a) All activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.

b) Supervisors should be aware of, and incorporate, the three categories of supervision set out in the OPASSE as set by the OPHEA, including: TDSB Physical Education/Outdoor Education Elementary and Secondary Curriculum/Interschool/Intramural Safety documents, including:

i. **Constant visual**: The supervisor is physically present, watching a single activity.

ii. **On-site/In-sight**: The supervisor is present, but not necessarily constantly viewing a single activity.

iii. **In-the-area**: The supervisor may be in one area while activity is taking place in another area nearby.

c) Supervisors of athletics activities will shall adhere to the designated level of Supervision supervision as stipulated in the OPASSE. appropriate safety documents. (See Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics and appropriate safety documents.)

d) Supervisors should exercise their discretion in determining the appropriate level of supervision during an Excursion excursion, having regard to the following factors, among others:

i. the risk level of the activity;

ii. nature of the destination and/or travel;

iii. safety gear;

iv. the participants' special needs, skill level and abilities; competence and capacity;

v. the participants' ages, and maturity and experiences.

e) Additional Supervisionsupervision may be advisable where a student's exceptionality warrants.

f) TheSupervisor willsupervisor shall make students aware of the rules and safety considerations of any activities engaged in during the Excursionsexcursions. Rules may be modified to suit the age, and physical abilities and exceptionalities of the students, but once made, they willshall be strictly enforced. Students participating in the activities are expected to follow the rules for all activities, games, camps and events.

g) Where appropriate, students and supervisorswillshall receive safety briefings regarding the use of emergency gear and emergency procedures in advance of the Excursionexcursion.

h) The supervisorwillshall be vigilant to prevent studentsone student from pressuring each otheranother into trying skills or activities for which they arehe or she is not ready and/or not able to perform.

(a) **G.2** The supervisor shall provide for a mandatory "buddy system" so that student numbers can be determined quickly in the event of an emergency.

General Requirements Guidelines Regarding Supervision

a) To assist in excursion planning, excursion destinations must be selected from the TDSB Excursion and Event Facility Directory. Any activity or Excursion not listed in the Directory requires the approval of the Superintendent of Education and the Executive Superintendent of Education, where applicable.

(a) When supervising students on Excursionsexcursions, teachers and other school administration must act asauthorities shall comply with the common-law standard of care of a reasonably careful or prudent parents (the common-law standard of care) in these parent in the circumstances.

a)b) In monitoring Excursions, TDSB, excursions, the Board and its staff, volunteers, authorized agents and representatives or any person permitted to provide Excursions willshall comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students, and ensure that every activity is conducted in accordance with the *Education Act* and related regulations, *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56, the *Personal Health Information Protection Act*, 2004, S.O. 2004, Chapter 3, Schedule A, the *Child, Youth and Family Services Act*, S.O. 2017, Chapter 14, Sched.1 and other applicable legislation in the province of Ontario as well as TDSB policies and procedures, as may be amended from time to time.

b)c) In approving and supervising the Excursionsexcursions, principals willshall comply with their statutory duties, including the duty to maintain proper order and

discipline in the school, give ~~assiduous~~ attention to the health, safety and comfort of the students, supervise instruction in the school, provide for the Supervision~~supervision~~ of any school activity authorized by TDSB~~the school board~~, and report promptly any neglect of duty or infraction of school rules by a student to the Parents/Guardians~~custodial parents~~.

~~c)~~d) In planning and supervising Excursions~~excursions~~, teachers will~~shall~~ comply with their statutory duties, including the duty to teach diligently and faithfully the classes or subjects assigned to the teacher by the principal; encourage students in the pursuit of learning; ~~encourage the highest regard for truth, justice, loyalty, and other virtues;~~ maintain proper order and discipline in the classroom and on the school ground; be responsible for effective instruction, training, and evaluation; ensure that all reasonable safety procedures are carried out; and co-~~-~~operate with the principal and other teachers to establish and maintain consistent disciplinary practices.

e) School staff and principals should provide support to students to be able to participate in all Excursions, including activities requiring skills training, such as swimming. For students unable to attend certain Excursions or attend in a limited capacity, alternative activities should be planned, including assessments in accordance with the policies and practices described in the Ontario Ministry of Education policy documents: *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition (Covering Grades 1 to 12), 2010* and *Growing Success – The Kindergarten Addendum: Assessment, Evaluation, and Reporting in Ontario Schools, 2016.*

~~(b)~~ Excursion volunteers will~~For non-athletic activities, the principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions, in accordance with the minimum supervision ratios outlined in this document. (See Procedures, Section G.2 (p), for minimum supervision ratios.)~~

~~(c) Where the excursion involves physical education or interschool athletics, the minimum supervision ratios for the specific activity must be obtained from the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents, and the lowest ratio must be adhered to.~~

~~(d) Efforts should be made to include adults or older students who speak the languages of some of the students, especially when recent arrivals are among the group. (See Procedures, Section G.2 (p), for minimum supervision ratios.)~~

~~(e) The following individuals, provided they are 18 years of age or over, may be designated by the principal as supervisors on an excursion: principals, vice-principals, teachers, education staff, and parent and community volunteers.~~

~~(f) Elementary and middle schools may use senior high school students as assistants on excursions at the discretion of the principal, but these students must be used as assistants only, and not as excursion supervisors.~~

~~(g) For interschool athletics events, teachers, long-term occasionals, principals, and vice-principals employed by the TDSB, and retired TDSB teachers who are in good standing with the Ontario College of Teachers, are eligible to coach, subject to the approval of the principal.~~

~~Employees of the TDSB who are not teachers, and persons not employed by the TDSB ("community coaches"), may coach subject to the approval of the principal, provided they meet criteria for coaching eligibility and are under the direct supervision of a teacher/administrator ("staff supervisor") who is employed by the TDSB.~~

~~d)~~f) ~~Volunteers shall~~ adhere to the TDSB policies, procedures and guidelines~~of the Board~~ relating to volunteers, including obtaining ~~criminal records checks. Volunteers who on~~ a police reference check.~~casual basis assist with a variety of activities (e.g., volunteer drivers) do not require a Criminal Records Check.~~ Volunteers who accompany students on an Excursion~~excursion~~ for the purpose of assistance with Supervision~~supervision~~ must have a valid police reference check~~Criminal Records Check.~~ (See ~~Procedures,~~ Section E.3: Volunteers, paragraph b).~~.)~~

~~(h) The principal shall designate one certified teacher from the school as the teacher in charge of the excursion.~~

~~The principal shall not designate an occasional teacher as the teacher in charge of an excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the activity of the excursion.~~

~~e)~~g) All overnight Excursions will~~excursions shall~~ be supervised by at least two adults, representing the gender of the participating students, including at least one teacher from the school. For Excursions~~excursions~~ that include students from more than one school, and if it is not practical to have a teacher from each school, one teacher will~~shall~~ be designated responsible.

~~(i) If an overnight excursion involves students of both genders, then adults of both genders shall supervise the excursion.~~

~~f)~~h) The principal and the teacher in charge of the Excursion will~~shall~~ ensure that all precautions for the safety, comfort and supervision of participating students are taken, including an overnight safety plan.

~~g)~~i) The principal and the teacher in charge of the Excursion will~~shall~~ ensure that the following minimum supervision ratios are met for each excursion:

Minimum Supervision Ratios (for a maximum group size of 30 students)		
Grade Levels	**Day Excursions**	**Overnight Excursions**
JK–K	Three adult supervisors per group	Not recommended

Appendix C

1–3	Two adult supervisors per group	Not recommended for Grade 1 (Special approval~~permission~~ of the Superintendent~~superintendent~~ of Education~~education~~ required for Grades 2 or 3; If approved, four adult supervisors per group)
4–8	Two adult supervisors per group	Two adult supervisors per group
9–12~~2~~	One adult supervisor per group	Two adult supervisors per group

~~(j) The Superintendent principal may grant exceptions to these supervision ratios only for excursions within walking distance of Education the school.~~

~~h)~~j) ~~The superintendent of education~~ may grant other exceptions to the supervision ratios and standards at the Superintendent of Education's discretion. ~~.~~

~~i)~~k) Relevant considerations for the principal or the Superintendent~~superintendent~~ of Education~~education~~ in exercising his or her discretion to increase Supervision~~supervision~~ ratios, in the chart above or in the OPASSE as set by the OPHEA~~relevant Physical Education Safety Document~~, may depend on the following factors (the list is not limited to the below factors):~~:~~

i. the nature of certain destinations;

ii. the nature of the Excursion or activity;

iii. whether accommodations are required for students with special needs and exceptionalities who will be participating in the Excursion or activity. The accommodations are to be considered so that excursion participants are not disadvantaged or discriminated against during Excursions on the basis of the prohibited grounds of discrimination, as identified in the *Human Rights Code*, R.S.O. 1990, c. H.19, the *Ontarians with Disabilities Act*, 2001, S.O. 2001, c. 32 and the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and their respective regulations (See TDSB Accessibility Policy (P069).

~~(i) whether students with special needs and exceptionalities will be participating;~~

~~iii.~~iv. the competence and capacity of the students involved;

~~iv.~~v. the age of the students;

~~v.~~vi. whether athletic teams are involved;

~~vi.~~vii. whether Excursions~~excursions~~ are TDSB~~Board~~ initiated and/or involve students from different schools, e.g., Student Environmental Network or a~~,~~ music camp;~~, etc.;~~

~~vii.~~viii. whether Excursions~~excursions~~ to TDSB Outdoor Education Day Centres~~day centres~~ where additional Supervision~~supervision~~ is provided ~~would otherwise be cancelled~~;

viii.ix. whether the activities require supervisors to have specific training and/or certification in order to supervise and instruct the Excursion or activity. Examples of these Excursionsactivities include but are not limited to activities such as canoeing, kayaking, sailing, swimming, Dragonboatdragonboat racing, wall-ascending lines, bouldering, challenge courses climbing, skiing, snow tubing, camping, horseback riding, and rock climbing (. See the OPESG as set byPhysical Education/ Outdoor Education Elementary and Secondary Curricular Safety documents, or the OPHEAPhysical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents for complete listings and certification requirements).

G.3 Excursions Involving Water-Based Activities

a) When attending any water-based Excursions, all students must pass the required swim tests as set out by the Ontario Physical Health Education Association (OPHEA) in the Ontario Physical Activity Safety Standards Education (OPASSE).

b) All Excursions involving water-based activities will only be approved after the principal has reviewed documentation showing that only those students who passed the appropriate test(s) will be participating in water-based activities during the Excursion.

c) **First Pre-Excursion Swim Test**. All students participating in a pre-Excursion swim test will be given the results of their pre-Excursion swim test. All Parents/Guardians of children taking part in future Excursions that involve swimming, canoeing/kayaking or any other water-based activities will receive their child's/children's pre-Excursion swim test results prior to the Excursion. Parents/Guardians will know that if their child is going on an Excursion involving water-based activities and if their child has passed a pre-Excursion swim test.

d) **Second Swim Test**. All students participating in water-based activities must pass a second swim test at a third-party facility. It will be supervised by camp lifeguards and TDSB teachers as per Ontario Camp Association (OCA) guidelines. If students fail the second swim test, they will not participate in any water-based activities during the Excursion. Any student who has failed their second swim test will not be allowed to participate in any water-based activities and will be provided with alternative land-based activities.

e) All students involved in water-based activities must be wearing a personal floatation device at all times outside designated, supervised, swim areas; no exceptions will be made.

f) In accordance with the OPHEA requirements, principals and teachers in charge of the Excursion will ensure that the correct number of lifeguards (National Lifeguard Certified) will be present when students are in the water during the Excursion.

g) All supervisory staff overseeing water-based activities must have current certifications as per Ontario Teachers Aquatic Standard (OTAS). A copy of certification will be provided to the principal prior to the Excursion.

G.4 Non-Athletic Related Excursions

a) For non-athletic activities, the principal will ensure that a sufficient number of teachers and adult supervisors accompany students on all Excursions, in accordance with the minimum supervision ratios outlined in this document. (See Section G.2: General Requirements, paragraph j) for minimum Supervision ratios.)

b) Where the Excursion involves physical education or interschool athletics, the minimum supervision ratios for the specific activity must be obtained from the OPASSE as set by the OPHEA, and the lowest ratio must be adhered to.

c) The following individuals may be designated by the principal as additional supervisors on an Excursion: principals, vice-principals, teachers, education staff, Parent/Guardian and community volunteers (provided they are 18 years of age or over).

d) For interschool athletics events, teachers, long-term occasional teachers, principals, and vice-principals employed by the TDSB, and retired TDSB teachers who are in good standing with the Ontario College of Teachers, are eligible to coach, subject to the approval and discretion of the principal.

e) For overnight excursion, whereby the teacher is adding a tour to the itinerary, refer to Commercial Excursions.

f) TDSB employees who are not teachers, and individuals who are not employed by the TDSB ("community coaches"), may coach subject to the approval and discretion of the principal, provided community coaches meet criteria for coaching eligibility, are under the direct supervision of a teacher/administrator ("staff supervisor") who is employed by the TDSB, obtain police reference checks in accordance with the TDSB Employee Services Protocol: Police Reference Checks (SR23) and adhere to all applicable TDSB policies, procedures and guidelines

H. WAIVERS AND ADDITIONAL FORMS

From time to time, Program Service Providers~~organizations~~ may require the excursion participants and/or their Parents/Guardians~~in an excursion~~ to complete a waiver and/or release forms prior to participating in the Excursions. Where a Program Service Provider~~excursion activities. Generally speaking, these forms contain legal language releasing the organization and its officers, directors, agents, and employees from any and all liability. Where an organization~~ requests that a waiver and/or release form or any other forms from a Program Service Provider be completed and~~be~~ signed, the teacher in charge of the Excursion will~~this excursion shall~~ submit the forms to the Superintendent~~superintendent~~ of Education~~education~~, prior to the commencement of the Excursion~~excursion~~, for his or her approval. Waivers or any other forms from Program

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Service ProvidersExternal waivers must be acceptable to the TDSBBoard's Legal Services and/or Risk Management Department and approved by the Superintendentsuperintendent of Education prior to education.

A. BILLETING

(a) The principal shall approve, in advance, any billeting arrangements. Billeting students has been used in the commencementpast as a means of the Excursion. Principals willreducing costs for excursions, as well as allowing students to meet new people in different cultural situations.

a) The teacher in charge of an excursion involving billeting shall make every effort to ensure that students are entering a safe and secure environment, for example, through consultation with the principal of the hosting school staff and teachers in charge of the Excursion are selecting approved excursion forms and approved Program Service Providers found in the TDSB Excursion and Event Facilities Directory. and through host parent meetings.

(b) Every effort shall be made to billet students in groups of two.

(c) The teacher in charge shall include information about the accommodation and/or billeting arrangements on Form 511C: Parent/Guardian Permission for Excursion, including:

- the name of the individual with whom the student will be billeted;
- contact information, including the telephone number and address, of the individual with whom the student will be billeted;
- whether any other students will be billeted with the student; and
- any other pertinent information regarding the individual with whom the student will be billeted.

(d) Individuals billeting TDSB students must have children attending in the school that is hosting or sponsoring the event. Exceptions must be approved by the superintendent of education.

I. TRANSPORTATION — (Reference to TDSBBoard Policy P.020 TRA: Transportation of Students Policy (P020))

a) Acceptable means of transportation for students participating in Excursionsexcursions may include:

- buses and vans owned or hired by the TDSB;
- transit authority and licensed government and commercial public transportation, including carriers, vehicles, and vessels;
- authorized, commercial, transportation provider;
  - taxis;
  - privately owned vehicles;
- other forms of transportation approved by the Superintendentsuperintendent of Educationeducation.

- Personal automobile use of volunteer or staff drivers and privately owned vehicles should be a choice of last resort.

b) Students may make alternate travel arrangements to and from an Excursion~~excursion~~ with approval from the teacher in charge of the Excursion and prior written permission from the Parents/Guardians~~custodial parents~~.

c) For public transportation, students ~~Students~~ should receive full safety briefings from school staff and/or authorized TDSB representatives regarding the use of emergency gear and emergency procedures prior to ~~, possibly from the transportation provider, in advance of~~ the Excursion or boarding~~excursion~~.

d) Insurance information will~~shall~~ be obtained for vehicles used in the Excursion~~excursion~~, regardless of the mode of transportation (i.e., commercial or volunteer).

e) For volunteer driver's requirements, see Section E.1: For Principals, paragraph n) and Section E.3: For Volunteers, paragraph d).

~~(a)~~ **I.1** ~~The principal shall ensure that a signed Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletic form), including specific information about the volunteer drivers and the vehicles being used, is obtained for each student for the excursion. If the excursion involves the use of volunteer drivers, these volunteers are required to complete Form 511F: Principal Authorization for Volunteer Drivers. The principal shall make the decision to approve or not approve this form.~~

~~(b) Consent should be obtained for each excursion for students to travel in specified private vehicles with specific volunteer drivers.~~

Boat and Air Transportation

a) For public transportation, both in-country and out of country, commercial boats or ships, vessel inspections are not required. For non-public transportation boats or ships, such as one exclusively offering tours or host a school event, vessel certification is required. In Ontario, refer to the TDSB Excursion and Event Facilities Director for approved Program Service Providers. If the transportation is part of a tour, the tour operator is responsible for confirming the vessel certification and safety plans.

~~(a)~~ Unless a Program Service Provider is a public transportation provider, for Excursions~~Whenever a commercial boat or ship not operated by a government agency is included as part of an excursion within Ontario, the teacher shall contact Marine Safety, Transport Canada, Ontario Region, 416-954-8926, to determine if the vessel has passed inspection for the current year. This does not apply to the Toronto Island Ferry.~~

~~a)~~b) ~~For excursions~~ involving boating activities, all ~~the boat operator shall be notified of the number of students under 40 kilograms, as these~~ students will require a lifejacket. ~~child's lifejacket. The excursion shall not proceed if the boat does not have~~

~~the requisite number of proper-fitting lifejackets for all adults and students, as well as any other necessary lifesaving equipment.~~

~~(b)~~ **I.2** ~~Air travel and sightseeing must be taken only on planes licensed to operate commercial passenger and sightseeing flights. The pilot must be commercially licensed.~~

Use of Buses and Vans

a) The preferred method of transportation for students onExcursions~~excursions~~ is by buses or vans owned and/~~-~~or hired, with operator, by the TDSB.

b) Bus carriers should~~shall~~ be selected from the list of pre-approved carriers prepared and issued annually by the TDSB Transportation Department.

c) A teacher from the school or teacher in charge of the Excursion will~~shall~~ supervise students on a bus or van during all school-organized Excursions. ~~excursions.~~ The principal may delegate to a team coach or other responsible adult the responsibility of Supervision~~supervision~~ of students on a bus or van.

d) In situations where a bus or vehicle owned or hired by the TDSB is used to transport students during an Excursion~~excursion~~, the teacher in charge of the Excursion will~~shall~~ make and carry a list of the students, along with the Student Excursion Report, ~~(Trillium),~~ on each vehicle. Where possible, the list should include the licence/identification number of each vehicle. Where the activity~~excursion~~ is an Out~~out~~-of-Country Excursion~~province or includes high-care activities~~, then applicable travel insurance~~health~~ information (including insurers' phone number) should be carried by the teacher in charge of the Excursion.

e) When theExcursion~~excursion~~ goes beyond the GTA if travelling by bus, the teacher in charge of the Excursion will~~shall~~ also carry a seating plan.

I.3 Student Tour Companies

a) Student Tour companies must be approved by the TDSB Purchasing Department and if the companies~~that~~ utilize their own carriers, they must ~~shall~~ meet the TDSB insurance requirements to be considered ~~for~~ pre-approved carriers. Tour companies should be instructed to contact the TDSB Purchasing~~Transportation~~ Department for the most recent TDSB insurance requirements.

I.4 Volunteer Drivers Using Vehicles or Another Licensed Automobile

a) Volunteer drivers are individuals, authorized by the principal, who have agreed to transport students using their own or another licensed automobile that meets the requirements of the TDSB, as outlined on the Form 511F: Principal Authorization for Volunteer Drivers (See Section E.1: For Principals, paragraph n) and Section E.3: For Volunteers, paragraph d).~~.~~ The teacher in charge of the Excursion~~excursion~~ is expected to ensure that these forms are completed by volunteer drivers and submitted to the ~~school~~ principal for review. ~~authorization.~~

~~(a) Volunteer drivers shall hold a minimum of a valid Ontario Class G2 or better licence.~~

b) **Child Seating and Restraint Systems – (Car Seats, Booster Seats and Seatbelts)**

i. Child seating and restraint systems are mandatory as follows when transportation is not by public transportation~~by minivan, car or taxi~~:

- Child Car Seats (forward-facing) are to be used for children weighing between 9 and 18 kg (20 to 40 lbs).~~)~~
- Booster Seats are to be used for children weighing from 18 to 36 kg (40 to 80 lbs), less than 145 cm (4 feet, 9 inches) tall and up to 8 years old. – Booster seats must be used with both the lap and shoulder belt combination.
- Seatbelts are designed for adults and older children. *Highway Traffic Act*, R.S.O. 1990, c. H.8 allows a child to use a seatbelt alone when any one of the following occurs: (1) child turns 8 years old, or (2) child weighs 36 kg (80 lb.), or (3) child is 145 cm (4 ft. 9 in.) tall or more.

Drivers can be punished for not using proper child car restraints in vehicles. The principals and drivers are responsible for ensuring passengers under age sixteen (16) are properly secured. Principals should~~may~~ not authorize volunteer drivers to transport~~for these~~ students unless each student has the appropriate child seating.

ii. Where this is not possible, alternative transportation such as public transportation ~~TTC~~ or school bus should be used.

iii. The Ontario government introduced Bill 73, *Highway Traffic Statute Law Amendment Act (Child and Youth Safety) 2004*, which was passed into law on December 9, 2004 and went into effect on September 1, 2005. Bill 73 requires the mandatory and proper use of child car restraints – including car seats and booster seats. In Ontario, all drivers (including visiting drivers) must ensure that children under the age of 16 occupy a seating position and wear the seatbelt assembly, and that children under the age of 8 are properly secured in the correct child car seat or booster seat according to Ontario's requirements (Ontario Ministry of Transportation website at http://www.mto.gov.on.ca/english/safety/choose-car-seat.shtml).

~~(b)~~ Volunteer drivers~~Seatbelts – When a child meets any one of the following criteria, a seatbelt alone may be used:~~

- ~~eight years of age and older;~~
- ~~36 kg (80 lbs) or more;~~
- ~~145 cm (4 feet, 9 inches) or taller.~~

Appendix C

~~Child Seating and Restraint Systems Update: June 2005~~

~~The Ontario government's Bill 73, *An Act to Enhance the Safety of Children and Youth on Ontario's Roads*, was passed on December 6, 2004. Police officers will begin charging individuals as of September 2005. The legislation applies to private vehicles. Therefore, school principals must ensure that if students are being transported in a private vehicle and meet the requirements in section J.4(c)(i), that the legislation is followed. The Ministry of Transportation has not yet clarified issues of funding for this initiative in school boards. Requirements for taxis and other commercial vehicles is also to be determined.~~

~~(c) Student Driver Using Private Vehicle~~

~~(i) Student drivers using a private vehicle to drive themselves shall hold a valid Ontario Class G2 or better Licence.~~

~~Student drivers shall have a valid Ontario Motor Vehicle Ownership certified in their own name, or a signed consent from the owner of the vehicle, in order to use private vehicles for their own personal transportation for an excursion. Such permission should be included in Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form).~~

~~A student at the school may apply to volunteer as a driver, provided the student holds a valid Ontario Class G2 or better licence and carries the necessary insurance (see Procedures Section J.4 (d) ii):~~

- ~~Motor Vehicle Liability, with a limited on liability of at least $1 million;~~
- ~~Accident Benefit;~~
- ~~Uninsured Automobile.~~

~~A student volunteer driver shall complete the Form 511F: Principal Authorization for Volunteer Drivers and submit it to the teacher for principal approval in advance of the excursion.~~

~~The principal, in his or her discretion, may refuse to permit a student to act as a volunteer driver if, in the opinion of the principal, it would be unsafe or otherwise inappropriate.~~

~~*Note: All drivers must comply with any new Government regulations.~~

(d) Personal Automobile Insurance Coverage

(i) Volunteers and TDSB employees who use their personal vehicles for transporting students to Excursions and school activities should advise their insurance carrier of these uses of their vehicles. .

(ii) Ontario legislation makes automobile insurance compulsory in the Province of Ontario. Volunteer drivers shouldshall have the following current motor vehicle liability insurance coverage on any vehicle used to transport students for the excursion:

c) Motor Vehicle Liability, with a limited on liability of at least $1 million on any vehicle used to transport students for the Excursion (See Section E.1: For Principals, paragraph n) and Section E.3: For Volunteers, paragraph d) for more details).;

- Accident Benefit;
- Uninsured Automobile.

d) Ontario legislation makes the owner's insurance primary coverage in the event of an accident, —in other words, the insurance carried on the vehicle responds first. If a vehicle that is not owned by the TDSB is being operated by a volunteer or any other TDSB employee for approved school activities or Excursions, the TDSBBoard's non-owned automobile insurance endorsement will respond to third-party liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the TDSB non-owned auto policy.

e) There is no coverage provided by the TDSB's insurance for damage to a volunteer's or employee's vehicle while they are being operated for TDSB activities.

(i) **I.5** According to provincial legislation, passengers who are injured would recover accident benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which he or she was riding.

Educational Staff Renting Vehicles

a) Vehicles being rented by educational staff forExcursions willTDSB excursions shall be rented in the name of the TDSB and only as a last resort.

(a) The full insurance coverage offered by the rental company is to be purchased, including the motor vehicle liability:

b) Motor Vehicle Liability, with a limited on liability of at least $21,000,000.;

- Accident Benefit;
- Uninsured Automobile.

c) The driverwillshall provide proof of a licence required to operate the specified vehicle rented.

d) Booster Seats. – Section IJ.4 (c) above also applies to educational staff renting vehicles.

I.6 Educational Staff Using TDSBBoard Vehicles

a) The driverwillshall provide proof of a licence required to operate the specified vehicle being used and have three-year automobile accident free history.

b) Booster Seats. — Section IJ.4 (c) above also applies to educational staff using TDSBBoard vehicles.

I.7 Student Identification for Transport

a) All students are expected to carry with them identification, including home, emergency, and school telephone numbers. When travelling on public transit, students in Grades K–6 should also carry the address of the excursion venue and the correct transit stop.

b) In situations where a bus or vehicle owned or hired by the TDSB is used to transport students during an Excursionexcursion, the teacher in charge of the Excursion willshall make and carry a list of the students along with the Student Excursion Report (Trillium) on each vehicle. Where possible, the list should include the licence/identification number of each vehicle. Where the Excursionexcursion is out-of-province or includes High-Care Activitieshigh-care activities, then applicable health information (including insurers' phone number) should also be carried.

c) When theExcursionexcursion goes beyond the GTA if travelling by bus, the teacher in charge of the Excursion willshall also carry a seating plan.

d) The principalwillshall retain a copy of the above-mentioned lists as well as other related excursion forms in hard copy or in digital format in the school. The teacher in charge of the Excursion willexcursion shall also carry a copy of these lists. Finally, the supervisor of each bus or vehicle unit willshall carry a copy of these lists.

I.8 Travel in Inclement Weather

a) From time to time, weather conditions may make travel hazardous, particularly on the highway. For information on road conditions, call 416-235-4686; for information on weather conditions, call 416-661-0123; or view Environment Canada's Official Canadian Text Forecasts for Southern Ontario at <weatheroffice.ec.gc.ca/forecast/textforecast_e.html?Bulletin=fpcn11.cwto>, or the Weather Network Web site at <www.theweathernetwork.com>, or by viewing the Weather Network channel.

b) Theprincipalteacher in charge has the ultimate responsibility for the safety of the students, and willshall make a decision in these circumstances whether to proceed or not proceed with the Excursion. excursion. Where possible, a check must be made for travel or weather advisories.

c) The school~~TDSB~~ will cover any costs associated with the cancellation or delay of the Excursion~~excursion~~.

I.9 Transportation of Excursion-Related Equipment and Supplies

a) The transportation of Excursion~~excursion~~-related equipment and supplies will~~shall~~ be done in accordance with the safety requirements of the approved carrier.

I.10 Public Transportation

a) Public transportation may be an acceptable alternative to a TDSB bus.

~~(a) The Toronto Transit Commission (TTC) may provide special supervision for school classes using their services. To inquire about or arrange for such special supervision, the teacher in charge should contact the Toronto Transit Commission Public Relations Office at least one week in advance of the excursion, and advise them of:~~

- ~~the date and time of the excursion;~~
- ~~the origin, destination, and route; and~~
- ~~the number of students in the group and the grade levels involved.~~

~~(b) TTC special supervision can normally only be arranged during off-peak hours.~~

b) Student groups larger than 35–40 should stagger their travel times or make alternative travel arrangements.

c) If the student group includes students who do not have public transportation~~TTC~~ student identification cards, the teacher in charge should contact the service provider~~TTC~~ to obtain a group identification card for the Excursion, if available~~excursion~~.

d) When public transportation~~TTC~~ services are used, an adult supervisor will~~shall~~ travel with all students, K–8 inclusive, to the excursion location, and return to the school~~–~~. Students in~~at the~~ Grades 7 and~~,~~ 8~~, levels~~ may be dismissed from the venue, or the appropriate public transportation~~transit~~ stop, provided prior written informed consent from their Parents/Guardians~~custodial parents~~ has been obtained.

e) When public transportation~~TTC~~ services are used, students in Grades 9~~-, 10, 11, or~~ 12 may travel to and from the excursion venue without adult supervision~~,~~ provided prior written informed consent from their Parents/Guardian~~custodial parents~~ has been obtained. ~~When travelling without adult supervision, students should be encouraged to travel with a "'buddy." When students are travelling together in a group of eight or more, they should be accompanied by an adult supervisor where possible~~

~~*Note: principals always have the option to require adult supervision for student travel on the TTC .~~

f) Principals will~~shall~~ make individual assessments of the students to ensure that travel arrangements are appropriate in any given circumstance.

Appendix C

J. EXCURSION COSTS

a) In accordance with principles of the Equity Policy (P037) and TDSB's commitments to equity, inclusion, fairness, diversity and acceptance, every effort will be made to ensure that excursion opportunities are communicated in multiple, accessible formats and that students are provided with equitable access to excursion opportunities.

b) No monies for Excursions will be collected and paid to Program Service Providers before the full approval of the principal and/or approval the Superintendent of Education and the Executive Superintendent of Education, where applicable are obtained.

~~(c) When using the TTC services, special care should be taken to ensure that all students board and exit at the correct bus or subway stop.~~

~~(d) All students should be instructed on how to get help from TTC personnel, and K–6 students should have the school telephone number and the correct stops and the excursion venue written on a piece of paper in their pocket.~~

~~B. FUNDING AND EXCURSION COSTS~~

~~a)~~c) Teachers in charge of the Excursion will ~~shall~~ inform Parents/Guardians~~custodial parents~~ of the cost of the Excursion and other financial arrangements in the~~excursion on Form 511C:~~ Parent/Guardian Permission for Excursion form. For out-of-province and Out-of-Country Excursions~~international excursions~~, teachers in charge of the Excursion will also~~shall~~ inform Parents/Guardian~~custodial parents~~ of detailed costs, deposits, refunds, and non-refundable costs associated with the ~~excursion on Form 511C: Parent/Guardian Permission for~~ Excursion.

~~(a) No monies shall be collected prior to the full approval of the principal and/or superintendent of education.~~

~~b)~~d) Principals will~~shall~~ inform Parents/Guardians~~custodial parents~~ that Parents/Guardians~~they~~ will be responsible for any applicable losses or costs associated with~~should~~ their child being engaged~~engage~~ in misconduct while on the Excursion~~excursion~~, including damages and/or return transportation fare.~~, by distributing each September the Parents'/Guardians' Responsibilities for Excursions (see Appendix F).~~ Principals will also~~shall~~ inform Parents/Guardians~~custodial parents~~ that Parents/Guardians~~they~~ will be responsible for any non-refundable deposit associated with the activity should TDSB~~the Board~~ cancel the Excursion~~this excursion~~ in the interest of student safety or for any other emergency.

~~(b) Every effort should be made to ensure that excursions are affordable to students. No student shall be excluded as a result of financial inability to pay.~~

~~(c) The principal shall make the decision to approve or not approve any excursion costs.~~

~~(d) Costs for excursions, including fundraising, will be reviewed annually with input from the School Council.~~

c)e) Supervision costs may be paid by Parents/Guardians/students up to the required ratios of Supervision (See section G.2 paragraph j).supervision. Above the required ratio of supervision, additional costs willshall be shared by all participating staff.

K. RISK MANAGEMENT

In referencing and selecting Program Service Providers from the TDSB Excursion and Event Facilities Directory, school staff will have access to approved vendors and related risk management information.

K.1 The following questions relating to high-care activities and risk management should be asked when planning excursions:

(i) Risk Avoidance: Do we need to do the activity?

(ii) Risk Assessment: If we do it, is it foreseeable that someone can be injured?

(iii) Risk Assessment: What is the probability of injury?

(iv) Risk Reduction: What can we do to prevent an injury?

(v) What is the probable severity of the most likely injury?

Contingency Planning (Form 511G: Formal Contingency Plan)

The principal willshall ensure that contingency planning is part of every Excursionexcursion. This includes anticipated risks, potential emergencies, and response to these emergencies. Wherever possible, supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

a) The principal and the teacherin charge of the Excursion willshall ensure that an appropriate formal contingency plan (Form 511G: Formal Contingency Plan) is part of every High-Care Activityhigh-care or overnight Excursionexcursion (except excursions to TDSBBoard Outdoor Education schools scheduled by the Centrally Assigned PrincipalCoordinator of Outdoor Education, and overnight interschool athletics Excursions). excursions). A copy of this Form 511G: Formal Contingency Plan should be attached to Form 511B: Request for Superintendent Approval.

(a) All excursion destinations in the Excursion and Event Facility's Directory have safety plan. AppropriateA copy of the formal contingency plans should include the plan is to be taken on the high-care or overnight excursion destination plan as well asand a copy left with the principal. Contingency plans shall be formulated for each aspect of the high-care or overnight excursion, and shall be shared with parents, students, and the transportation provider.

b) Contingency plans should consider the degree of isolation of the Excursionevent. An appropriate contingency plan should include the recognition of potential emergencies, training and preparation, security plans for overnight accommodations, response during the emergency, and communication plans. An appropriate contingency plan should ensure that those individuals supervising

the Excursion~~event~~ are familiar with relevant TDSB policies and procedures and other applicable policies, procedures and protocols. ~~. Use Form 511G: Formal Contingency Plan.~~

c) During an emergency, the supervisorwill~~shall~~ take care of the immediate needs of the participants involved in the incident, prevent the situation from escalating, and follow the steps below:

i. Assess the situation to determine if immediate medical care is required or if assistance is required.

ii. Account for all participants and remove participants from further danger. A supervisor will~~shall~~ take charge of the~~this~~ group, provide~~. Provide~~ comfort and necessary information to all involved.

~~ii.~~iii. Call 911 or necessary emergency services for assistance, depending on area/location.

~~iii.~~iv. Arrange for the administration of first aid or CPR as required.

~~(i) Call 911 or necessary emergency services for assistance, depending on area (e.g., OPP).~~

~~iv.~~v. Call the school emergency contact. Contingency planning should be coordinated with the school emergency coordinator.

~~v.~~vi. In life-threatening situations, call the school contingency contact after alerting emergency services.

~~(b) Considerations in reporting an emergency:~~

~~(i) State name of school/site.~~

~~State name of caller.~~
~~Describe the nature of the problem.~~

~~Describe type and extent of injury.~~

~~How many participants are injured?~~

~~Describe the action taken.~~

~~Specify needs (i.e., medical, transportation, supervision).~~

~~Transport participants to medical care as quickly as possible.~~

d) Staff member or adult supervisor should accompany injured participant to the hospital. Contact principal from hospital and update on the participant's condition.

e) The principal will~~shall~~ arrange a convenient meeting area for Parents/Guardians~~parents~~ when an emergency arises, to allow for privacy, fact finding, and exchange of information.

f) During an emergency, where possible, the teacher in charge of the Excursion will keep or arrange for an ongoing written log of events and times to be kept.

K.2 Medical and Emergency Procedures

(a) At the beginning of the school year, principals willshall ensure that Form 511511E: Medical Information for Excursions has been obtained from all Parents/Guardiansparents, authorizing the teacher in charge of the Excursionexcursion to seek and obtain medical care, if necessary, for the student (See Section E.5 For Parents/Guardians, paragraph e) for more details).. **Principals must ensure that the medical information is entered into Trillium. The entering of this information into Trillium is a top priority, as this is a health and safety issue.**

(b) To determine whether a student participates in an excursion, the principal shall take into consideration:

(i) if a student has a serious medical condition; and/or

(ii) the administration of medication is too complicated; or

a) a student has engaged in serious misconduct, including breach of the school Code of Behaviour;

(c) Students may attend school and school-based Excursionsexcursions, even if they do not have health coverage. (See Appendix I: Health Coverage.)

(d) Principals should considerare advised to ensure the following in terms of health:

(i) that staff and volunteer organizers are aware of participating students who may suffer anaphylactic reactions and ensure that the individual plans and epinephrine and cellphones are available, if required, in accordance with operational procedure PR.563: Anaphylaxis;

(ii) that best efforts are made to obtain accurate information on the health of students at registration and on Form 511E;

(iii) that parents or students aged 18 or over are advised to purchase private health care insurance if they are not covered by OHIP.

(e) For out-of-country excursions, all students and supervisors shall have hospital and medical insurance coverage for outside Canada during the excursion.

(f) Teachers and adult supervisors shall carry the Student Excursion Report (Trillium) on every excursion. This will ascertain that students' medical information is directly accessible to them throughout the excursion.

Emergency Communications

(a) In advance of the excursion, the teacher in charge shall leave an itinerary of the excursion in the school office, including contact information, so that the principal or his or her designate may contact the teacher in charge if an emergency arises.

(a) The principal or designate identified to the teachers shall be available by telephone, cellular telephone, or other wireless means of communication to

teachers in case an emergency arises at any time during the excursion, or if a return is delayed.

(b) The principal shall keep with him or her at all times, as well as posting in the office:

(i) the phone number or contact information for the principal or designate;

(ii) the itinerary and phone numbers for the excursion teacher for excursions.

(c) Wherever possible, supervisors on an excursion shall carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cellphones and/or two-way radios are in good working condition, and any batteries are fully charged prior to the excursion.

(d) Wherever possible, supervisors on an excursion shall carry copies of the emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).

Early Termination of Excursions

In the event that the principal or teacher in charge determines that a student or students should return home prior to the end of the excursion, the principal or teacher in charge shall inform the custodial parents and make suitable and safe arrangements for the return of the students.

Requirements of Program Service Providers

(a) When utilizing a Program Service Provider for an excursion, the teacher in charge shall determine that the Program Service Provider carries general liability insurance by obtaining a copy of the policy or certificate of insurance.

b) The teacher in charge shall ensure that Program Service Providers have qualified and/or certified instructors, where necessary. Specific qualification and certification requirements: for certain activities are set out in the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents.

(b) From time to time, organizations may require the participants in an excursion to complete a waiver and/or release forms prior to participating in the excursion activities. Generally speaking, these forms contain legal language releasing the organization and its officers, directors, agents, and employees from any and all liability. Where an organization requests that a waiver and/or release form be signed, the teacher in charge of this excursion shall submit the forms to the superintendent of education, prior to the excursion, for his or her approval. External waivers must be acceptable to the Board's Legal Services Department and approved by the superintendent of education.

Appendix C

~~Summary of Approval Requirements~~
~~(excluding Physical Education/Athletics)~~

~~Excursion Category~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~**Walking Excursions into the Immediate Community**~~ ~~Physical Education excursion that takes place within walking distance of the school (in the immediate community)~~	~~Walk to local library, shopping trips, local environmental study~~ ~~* Note: For physical education/athletics activities, see Appendix B.~~	~~Yes~~ ~~**Form 511H**~~	~~No~~	~~Yes~~ ~~**Form 511H**~~	~~• Form 511H: Walking Excursion – Immediate Community is to be signed by parent/guardian at the beginning of the school year. Where possible, parents/guardians will be notified of each event in advance by one or more of the following methods: school newsletter, class newsletter, a note in student planner/agenda.~~
~~**Day Trip in GTA**~~ ~~(not High-Care)~~ ~~Excursions of one day or less within the Greater Toronto Area (including the city of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High-Care Activities.)~~ ~~*Note: For a series of excursions, competitions, or repetitive visits, e.g., math teams, debating teams, include a schedule of visits with Forms 511A and 511C.*~~	~~Toronto Region Conservation areas (TRCA), Metro Toronto Zoo, Ontario Science Centre~~ ~~* Note: For physical education/athletics activities, see Appendix B.~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~No~~	~~Yes~~ ~~**Form 511C**~~	~~• Student Excursion Report~~ ~~• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~ ~~• See also Safety Guidelines, Science and Co-op.~~

Appendix C

~~**Excursion Category**~~	~~**Examples**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
~~**Day Trip outside GTA**~~ ~~(not High-Care)~~ ~~Excursions of one day or less outside the Greater Toronto Area (including the City of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care~~ ~~*(See Appendix C: High-Care Activities.)*~~	~~Niagara Falls, Barrie, Midland, Wye Marsh~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511F (if volunteer drivers used)**~~	• ~~Student Excursion Report~~ • ~~Bus Seating Plan~~
~~**Day Trip in GTA**~~ ~~(High-Care)~~ ~~Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/ Intramural Safety documents~~	~~Tall ships tour of Toronto Harbour; river ecology study of Don River~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~ ~~**Form 511G**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511F (if volunteer drivers used**~~	• ~~Student Excursion Report~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~**Day Trip outside GTA**~~ ~~(High-Care)~~ ~~Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/ Intramural Safety documents~~	~~Alpine skiing, mountain biking~~	~~**Yes**~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~ ~~**Form 511G**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~	• ~~Student Excursion Report~~ • ~~Bus Seating Plan~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~

Appendix C

~~Excursion Category~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~**Overnight Trip in GTA**~~ ~~(Not High-Care on school days)~~	~~Overnight excursion to TRCA Conservation Field Centre; overnight at Ontario Science Centre~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511E**~~ ~~**Form 511F (if volunteer drivers used)**~~ ~~**Form 511G**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511E**~~	• ~~Student Excursion Report~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~**Overnight Trip outside GTA**~~ ~~(Not High-Care)~~ ~~Board-initiated activities and excursions organized by centrally assigned Coordinators~~ ~~**(excluding excursions to Board Outdoor Education schools scheduled by Coordinator of Outdoor Education)**~~ ~~Excursions on days not identified as instructional days on the approved school year calendar or in the summer~~	~~Music and Arts camps, trip to Ottawa~~ ~~Music Camp, Students Environment Network Retreat, Math Skills Competition~~ ~~Weekend skills competition, weekend camp, March Break trip within the Province~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511E**~~ ~~**Form 511F (if volunteer drivers used)**~~ ~~**Form 511G**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511E**~~ ~~**Form 511F (if volunteer drivers used)**~~	• ~~Student Excursion Report~~ • ~~Bus Seating Plan~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~**Overnight Trip in GTA**~~ ~~(High Care)~~ ~~Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/ Intramural Safety documents~~	~~Lake study at TRCA Conservation Field Centre~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~ ~~**Form 511G**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511E**~~ ~~**Form 511F (if volunteer drivers used)**~~	• ~~Student Excursion Report~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/Intramural Safety documents.~~

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~~Excursion Category~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~Overnight Trip outside GTA (High-Care)~~ ~~Excursion involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/ Intramural Safety documents~~	~~Ski trip, canoe trip; camps with high-care activities, e.g., swimming and canoeing~~	~~Yes~~ ~~Form 511A~~ ~~Form 511F (if volunteer drivers used)~~ ~~Form 511G (if high-care or overnight)~~ ~~Form 511E (if overnight – exceptions)~~	~~Yes~~ ~~Form 511B (1 month in advance)~~	~~Yes~~ ~~Form 511C~~ ~~Form 511E~~ ~~Form 511F (if volunteer drivers used)~~	• ~~Student Excursion Report~~ • ~~Bus Seating Plan~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~Out-of-Province, Overnight Excursions~~	~~Quebec City, Montreal, New York City~~	~~Yes~~ ~~Form 511A~~ ~~Form 511G~~ ~~Form 511E~~ ~~Form 511F (if volunteer drivers used)~~	~~Yes~~ ~~Form 511B (3 months in advance of excursion)~~ ~~Note*~~ ~~(6 months in advance for out-of-country)~~	~~Yes~~ ~~Form 511C~~ ~~Form 511E~~	• ~~Specific forms: visa, proof of citizenship, passports, Ontario Health Card #, out-of-country health/accident/travel insurance as required~~ • ~~Check the Consular Affairs Web site for specific requirements for the destination if out-of-country (www.voyage.gc.ca).~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~

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~~Excursion Category~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	

Appendix C

~~**Excursion Category: Curricular**~~	~~**Examples**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
~~**Walking Excursions into the Immediate Community**~~ ~~Physical Education excursion that takes place within walking distance of the school (in the immediate community)~~	~~Fitness walk or run, tennis courts, baseball diamond, tobogganing, cross-country running, cycling, in-line skating~~	~~Yes~~ ~~**Form 511K**~~	~~No~~	~~Yes~~ ~~**Form 511K**~~	~~• Every student taking H&PE must complete Form 511K: Physical Education Information and Intramural Permission. This should be done once at the beginning of the year.~~ ~~• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ ~~• Medical information for each student taking H&PE must be available.~~ ~~• Teachers can access medical information using Trillium – Student Excursion Form.~~ ~~• Form 511K is not a parental permission form for H&PE classes.~~

Appendix C

~~**Excursion Category: Curricular**~~	~~**Examples**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
~~**Day Trip in GTA**~~ ~~(not High-Care)~~ ~~Excursions of one day or less within the Greater Toronto Area (including the city of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High-Care Activities.)~~ ~~** Note: For a series of excursions, form (511A) may be completed once if all the dates/times/transportation included.*~~	~~A fitness club, wall climbing, health clinic tour~~ ~~**or**~~ ~~A series of curricular excursions, e.g., curling, bowling, ice skating (transportation required)~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~No~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~• Every student taking H&PE must complete Form 511K: Physical Education Information and Intramural Permission. This should be done once at the beginning of the year.~~ ~~• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ ~~• Medical information for each student taking H&PE must be available.~~ ~~• Teachers can access medical information using Trillium – Student Excursion Form.~~ ~~• Form 511K is not a parental permission form for H&PE classes.~~ ~~• There is no need to collect medical information again if already on file.~~ ~~• See also the Physical Education Curricular/Interschool Athletic/ Intramural Safety documents.~~

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~~**Excursion Category: Curricular**~~	~~**Examples**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
~~**Day Trip outside GTA**~~ ~~(not High-Care)~~ ~~**Day Trip in and outside the GTA**~~ ~~(High-Care)~~ ~~(See Appendix C: High-Care Activities.)~~ ~~**Overnight Excursions in and outside GTA**~~ ~~(High-Care)~~ ~~Excursions within the province~~ ~~**Day Trip/Overnight, In/Outside GTA**~~ ~~Excursions involving high-care activities not listed in Physical Education/Outdoor Education Curricular/Interschool Athletic/ Intramural Safety documents~~ ~~Excursions on days not identified as instructional days on the approved school year calendar~~	~~e.g., visit to a university/ college athletic facility; hiking the Bruce Trail~~ ~~e.g., canoeing, sailing, mountain biking, alpine skiing~~ ~~e.g., camping trip, ski trip to Blue Mountain~~ ~~e.g., rowing~~ ~~e.g., weekend camping trip~~	~~Yes~~ ~~**Form 511A**~~ ~~**Form 511F (if volunteer drivers used)**~~ ~~**Form 511G (if overnight or high-care)**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~Yes~~ ~~**Form 511B (1 month in advance)**~~	~~Yes~~ ~~**Form 511C**~~ ~~**Form 511E (if overnight)**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~• Every student taking H&PE must complete Form 511K: Physical Education Information and Intramural Permission.~~ ~~• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ ~~• Medical information for each student taking H&PE must be available.~~ ~~• Teachers can access medical information using Trillium – Student Excursion Form.~~ ~~• Form 511K is not a parental permission form for H&PE classes.~~ ~~• There is no need to collect medical information again if already on file, except for overnight excursion.~~ ~~• See also the Physical Education Curricular/Interschool Athletic/ Intramural Safety documents.~~

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~~Excursion Category: Curricular~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~Out-of-Province, Overnight Excursions~~	~~e.g., ski trip to Quebec City~~	~~Yes~~ ~~Form 511K~~ ~~Form 511A~~ ~~Form 511E~~ ~~Form 511G~~ ~~Form 511F (if volunteer drivers used)~~	~~Yes~~ ~~Form 511B (3 months in advance)~~	~~Yes~~ ~~Form 511K~~ ~~Form 511C~~ ~~Form 511E~~ ~~Form 511F (if volunteer drivers used)~~	• ~~Every student taking H&PE must complete Form 511K: Physical Education Information and Intramural Permission. This should be done once at the beginning of the year.~~ • ~~Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ • ~~Medical information for each student taking H&PE must be available.~~ • ~~Teachers can access medical information using Trillium – Student Excursion Form.~~ • ~~Form 511K is not a parental permission form for H&PE classes.~~ • ~~There is no need to collect medical information again if already on file.~~ • ~~See also the Physical Education Curricular/Interschool Athletic/ Intramural Safety documents.~~

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~~Excursion Category: Curricular~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~Out-of-Country Excursions~~	~~e.g., visit to Olympics in Athens, or a ski trip to Switzerland~~	~~Yes~~ ~~Form 511K~~ ~~Form 511A~~ ~~Form 511E~~ ~~Form 511G~~ ~~Form 511F (if volunteer drivers used)~~ ~~Form 511G~~	~~Yes~~ ~~Form 511B (6 months in advance)~~	~~Yes~~ ~~Form 511K~~ ~~Form 511C~~ ~~Form 511E~~ ~~Form 511F (if volunteer drivers used)~~	• ~~Every student taking H&PE must complete Form 511K: Physical Education Information and Intramural Permission. Specific forms: visa, proof of citizenship, passports, Ontario Health Card #, out-of-country health/accident/ travel insurance as required~~ • ~~Check the Consular Affairs Web site for specific requirements for the destination (www.voyage.gc.ca).~~ • ~~Medical information must be collected for all overnight excursions, using Form 511E: Medical Information for Excursions.~~ • ~~See also the Physical Education Curricular/Interschool Athletic/ Intramural Safety documents.~~

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~~Excursion Category: Intramural~~	~~Examples~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~Series or Single Intramural Activity Excursion into Immediate Community~~	~~Kilometer club, Terry Fox Run.~~	~~Yes~~ ~~Form 511K~~	~~No~~	~~Yes~~ ~~Form 511K~~	• ~~The school should list the intramural activities on the first page of Form 511K: Physical Education Information and Intramural Permission.~~ • ~~Parental permission is required for every student involved in intramural activities. See Intramural Activities Permission on page 2 of Form 511K: Physical Education Information and Intramural Permission.~~ • ~~Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ • ~~Medical information for each student taking H&PE must be available.~~ • ~~Teachers can access medical information using Trillium – Student Excursion Form.~~ • ~~There is no need to collect medical information again if already on file.~~ • ~~See also the Physical Education Curricular/Interschool Athletic/ Intramural Safety documents.~~

Appendix C

~~**Excursion Category: Intramural**~~	~~**Examples**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
~~**Day Trip in and outside GTA**~~ ~~(not High-Care)~~	~~Hiking club~~				• ~~See corresponding type of excursion in the preceding Curricular chart to obtain the information.~~
~~**Day Trip in and outside GTA**~~ ~~(High-Care)~~ ~~(See Appendix C: High-Care Activities.)~~	~~e.g., alpine skiing club~~				• ~~See corresponding type of excursion in the preceding Curricular chart to obtain the information.~~
~~**Overnight Excursion in and outside GTA**~~ ~~(not High-Care)~~	~~Hiking club~~				• ~~See corresponding type of excursion in the preceding Curricular chart to obtain the information.~~
~~**Overnight Excursion in and outside GTA**~~ ~~(High-Care)~~	~~Outers club, canoe trip~~				• ~~See corresponding type of excursion in the preceding Curricular chart to obtain the information.~~

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~~**Excursion Category: Interschool**~~	~~**Forms**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
~~**Day Trip in GTA**~~ ~~Interschool Athletic Team practice/game/competition within the Greater Toronto Area (including the city of Toronto and the regional municipalities of Durham, Halton, Peel, and York) and not involving activities of high care (See Appendix C: High Care Activities.)~~	• ~~Team Eligibility List~~ • ~~Form 511I: Elementary Interschool Athletics Tryout and Participation~~ ~~**or**~~ • ~~Form 511J: Secondary Interschool Athletics Tryout and Participation~~ • ~~* Note: One sample Form 511I/511J, completed with appropriate details, is submitted to principal in order to approve the team details.~~	~~Yes~~ ~~**Team Eligibility List**~~ ~~**Form 511I**~~ ~~**or**~~ ~~**Form 511J**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~No~~	~~Yes~~ ~~**Form 511I**~~ ~~**or**~~ ~~**Form 511J**~~ ~~**Form 511F (if volunteer drivers used)**~~	• ~~Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ • ~~Medical information for each team member must be available.~~ • ~~Coaches can access medical information using Trillium – Student Excursion Form.~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~**Day Trip in GTA**~~ ~~(Invitational tournament)~~	• ~~Team Eligibility List~~ • ~~Form 511I: Elementary Interschool Athletics Tryout and Participation~~ ~~**or**~~ • ~~Form 511J: Secondary Interschool Athletics Tryout and Participation~~	~~**Team Eligibility List**~~ ~~**Form 511I**~~ ~~**or**~~ ~~**Form 511J**~~ ~~**Form 511F (if volunteer drivers used)**~~	~~No~~	~~Yes~~ ~~**Form 511I**~~ ~~**or**~~ ~~**Form 511J**~~ ~~**Form 511F (if volunteer drivers used)**~~	• ~~Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~

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~~Excursion Category: Interschool~~	~~Forms~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
	• ~~* Note: One sample Form 511I/511J, completed with appropriate details, is submitted to principal in order to approve the team details.~~ • ~~If the invitational tournament was included in the original team schedule listed on Form 511I/511J: Interschool Athletics Tryout and Participation, or an addendum to the schedule was made for both the principal and the parents, then a second eligibility list and Form 511I/511J are not necessary.~~				• ~~Medical information for each team member must be available.~~ • ~~Coaches can access medical information using Trillium – Student Excursion Form.~~ • ~~Reminder: If medical information has been collected for team members, it is not necessary to collect it for each tournament.~~ • ~~For a stand-alone invitational tournament, Form 511E: Medical Information for Excursions, Form 511I/511J: Interschool Athletics Tryout and Participation, and Team Eligibility List must be completed as indicated.~~ • ~~If the invitational tournament was included with the original team schedule on Form 511I/511J: Interschool Athletics Tryout and Participation, then the forms indicated on the left are not necessary.~~ • ~~See also the Physical Education Curricular/Interschool Athletic/Intramural Safety documents.~~

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~~Excursion Category: Interschool~~	~~Forms~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
~~Day Trip outside GTA~~ ~~(Invitational tournament)~~ ~~Overnight Excursion in and outside GTA~~ ~~(Invitational tournament)~~ ~~Invitational Tournament~~ ~~On days not identified as instructional days on the approved school year calendar.~~	~~• Team Eligibility List~~ ~~• Form 511I: Elementary Interschool Athletics Tryout and Participation~~ ~~or~~ ~~• Form 511J: Secondary Interschool Athletics Tryout and Participation~~ ~~• * Note: One sample Form 511I/511J, completed with appropriate details, is submitted to principal in order to approve the team details.~~ ~~• Form 511A: Request for Excursion Approval by Principal~~ ~~• Form 511B: Request for Excursion Approval by Superintendent of Education~~ ~~• Form 511C: Parent/ Guardian Permission for Excursion~~ ~~• If the invitational tournament was included in the original team schedule listed on Form 511I/511J: Interschool Athletics Tryout and Participation, or an addendum to the schedule was made for~~	~~Yes~~ ~~Team Eligibility List~~ ~~Form 511A~~ ~~Form 511I~~ ~~or~~ ~~Form 511J~~ ~~Form 511F (if volunteer drivers used)~~ ~~Form 511G~~	~~Yes~~ ~~Form 511B (1 month in advance) (exception: OFSAA)~~	~~Yes~~ ~~Form 511C~~ ~~Form 511I~~ ~~or~~ ~~Form 511J~~ ~~Form 511F (if volunteer drivers used~~	~~• Medical information must be collected from each student in the school at the beginning of the year, using Form 511E: Medical Information for Excursions. This satisfies the medical requirements for physical education classes, intramurals, and school athletic teams.~~ ~~• Medical information for each team member must be available.~~ ~~• Coaches can access medical information using Trillium – Student Excursion Form.~~ ~~• For a stand-alone invitational tournament, the medical information must be available (Form 511E must be completed again for overnight), Form 511I/ 511J: Interschool Athletics Tryout and Participation, and Team Eligibility List must be completed as indicated.~~ ~~• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~

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~~**Excursion Category: Interschool**~~	~~**Forms**~~	~~**Required Level of Approval**~~			~~**Notes**~~
		~~**Principal**~~	~~**Superintendent**~~	~~**Parents**~~	
	~~both the principal and the parents, then a second eligibility list and Form 511I/511J are not necessary.~~				
~~**Invitational Tournament Out-of-Province**~~	~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~	~~Yes~~ ~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~	~~Yes~~ ~~**Form 511B (3 months in advance)**~~	~~Yes~~ ~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~	• ~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~ • ~~Exception to timelines will be considered on an individual basis at superintendent's discretion (see F. (f) in operational procedures).~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~**Invitational Tournament Out-of-Country**~~	~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~	~~Yes~~ ~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~	~~Yes~~ ~~**Form 511B (6 months in advance)**~~	~~Yes~~ ~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~	• ~~Same as Day Trip outside GTA, Overnight Excursion in and outside GTA, and Invitational Tournament~~ • ~~Exception to timelines will be considered on an individual basis at superintendent's discretion (see F. (f) in operational procedures).~~

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~~Excursion Category: Interschool~~	~~Forms~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
					• ~~Specific forms: visa, proof of citizenship, passports, Ontario Health Card #, out-of-country health/accident/ travel insurance as required.~~ • ~~Check the Consular Affairs Web site for specific requirements for the destination (www.voyage.gc.ca).~~ • ~~See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~
~~OFSAA Tournaments~~	• ~~Coach carries Form 511I/511J: Interschool Athletics Tryout and Participation and Team Eligibility List.~~ • ~~Form 511A: Request for Excursion Approval by Principal~~ • ~~Form 511C: Parent/Guardian Permission for Excursion~~	~~Yes~~ ~~Form 511A~~ ~~Form 511F (if volunteer drivers used)~~	~~Blanket approval for OFSAA~~	~~Yes~~ ~~Form 511C~~ ~~Form 511F (if volunteer drivers used)~~	• ~~Medical information for each team members must be available.~~ • ~~Coaches can access medical information using Trillium – Student Excursion Form.~~ • ~~Where possible, Form 511E: Medical Information for Excursions will be issued again for overnight OFSAA tournaments.~~ • ~~Form 511B: Request for Excursion Approval by Superintendent of Education is not necessary because~~

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~~Excursion Category: Interschool~~	~~Forms~~	~~Required Level of Approval~~			~~Notes~~
		~~Principal~~	~~Superintendent~~	~~Parents~~	
					~~blanket approval for all OFSAA competition will be obtained by the central Health and Physical Education Department.~~ ~~• See also the Physical Education Curricular/ Interschool Athletic/ Intramural Safety documents.~~

~~High-Care Activities~~

~~**See Appendix A: Summary of Approval Requirements (excluding Physical Education/ Athletics), Appendix B1: Summary of Approval Requirements for Physical Education Curricular Activities, Appendix B2: Summary of Approval Requirements for Intramural Activities, and Appendix B3: Summary of Approval Requirements for Interschool Athletics which summarizes the approval requirements for all excursions.**~~

~~**Excursions that occur outside the GTA and/or are overnight require superintendent approval (Form 511B: Request for Excursion Approval by Superintendent of Education).**~~

~~*High-Care Activities* "High-care activities," as used in this document, refer to those types of activities that involve increased risk and/or special safety considerations along with one or more of the following:~~

- ~~multiple risks, e.g., weather,~~
- ~~occur in or on the water (with the exception of timetabled physical education water activities, or outdoor education water activities scheduled by the Coordinator of Outdoor Education, or travel on large water vehicles used for public transportation), or~~
- ~~require special qualifications or certification for supervision, or~~
- ~~take place away from easy access to first aid.~~

~~*Note: Higher-Risk Sports as listed in the Physical Education Interschool Athletics Safety documents are not considered to be high-care activities/excursions. Students involved on the Higher-Risk Interschool Athletics teams are more highly skilled and have had training in preparation for games/tournaments.~~

~~High-care activities require superintendent approval (Form 511B: Request for Excursion Approval by Superintendent of Education), as well as principal approval.~~

~~More information about supervision and certification requirements for Physical Education Outdoor Education activities can be found in the Physical Education/Outdoor Education Elementary/Secondary Curricular Safety documents (see section C of the Outdoor Education General Procedures), and the Physical Education Elementary/Secondary Interschool Athletics Safety documents and the Physical Education Elementary/Secondary Intramural Safety documents.~~

~~High-care activities include but are not limited to:~~

~~alpine skiing~~	~~in-line skating to in-line skating parks~~
~~cross-country skiing~~	~~mountain biking~~
~~Snowtubing~~	~~lake swimming~~
~~snowboarding~~	~~swimming in non-TDSB/non-City of Toronto pools, e.g., hotel pools, wave pools~~
~~snow blading~~	~~rock climbing (secondary only))~~

~~Excursions to non-Board-approved sites for wall climbing, bouldering, ascending lines, ropes/challenge courses, zipline, tyrolean traverse and equivalent~~
~~Any other activity not listed in the TDSB Physical Education/Outdoor Education Elementary and Secondary Safety documents (Curricular, Interschool Athletics, Intramural)~~

~~Certain excursion activities will not be approved, as they are deemed to be unsafe because of high and/or multiple risk factors. Examples of such activities include, but are not limited to: whitewater canoeing; whitewater rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at private or non-regulated pools, rivers, or lakes; hot-air balloon rides; snorkeling; and scuba diving. *Note: Scuba diving and snorkelling can occur in a curricular class setting with proper supervision ratios under the direction of staff with appropriate qualifications/certifications.~~

Appendix C

~~Supervision~~

~~[Excerpted from the Physical Education/Outdoor Education Elementary/Secondary Curricular Safety documents]~~

~~Elementary~~

~~Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment, and activities have inherent risks, but the more effectively they are supervised, the safer they become.~~

~~Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place, for example:~~

- ~~locked doors;~~
- ~~signs on doors indicating that students are not to use the gym unless supervised;~~
- ~~staff scheduled and present in an adjoining Physical Education office, in order to observe students entering the gym without authorization.~~

~~Any use of a facility must be supervised. This guideline has designated three categories of supervision: Constant visual, On-site/In-sight, and In-the-area. The categories are based on the principles of general and specific supervision, which take into consideration the risk level of the activity, the participants' skill level and the participants' maturity.~~

~~The three categories of supervision can be illustrated as follows: *Constant visual* supervision means that the teacher is physically present, watching the specific activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on. *On-site/In-sight* supervision entails teacher presence, but not necessarily constant viewing of one specific activity. *In-the-area* supervision means that the teacher could be in the gymnasium while another activity is taking place in an area near the gymnasium.~~

~~Example: During a track-and-field session, some students are involved in high jump and some are practising relay passing on the track, while a third group is distance running around the school.~~

~~*Constant visual supervision* – High Jump: Teacher is **at** the high jump area and is **observing** the activity.~~

~~*On-site/In-sight supervision* – Relay Passing: Students are practising on the track and **can be seen** by the teacher who is with the high jumpers.~~

~~*In-the-area supervision* – Distance Running: Students are running around the school grounds and **at times may be out of sight**.~~

~~Points to Consider~~

~~(a) Establish routines, rules of acceptable behaviour, and appropriate duties of students at the beginning of the year and reinforce them throughout the year. Teachers must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendix D: Supervision for more information on student behaviour.~~

~~Students must be made aware of the rules of activities or games. Rules may be modified to suit the age and physical ability of the participants, but once made, they must be strictly enforced.~~

~~The teacher must be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready.~~

~~When a student displays verbal or non-verbal hesitation, the teacher should discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill.~~

~~A co-op student or secondary student must not be the sole supervisor of any activity.~~

~~Supply Teacher Coverage~~

- ~~The supply teacher must have students participate in activities that are commensurate with his or her experience or qualifications.~~
- ~~The Safety Document sheet(s) for the activity must be included with the lesson plan.~~
- ~~The supply teacher must be informed of the whereabouts of a contact teacher or administrator in case of an emergency.~~
- ~~Restrictions/modifications for students with health or behavioural problems must be specified.~~

~~**Secondary**~~

~~(a) Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment, and activities have inherent risks, but the more effectively they are supervised, the safer they become.~~

~~Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place, for example:~~

- ~~locked doors;~~
- ~~signs on doors indicating that students are not to use the gym unless supervised;~~
- ~~staff scheduled and present in an adjoining Physical Education office, in order to observe students entering the gym without authorization.~~

~~Any use of a facility must be supervised. This guideline has designated three categories of supervision: Constant visual, On-site/In-sight, and In-the-area. The categories are based on the principles of general and specific supervision, which take into consideration the risk level of the activity, the participants' skill level and the participants' maturity.~~

~~The three categories of supervision can be illustrated as follows: *Constant visual* supervision means that the teacher is physically present, watching the specific activity in question. Only one activity requiring constant visual supervision may take place while other activities are going on. *On-site/In-sight* supervision entails teacher presence, but not necessarily constant viewing of one specific activity. *In-the-area* supervision means that the teacher could be in the gymnasium while another activity is taking place in an area near the gymnasium.~~

~~Example: During a track-and-field session, some students are involved in high jump and some are practising relay passing on the track, while a third group is distance running around the school.~~

~~*Constant visual supervision* – High Jump: Teacher is **at** the high jump area and is **observing** the activity.~~

~~*On-site/In-sight supervision* – Relay Passing: Students are practising on the track and **can be seen** by the teacher who is with the high jumpers.~~

~~*In-the-area supervision* – Distance Running: Students are running around the school grounds and **at times may be out of sight**.~~

~~Points to Consider~~

~~(a) Establish routines, rules of acceptable behaviour, and appropriate duties of students at the beginning of the year and reinforce them throughout the year. Teachers must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendix D: Supervision for more information on student behaviour.~~

~~Students must be made aware of the rules of activities or games. Rules may be modified to suit the age and physical ability of the participants, but once made, they must be strictly enforced.~~

~~The teacher must be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready.~~

~~When a student displays verbal or non-verbal hesitation, the teacher should discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill.~~

~~A co-op student or secondary student must not be the sole supervisor of any activity.~~

~~On-Call and Supply Teacher Coverage~~

- ~~The supply or on-call teacher must have students participate in activities that are commensurate with his/her experience or qualifications.~~
- ~~The Safety Document sheet(s) for the activity must be included with the lesson plan.~~
- ~~The supply or on-call teacher must be informed of the whereabouts of a contact teacher or administrator in case of an emergency.~~
- ~~Restrictions/modifications for students with health or behavioural problems must be specified.~~

Appendix C

~~Excursion Procedures Questions and Answers~~

~~*This document will answer common questions about the new excursion Policy and Procedures. For further information, forms, and more details, please read the Policy and Procedures.*~~

~~*A companion handbook will be developed and distributed during the 2004–2005 school year.*~~

~~What is an excursion?~~

~~Any approved, school-organized educational activity involving students that takes place off school property.~~

~~Each excursion should have an educational purpose and clearly identified curriculum expectations, and should receive the same degree of preparation and follow-up as other classroom activities.~~

~~What is the TDSB's commitment to excursions? (see Board Policy P.033 SCH: Excursions)~~

~~The Board recognizes and encourages the educational value of learning experiences in the world beyond the classroom, and acknowledges that excursions should be an integral part of every student's program of studies.~~

~~The Board is committed to the full and equitable inclusion of all students in safe, curriculum-based excursions.~~

~~Student safety shall be the priority in the planning and implementation of all excursions.~~

~~What about students with special needs?~~

~~The TDSB's policy states that every effort shall be made to ensure that all excursions are available and accessible to students with special needs.~~

~~When do I need parental consent?~~

~~The TDSB's policy states that the written informed consent of custodial parent(s) or guardian(s) shall be obtained for all excursions. This means that any time a teacher is taking students off school property, written informed consent is required.~~

~~Students aged 18 and over may consent on their own behalf.~~

~~How do I obtain parental consent?~~

~~Use Form 511C: Parent/Guardian Permission for Excursion, or the appropriate athletics form.~~

~~For overnight excursions, it is suggested that parent information sessions be held to outline the educational purpose, explain risks, and answer any questions.~~

~~What if a student does not return the consent form?~~

~~Where the written informed consent of custodial parents cannot be obtained, the student shall be excluded from the excursion unless the principal decides that it is appropriate to allow the student to participate. The principal must have verbal permission from the custodial parents, and the activity cannot be high-care, overnight, or outside the Greater Toronto Area (GTA).~~

~~What about teams or athletics events?~~

~~Follow the information contained in the Physical Education/Outdoor Education Elementary and Secondary Curricular Safety documents, and/or the Physical Education Elementary and Secondary Interschool Athletics Safety documents that can be found in your school.~~

~~What if I am going to occasionally walk my class to the library? Do I need to have the parents sign a form?~~

~~Yes. Use Form 511H: Walking Excursion – Immediate Community. This form can be distributed at the beginning of the year. You will notify parents/guardians of the particular activity, location, date, and time through newsletters, Web sites, or notes in school planners/agendas.~~

~~What if I am going to take my gym classes to the neighbourhood tennis courts every other week? Do I need to have the parents sign a form?~~

~~Yes. Where the excursion involves a series of related or repeated events or activities to the same destination or for the same purpose, prepare a schedule of activities and a list of dates on a single Form 511C: Parent/Guardian Permission for Excursion (or appropriate athletics form). You only need to do the form once if the excursion involves a series of related or repeated events or activities to the same destination or for the same purpose.~~

~~What supervision is required?~~

~~The following chart shows the minimum supervision ratios for a group of 30 students. You can increase the number of supervisors.~~

~~Minimum Supervision Ratios (for a maximum group size of 30 students)~~		
~~Grade Levels~~	**~~Day Excursions~~**	**~~Overnight Excursions~~**
~~JK–K~~	~~Three adult supervisors per group~~	~~Not recommended~~
~~1–3~~	~~Two adult supervisors per group~~	~~Not recommended for Grade 1. (Special permission of superintendent of education required for Grades 2 or 3; four adult supervisors per group)~~
~~4–8~~	~~Two adult supervisors per group~~	~~Two adult supervisors per group~~
~~9–12~~	~~One adult supervisors per group~~	~~Two adult supervisors per group~~

~~Where the excursion involves Physical Education or Interschool Athletics, the minimum supervision ratios for the specific activity must be obtained from the Physical Education/ Outdoor Education Elementary and Secondary Curricular Safety documents, or the Physical Education Elementary and Secondary Interschool Athletics Safety documents, or the Physical Education Elementary and Secondary Intramural Safety documents.~~

~~Who can help with supervision?~~

~~You can ask principals, vice-principals, teachers, education staff, or parent or community volunteers. All supervisors must be over 18 years of age.~~

~~Elementary and middle schools may use senior high school students as assistants on excursions at the discretion of the principal, but these students must be used as assistants only, and not as excursion supervisors.~~

~~It is a good idea to include adults or older students who speak the languages of some of the students, especially when recent arrivals are among the group.~~

~~What approvals do I need?~~

~~Follow the Appendices A, B1, and B2 chart in the **Procedures** for complete details.~~

~~Your principal can approve excursions that are not high-care and are one day or less within the GTA. Use Form 511A.~~

~~For excursions that are high-care or beyond the GTA, you need both your principal and superintendent's approval. Use Forms 511A and 511B. Refer to the **Procedures** for specific requirements and timelines.~~

~~High-care, out-of-province, and international excursions have specific timelines, requirements, and forms, including contingency planning, student waivers, and student medical information forms. Follow the requirements in the **Procedures**.~~

~~What about trips to amusement parks such as Canada's Wonderland or Ontario Place?~~

~~Trips that do not reflect the curriculum or do not have a clear educational purpose or cannot be adequately supervised will not be considered or approved. Examples of such activities include but are not limited to trips to amusement parks such as Canada's Wonderland and Ontario Place, which involve large groups of students on their own for the day to enjoy rides.~~

~~What are some of the things I have to do when transporting students?~~

~~If you are using a bus or vehicle owned or rented by the TDSB, you will need to make a seating plan if you are going beyond the GTA. Carry a copy with you and leave a copy in the school.~~

~~You should also carry the Trillium Student Excursion Report, which is list of the students' home numbers, parents' work numbers and /or emergency telephone numbers. As well, you should carry copies the of emergency procedures checklists for accidents and missing students (see Appendices H1 and H2 respectively).~~

~~If students are going in separate vehicles, keep a list of which students are in each vehicle, along with the licence plate number of each vehicle.~~

~~Students are expected to carry identification with them, including home, emergency, and school telephone numbers.~~

~~When TTC services are used, an adult supervisor shall travel with all students, K-8 inclusive, to the excursion location and return to the school. Students in Grades 7 and 8 may be dismissed from the venue, or the appropriate transit stop, provided prior written informed consent from custodial parents has been obtained.~~

~~When TTC services are used, students in Grades 9-12 may travel to and from the excursion venue without adult supervision, provided prior written informed consent from custodial parents has been obtained. When travelling without adult supervision, students should be encouraged to travel with a "buddy." When students are travelling together in a group of eight or more, they should be accompanied by an adult supervisor where possible.~~

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~~Parents'/Guardians' Responsibilities for Excursions~~

- ~~Each September, all custodial parents shall be provided with a copy of Parents'/Guardians' Responsibility for Excursions.~~

- ~~Each September, Parents will receive a Form 511E: Medical Information for Excursions. This must be signed and returned to the school within the first two weeks of classes. If your child/ward has or has had any health problems that might affect his/her participation or safety, or requires special attention for him/her during the excursion, please note the details on the form. More complete information may be provided in writing or via telephone to the teacher involved.~~

- ~~Form 511E authorizes the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student.~~

- ~~Please inform the school of any changes to the medical and emergency information for your child/ward. If your child/ward has, or has had, any health problems that might affect his/her participation or safety or require special attention for him/her during the excursion, please give full details in writing, and telephone the teacher to discuss any concerns.~~

- ~~Custodial parent(s) or guardian(s) of students under the age of 18 who wish their child to participate in an excursion are required to provide consent for each excursion by completing and returning to the teacher a Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form). Students aged 18 and over may sign Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) on their own behalf; however, it is strongly recommended that the custodial parent(s) or guardian(s) of such students also sign the form.~~

- ~~Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) will contain information about the nature and purpose of the excursion, any special risks or unusual activities, locations, date(s) and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, any other information that could have some bearing on whether the parent/guardian would give or withhold consent, a request to update relevant medical or emergency information, and a reminder that student accident insurance may be purchased.~~

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- ~~Every effort shall be made to advise custodial parent(s) or guardian(s) of any volunteer drivers participating in the excursion, and to provide them with specific information about the volunteer drivers' vehicles. Every effort shall be made to obtain written informed consent from the custodial parent(s) or guardian(s) in order for the student to ride with a volunteer driver.~~

- ~~Student accident insurance is available to provide coverage beyond that allowed by the Ontario Health Plan. Contact the school for specific information and application forms.~~

- ~~Custodial parent(s) or guardian(s) are expected to ensure that their child is prepared appropriately for the excursion.~~

- ~~The Board's Safe Schools Policy and this school's Code of Behaviour and the Board's Human Rights Policy apply throughout the trip. Copies are available from the school office.~~

- ~~The Board has complete authority and discretion to exclude a child/ward from participation in this activity or to send a child/ward home from the activity early for breach of the Board's Safe Schools Policy or the school's Code of Behaviour or the Board's Human Rights Policy, and in such event, the parent/guardian will be responsible for any related expenses, including lost deposit and additional travel costs.~~

- ~~The Toronto District School Board will have complete discretion to cancel this excursion in the interest of student safety or for any other emergency, and that in such event, the parent/guardian will be liable for any non-refundable deposit associated with this activity.~~

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~~Students' Responsibilities on Excursions~~

~~For Students~~

~~(a) Students shall follow the Board's Safe Schools Policy and the school's Code of Behaviour while on excursions. Students involved in interschool athletics shall also follow the Code of Behaviour for Athletes while on excursions. Students on excursions who fail to follow the Safe Schools Policy, the school's Code of Behaviour, or the Code of Behaviour for Athletes (if applicable), will be subject to the same consequences as if the students were in attendance at school during regular school hours.~~

~~(b) While on excursions, and while travelling to and from excursions, students will continue to be responsible for their conduct to the principal. Students shall comply with their obligations under section 23 of Regulation 298 of the *Education Act*, including the following:~~

- ~~exercising self-discipline;~~
- ~~accepting such discipline as would be exercised by a kind, firm, and judicious parent;~~
- ~~being courteous to fellow pupils and obedient and courteous to teachers;~~
- ~~being clean in person and in habits; and~~
- ~~showing respect for school property.~~

~~(c) Students shall adhere to Board policy that prohibits tobacco, the use of alcohol, and the non-medical use of drugs at all school activities, whether they take place inside school or off school property on excursions.~~

~~(d) Students are expected to be prepared for the excursion and adhere to excursion expectations.~~

~~(e) Students shall follow the directions of teachers and other supervisors during the excursion.~~

~~(f) Students who participate in an excursion are expected to complete, without penalty, any assignments and assessments missed in other subjects due to the excursion, within a reasonable time after the excursion, as determined by the student's teachers.~~

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~~EMERGENCY PROCEDURES CHECKLIST~~

~~ACCIDENT~~

~~SEQUENCE~~	~~ACTION PLAN~~	~~RESPONSIBILITY~~	~~PLANNING NOTES~~
~~1~~	~~Account for all participants. Remove participants from further danger. Provide comfort and maintain supervision~~	~~Teacher in charge~~	
~~2~~	~~Assess the situation. Determine if immediate medical care or assistance is required.~~	~~Teacher in charge~~	
~~3~~	~~Call 911.~~ ~~Administer first aid or CPR as required.~~ ~~Do not move victim if:~~ ~~• unconscious~~ ~~• neck or back injury~~ ~~• significant loss of blood~~	~~Teacher in charge~~	
~~4~~	~~Call school emergency contact. Review plan.~~	~~Teacher in charge~~	
~~5~~	~~Inform parent/guardian.~~	~~Principal~~	
~~6~~	~~Transport injured participant(s) to medical care as quickly as possible~~	~~Teacher in charge~~	
~~7~~	~~Send staff member or adult supervisor to hospital with injured participant(s). Contact principal from hospital with an update.~~	~~Teacher in charge~~	
~~8~~	~~Update principal.~~	~~Teacher in charge~~	
~~9~~	~~Keep ongoing written log of events and times when possible.~~	~~Teacher in charge~~	

~~*Teacher in charge can delegate tasks 2, 6, 7, and 9 to supervisors~~

~~Considerations in reporting an emergency:~~

- ~~State name of school/site.~~
- ~~State name of caller.~~
- ~~Describe the nature of the problem.~~

~~Give telephone number where emergency is.~~

- ~~Describe type and extent of injury.~~
- ~~How many participants are injured.~~
- ~~Describe the action taken.~~
- ~~Specify needs (i.e., medical, transportation, supervision).~~

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~~EMERGENCY PROCEDURES CHECKLIST~~

~~MISSING STUDENT~~

~~SEQUENCE~~	~~ACTION PLAN~~	~~RESPONSIBILITY~~	~~PLANNING NOTES~~
~~1~~	~~Inform teacher in charge immediately~~	~~Other supervisors~~	
~~2~~	~~Initiate search using only known adults. Do not leave other students unsupervised.~~	~~Teacher in charge~~	
~~3~~	~~Inform Principal (or designate) if student not found within 30 minutes of reported missing. Keep principal informed of any new developments.~~	~~Teacher in charge~~	
~~4~~	~~Inform local police.~~	~~Teacher in charge~~	
~~5~~	~~Await arrival of police before arranging the return of other students to school (or residence/dormitory).~~	~~Teacher in charge~~	
~~6~~	~~Inform parent/guardian.~~	~~Principal~~	
~~7~~	~~Inform supervisory officer.~~	~~Principal~~	
~~8~~	~~Deal with media.~~	~~Principal~~	
~~9~~	~~Other students must be returned to pre-arranged location within one hour of designated return time.~~	~~Principal~~	
~~10~~	~~Teacher must remain to provide information when police arrive.~~	~~Teacher in charge~~	

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~~Health Coverage~~

i. Individuals who were born in Canada and reside in Ontario have universal access to the Ontario Health Insurance Plan (OHIP).

ii. Permanent residents (formerly referred to as landed immigrants) obtain OHIP coverage beginning 90 days after entry to Canada.

iii. Refugee claimants who are in possession of the Immigration, Refugees and Citizenship Canada~~under~~ Form IMM1442 (Determination~~1442, consideration~~ of Eligibility for refugee status or Refugee Protection Claimant Document),~~,~~ are provided with the Federal Health Insurance Plan.

iv. Temporary residents~~Residents~~ such as diplomats or guest workers do not have access to health coverage. Private health insurance must be purchased in order to have medical coverage.

v. Where students do not have health coverage and an incident happens at school, Ontario School Boards' Insurance Exchange (OSBIE) will reimburse Parents/Guardians~~parents~~ for ambulance costs and the first day of emergency care at a hospital. Parents/Guardians must present a paid invoice for these services to the ~~school~~ principal. The invoice and copy of the incident report are forwarded to OSBIE.

vi. Visa students have private health coverage as part of their tuition fee to the TDSB.

vii. For families who remain in Canada after their refugee claim is rejected, or families who have been in the country without status, do not have health insurance. Private health insurance would be the only form of coverage that they can access.

c) All~~parents or~~ students may purchase student accident insurance, provided they are covered under OHIP. Principals are advised to ensure that:~~ from Reliable Life starting at approximately $2. This is distributed in September of each year for purchase~~

i. a Plan of Care has been developed and shared and reviewed with staff and supervisors of the Excursion when required.

Parents/Guardians or students aged 18 or over are advised to purchase private health care

ii. ~~For students without~~ insurance if they~~, there~~ are not covered by OHIP.

d) For Out-of-Country Excursions, all students must purchase travel insurance, including cancellation and medical coverage. All Supervisors , except if working for the Board, must purchase travel insurance, including cancellation and medical coverage. Board staff should purchase cancellation coverage at the time of booking. will have hospital and medical insurance coverage for outside Canada during the Excursion.

e) Teacher(s) in charge of the Excursion and adult supervisors will carry the Student Excursion Report on every Excursion.

K.3 Emergency Communications

a) In advance of the Excursion, the teacher in charge of the Excursion will leave an itinerary of the Excursion in the school office, including contact information so that the Principal or designate may contact the teacher in charge of the Excursion if an emergency arises.

b) The principal or his/her designate identified to the teacher(s) in charge of the Excursion will be available by telephone, cellular telephone, or other wireless means of communication to teacher(s) in charge of the Excursion in case an emergency arises at any time during the Excursion, or if a return is delayed, or any other matters that require the principal's assistance.

c) Wherever possible, Supervisors will carry cellphones and/or two-way radios. Where cellphones and/or two-way radios are the property of the school, the principal will make such items available to Supervisors. Supervisors must ensure that cellphones and/or two-way radios are in good working condition, and any batteries are fully charged prior to the Excursion.

K.4 Early Termination of Excursions

a) In the event that the principal or teacher in charge of the Excursion determines that a student or students should return home prior to the end of the Excursion, the principal or teacher in charge of the Excursion will inform the Parents/Guardians and make suitable and safe arrangements for the return of the student(s).

K.5 Requirements of Program Service Providers

a) When utilizing a Program Service Provider, the teacher in charge of the Excursion will determine that the Program Service Provider carries general liability insurance by obtaining a copy of the policy or certificate of insurance.

b) The teacher in charge will ensure that Program Service Providers have qualified and/or certified instructors, where necessary. Specific qualification and certification requirements for certain activities are set out the OPHEA in the OPASSE.

7. EVALUATION

This procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

Appendix A: EMA Workflow Summary
Appendix B: Emergency Procedures Checklist: Accident

Appendix C: Emergency Procedures Checklist: Missing Student
Appendix D: 511F: Volunteer Driver Form
Appendix E: 511H: Walking Excursion – Immediate Community

9. REFERENCE DOCUMENTS

TDSB Policies:

- Equity Policy (P037) Excursions Policy (P033)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
- Student Health Support Policy (P092)
- Transportation of Students Policy (P020)
- Caring and Safe Schools Policy (P051)

TDSB Operational Procedures:

- Anaphylaxis in Schools Procedure (PR563)
- Asthma Management Procedure (PR714)
- Board Code of Conduct (PR585)
- Concussions Management Procedure (PR712)
- Diabetes Management Procedure (PR607)
- Medication Procedure (PR536)
- Transportation of Students Procedure (PR504)

Legislative Acts, Regulations and Government Policies:

- *Education Act*, R.S.O. 1990, c. E.2
- *Regulation 298: Operation of Schools under Education Act, R.S.O. 1990, c. E.2*
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56.
- *Personal Health Information Protection Act*,~~Clinics in Toronto that will provide service. The following list, dated~~ 2004, S.O. 2004, Chapter 3, Schedule A ~~June 10, is provided for the assistance of school staff~~.
- *Child, Youth and Family Services Act*, S.O. 2017, Chapter 14, Sched.1.
- Policy/Program Memorandum No. 161: Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Diabetes, and/or Epilepsy) in Schools (Ontario Ministry of Education).

Other Related Documents:

- Ontario Health and Physical Education Association: Ontario Physical Activity Safety Standards in Education
- Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition (Covering Grades 1 to 12), 2010 (Ontario Ministry of Education)
- Growing Success – The Kindergarten Addendum: Assessment, Evaluation, and Reporting in Ontario Schools, 2016 (Ontario Ministry of Education)
- TDSB Excursion and Event Facility Directory

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- TDSB Guidelines and Procedures for the Accommodation of Religious Requirements, Practices, and Observances, 2010.
- TDSB Employee Services Protocol: Police Reference Checks (SR23).

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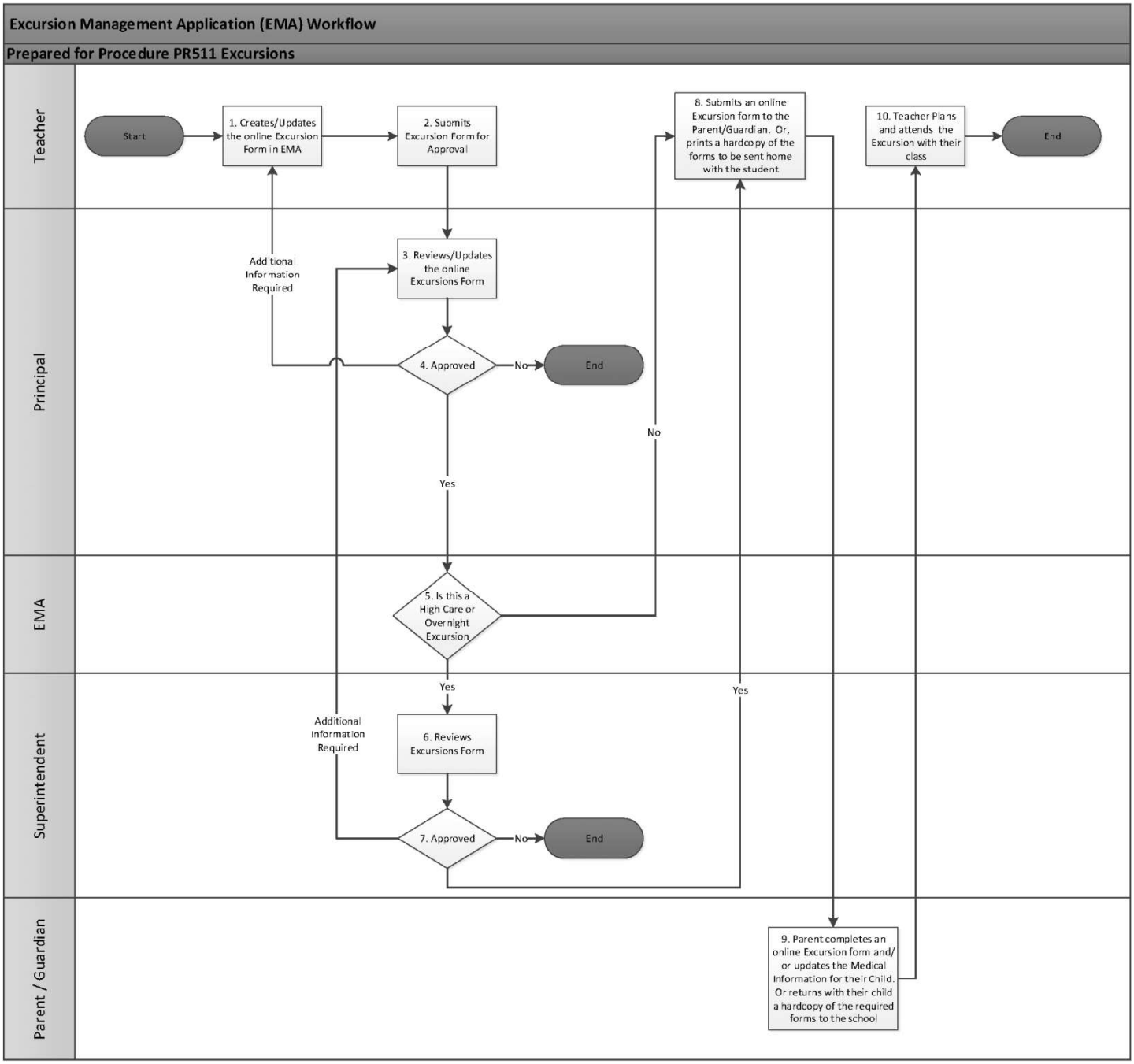
Appendix A

Excursion Management Application (EMA) Workflow



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Appendix B

EMERGENCY PROCEDURES CHECKLIST
ACCIDENT

SEQUENCE	ACTION PLAN	RESPONSIBILITY	PLANNING NOTES
1	Account for all participants. Remove participants from further danger. Provide comfort and maintain Supervision	Teacher in charge of the Excursion	
2	Assess the situation. Determine if immediate medical care or assistance is required.	Teacher in charge of the Excursion	
3	Call 911. Administer first aid or CPR as required. Do not move victim if: • unconscious • neck or back injury • significant loss of blood	Teacher in charge of the Excursion	
4	Call school emergency contact. Review contingency plan.	Teacher in charge of the Excursion	
5	Inform Parent(s)/Guardian(s).	Principal	
6	Transport injured participant(s) to medical care as quickly as possible	Teacher in charge of the Excursion	
7	Send staff member or adult supervisor to hospital with injured participant(s). Contact principal from hospital with an update.	Teacher in charge of the Excursion	
8	Update principal.	Teacher in charge of the Excursion	
9	Keep ongoing written log of events and times when possible.	Teacher in charge of the Excursion	

*Teacher in charge of the Excursion can delegate tasks 2, 6, 7, and 9 to the supervisor(s)

Considerations in reporting an emergency:

• State name of school/site.

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- State name of caller.
- Describe the nature of the problem.
- Give telephone number where emergency is.
- Describe type and extent of injury(ies).
- How many participants are injured.
- Describe the action(s) and steps taken.
- Specify needs (i.e., medical, transportation, supervision).

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EMERGENCY PROCEDURES CHECKLIST
MISSING STUDENT

SEQUENCE	ACTION PLAN	RESPONSIBILITY	PLANNING NOTES
1	Inform the teacher in charge of the Excursion immediately.	Other supervisor	
2	Initiate search using only known adults. Do not leave other students unsupervised.	Teacher in charge of the Excursion	
3	Inform the principal (or his/her designate) if student not found within 30 minutes of reported missing. Keep the principal informed of any new developments.	Teacher in charge of the Excursion	
4	Inform local police.	Teacher in charge of the Excursion	
5	Await arrival of police before arranging the return of other students to school (or residence/dormitory).	Teacher in charge of the Excursion	
6	Inform Parent/Guardian.	Principal	
7	Inform supervisory officer (e.g. Superintendent of Education).	Principal	

~~**Toronto Public Heath Centres** *(as of 2004 June 10)*~~

~~**Access Alliance Multicultural Community Health Centre**~~
~~340 College Street, Suite 500~~
~~Toronto, Ontario~~
~~M5T 3A9~~
~~Canada~~
~~Tel: 416-324-8677~~
~~Fax: 416-324-9074~~

~~**Anishnawbe Health Toronto**~~
~~225 Queen Street East~~
~~Toronto, Ontario~~
~~M5A 1S4~~
~~Canada~~
~~Tel: 416-360-0486~~
~~Fax: 416-365-1083~~

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~~**Anne Johnston Health Station**~~
~~2398 Yonge Street~~
~~Toronto, Ontario~~
~~M4P 2H4~~
~~Canada~~
~~Tel: 416-486-8666~~
~~TTY: 416-486-6759~~
~~Fax: 416-486-8660~~

~~**Bernard Betel Centre for Creative Living**~~
~~1003 Steeles Avenue West~~
~~Toronto (North York), Ontario~~
~~M2R 3T6~~
~~Canada~~
~~Tel: 416-225-2112~~
~~Fax: 416-225-2097~~
~~Web site: <www.betelcentre.org/>~~

~~**Black Creek Community Health Centre**~~
~~2202 Jane Street, Unit 5~~
~~Toronto, Ontario~~
~~M3M 1A4~~
~~Canada~~
~~Tel: 416-249-8000~~
~~Fax: 416-249-4594~~

~~**Centre médico-social communautaire**~~
~~22 College Street, Main Floor~~
~~Toronto, Ontario~~
~~M5G 1K3~~
~~Canada~~
~~Tel: 416-922-2672~~
~~Fax: 416-922-6624~~

~~**Davenport Perth Neighbourhood Centre**~~
~~1900 Davenport Road~~
~~Toronto, Ontario~~
~~M6N 1B7~~
~~Canada~~
~~Tel: 416-656-6812~~
~~Fax: 416-656-1264~~

~~**East End Community Health Centre**~~
~~343 Coxwell Avenue~~
~~Toronto, Ontario~~
~~M4L 3B5~~
~~Canada~~
~~Tel: 416-778-5858~~
~~Fax: 416-778-5855~~
~~**Flemingdon Health Centre**~~
~~10 Gateway Boulevard~~

~~Toronto (Don Mills), Ontario~~
~~M3C 3A1~~
~~Canada~~
~~Tel: 416-429-4991~~
~~Fax: 416-422-3573~~

~~**Four Villages Community Health Centre**~~
~~1700 Bloor Street West~~
~~Toronto, Ontario~~
~~M6P 4C3~~
~~Canada~~
~~Tel: 416-604-3361~~
~~Fax: 416-604-3367~~

~~**Lakeshore Area Multi-Service Project Inc. (LAMP)**~~
~~185 – 5th Street~~
~~Toronto (Etobicoke), Ontario~~
~~M8V 2Z5~~
~~Canada~~
~~Tel: 416-252-6471~~
~~Fax: 416-252-4474~~
~~Web site: <www.lampchc.org/>~~

~~**Lawrence Heights Community Health Centre**~~
~~12 Flemington Road~~
~~Toronto, Ontario~~
~~M6A 2N4~~
~~Canada~~
~~Tel: 416-787-1661~~
~~Fax: 416-787-3761~~
~~Web site: <www.lawrenceheightschc.on.ca>~~

~~**Parkdale Community Health Centre**~~
~~1229 Queen Street West~~
~~Toronto, Ontario~~
~~M6K 1L2~~
~~Canada~~
~~Tel: 416-537-2455~~
~~Fax: 416-537-5133~~

~~Planned Parenthood of Toronto~~
~~36B Prince Arthur Avenue~~
~~Toronto, Ontario~~
~~M5R 1A9~~
~~Canada~~
~~Tel: 416-961-0113~~
~~Fax: 416-961-2512~~
~~Web site: <www.ppt.on.ca>~~

~~Regent Park Community Health Centre~~
~~465 Dundas Street East~~
~~Toronto, Ontario~~
~~M5A 2B2~~
~~Canada~~
~~Tel: 416-364-2261~~
~~Fax: 416-364-0822~~
~~Web site: <www.regentparkchc.org>~~

~~Rexdale Community Health Centre~~
~~8 Taber Road~~
~~Toronto (Etobicoke), Ontario~~
~~M9W 3A4~~
~~Canada~~
~~Tel: 416-744-0066~~
~~Fax: 416-744-1881~~
~~Web site: <www.rexdale.on.ca/rchc/>~~

~~South Riverdale Community Health Centre~~
~~955 Queen Street East~~
~~Toronto, Ontario~~
~~M4M 3P3~~
~~Canada~~
~~Tel: 416-461-1925~~
~~Fax: 416-461-3578~~

~~Stonegate Community Health Centre~~
~~150 Berry Road~~
~~Toronto (Etobicoke), Ontario~~
~~M8Y 1W3~~
~~Canada~~
~~Tel: 416-231-7070~~
~~Fax: 416-231-2663~~
~~Web site: <www.stonegatechc.org/>~~

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~~**Central Toronto Community Health Centres**~~
~~Queen West CHC~~
~~168 Bathurst Street~~
~~Toronto, Ontario~~
~~M5V 2R4~~
~~Canada~~
~~Tel: 416-703-8482~~
~~Fax: 416-703-7832~~

~~**Shout Clinic**~~
~~467 Jarvis Street~~
~~Toronto, Ontario~~
~~M4Y 2G8~~
~~Canada~~
~~Tel: 416-927-8553~~
~~Fax: 416-927-9365~~

~~**West Hill Community Services**~~
~~3545 Kingston Road~~
~~Toronto (Scarborough), Ontario~~
~~M1M 1R6~~
~~Canada~~
~~Tel: 416-284-5931~~
~~Fax: 416-724-5205~~
~~Web site: <www.westhill-cs.on.ca>~~

~~**Women's Health in Women's Hands**~~
~~2 Carlton Street, Suite 500~~
~~Toronto, Ontario~~
~~M5B 1J3~~
~~Canada~~
~~Tel: 416-593-7655~~
~~TTY: 416-593-5835~~
~~Fax: 416-593-5867~~
~~Web site: <www.whiwh.com>~~

~~**York Community Services**~~
~~1651 Keele Street~~
~~Toronto, Ontario~~
~~M6M 3W2~~
~~Canada~~
~~Tel: 416-653-5400~~
~~Fax: 416-653-1696~~

8	Deal with media.	Principal	
9	Other students must be returned to pre-arranged location within one hour of designated return time.	Principal	
10	Teacher in charge of the Excursion must remain to provide information when	Teacher in charge of the Excursion	

	police arrive.		

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Appendix D

511F: VOLUNTEER DRIVER FORM

Toronto District School Board

Form 511F
May 9, 2005
Page 1 of 2

Principal Authorization for Volunteer Drivers

The collection and retention of the information requested on this form is authorized and governed by the Ontario *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

This will authorize _____
(Name of teacher or other volunteer driver)

to transport students participating in the following school excursion: _____

Driver Authorization

This form must be signed both by the owner of the vehicle and by the driver.

1. Declaration to be signed by the owner of the vehicle

Vehicle Information: Make/Model _____ Year _____ Licence _____

I declare that I have authorized_____ to drive my vehicle to transport students participating in the school event(s) listed on this form. She/he holds an unrestricted Class G2 or better driver's licence and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.
I declare that the vehicle described above is mechanically fit, there are seat belts in working condition for all passengers, and that the appropriate car/booster seats are used.
I agree to inform the school of any changes in the vehicle or driver information.

Name of owner _____ Signature _____ Date _____
(Please print)

2. Declaration to be signed by driver

I declare that I hold an unrestricted driver's Class G2 or better licence and am licensed to drive in Ontario, and that my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I agree to inform the school of any changes in the vehicle or driver information.

Name of driver _____ Signature _____ Date _____

3. Declaration to be signed by parent(s)/guardian(s), if driver is a student

I declare that my daughter/son has my permission to be a volunteer driver for students participating in the school excursion(s) listed on this form. I further declare that my daughter/son holds an unrestricted Class G2 or better driver's licence and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.

Name of parent/guardian _____ Signature _____ Date _____

Appendix C

Principal Authorization

The Principal shall request to see original documents where possession of such documents is to be shown.

All "Trip Drivers," including volunteer drivers, are advised that, in order to bring into effect the Toronto District School Board's (TDSB) Excess Liability Insurance, they must:

- have a booster seat for each child under the age of 8 or between 18-36 Kg and a standing height less than 145 cm;
- use a licensed automobile that carries valid automobile third-party liability insurance as required under Ontario legislation;
- provide the TDSB with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during an excursion on TDSB-related business;
- be aware that the TDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's insurance has been exhausted;
- be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on Board-related business, is NOT covered by the TDSB's Excess Automobile Liability insurance;
- carry a minimum of $1 million of third-party automobile liability insurance (as recommended by the Board).

Note: A "Trip Driver" is defined as any person authorized by the TDSB who has agreed to be a driver for a certain excursion while he/she is driving their own or another licensed automobile, to include trustees, employees, teachers, students, parents, volunteers and officials of the TDSB.

School Name _____ Date _____

Principal's Name _____

Signature _____

*For office use only
Distribution (after final approval): Driver_____ Principal_____

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Appendix E

511H: WALKING EXCURSION – IMMEDIATE COMMUNITY

Toronto District School Board

Form 511H
Aug. 30, 2004
Page 1 of 1

Walking Excursion Form – Immediate Community

School: _____ Teacher: _____

Principal: _____ Principal Signature: _____

Dear Parent/Guardian:

From time to time, students are engaged in non-high-care curricular activities that occur off school property in the immediate community, but within walking distance of the school. Some examples of these activities are walking to the library, the local park, and the local store.

School-Specific Activities:

_____

_____

_____

The principal will approve these excursions, and teacher supervision will be provided at all times.

Whenever possible, parents/guardians will be notified in advance by one or more of the following methods:

- school newsletter,
- class newsletter,
- a note in the student planner/agenda,
- the school Web site.

Please sign and return the bottom section of the page.

PERMISSION FOR WALKING EXCURSION – IMMEDIATE COMMUNITY

Student Name: _____

Teacher: _____

In signing this form, I give permission for my child, _____, to participate in those school-specific curricular activities that occur off school property in the immediate community and within walking distance of the school.

Name of Parent/Guardian: _____ *(print)*

Signature of Parent/Guardian: _____ Date: _____

Appendix C

Appendix B

Ministry of Education Final Report Review and Assessment of Ontario School Board Policies and Procedures on Outdoor Ed/Excursions involving Water-Related Activities

Ministry of Education
Deputy Minister
Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
Sous-ministre
Édifice Mowat
Queen's Park
Toronto ON M7A 1L2

Ontario

Memorandum To:	Directors of Education Supervisory Officers of School Authorities Executive Director, Provincial and Demonstration Schools Branch
From:	Bruce Rodrigues Deputy Minister
Date:	May 1, 2018
Subject:	Final Report – Review and assessment of Ontario school board policies and procedures on outdoor education/excursions involving water-related activities

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I am writing to update you on the third party review of school board policies and procedures for safety during outdoor education excursions involving water-related activities. Thank you for your participation in the review. Deloitte Inc. (Deloitte) relayed that they encountered overwhelming support from you and your staff during their data collection, and that the passion and dedication of school board staff for delivering safe outdoor education opportunities to students was evident throughout the review process.

Deloitte has completed its work for the ministry and has submitted a final report. The Executive Summary of this report and a presentation on the findings and recommendations are attached. The full report will be sent to you once it has been translated by the end of May.

As you know, this review was initiated in response to the tragic death of a student during an excursion in Algonquin Park in July 2017. The purpose of the review was to determine:

- whether school boards have policies and procedures in place that meet the minimum standards for risk management during outdoor education/excursions with water-related activities; and
- how school boards monitor implementation and ensure compliance with existing policies and procedures.

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The report outlines that the majority of school boards that responded to Deloitte's online survey have policies and/or procedures in place. I would like to emphasize that the ministry's expectation is for **all** school boards to ensure that they have outdoor education/excursion policies and/or procedures in place that meet or exceed the minimum standards laid out in the Ontario Physical Education Safety Guidelines managed by Ophea.

We also expect that boards are reviewing and updating these policies and/or procedures regularly. I urge you to review your existing policies and procedures in light of this report and consider whether any enhancements are needed, for example to include considerations related to the diversity of your board's student population.

As a critical part of this review, please consider opportunities to further support board and school staff with the implementation of policies and/or procedures, including the need to strengthen monitoring and compliance activities.

Next Steps

The Ministry of Education accepts the recommendations in the Deloitte report and is committed to addressing them collaboratively with our school boards and other partners. For instance, the report's findings indicate there is a desire for greater training, guidance, and resources for school boards and schools. In response, the ministry will develop or enhance training modules related to safety during outdoor education/excursions, explore opportunities for more centralized online hosting of resources related to outdoor education/excursions, and facilitate a community of practice to support ongoing information sharing between school boards. We will engage with school boards in the coming months to further discuss a detailed plan to respond to the recommendations.

We recognize the need for cooperation across the sector as we work to address these recommendations and prioritize student safety during all curriculum-linked learning experiences, including outdoor excursions. Where possible, we will leverage existing opportunities and align efforts related to student injury prevention to enhance a culture of safety-mindedness for everyone in the school environment. Further actions may be identified when the Ontario Provincial Police and Coroner investigations into the incident last summer are complete.

Webinar

As an immediate step, the Safe and Healthy Schools, Program Implementation, and French-Language Teaching and Learning branches are offering a series of webinars to discuss the funding model and reporting tool for outdoor education. We will also solicit initial feedback to help us prioritize the types of resources and/or training modules related to safety during outdoor education/excursions that would be most useful for boards.

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Outdoor education leads in English-language boards can join one of the following two webinars:

- May 7th from 1:00pm – 3:00pm.
- May 8th from 10:00am – 12:00pm.

Outdoor education leads in French-language boards can join the following webinar:

- May 8th from 1:00pm – 3:00pm.

Details on the webinars and registration will be sent to your board's outdoor education lead in the coming days.

We look forward to working together as we address the recommendations to support the delivery of safe outdoor education opportunities for all students.

If you have any questions about the report or next steps, please contact Debbie Thompson, Director of the Safe and Healthy Schools Branch, at debbie.thompson@ontario.ca or (416) 325-7645.

Bruce Rodrigues

Bruce Rodrigues
Deputy Minister

Attachments:

- Executive Summary of Deloitte Report
- PowerPoint Slide Presentation prepared by Deloitte

c: Denise Dwyer, Assistant Deputy Minister, Indigenous Education and Well-Being Division
Denys Giguère, Assistant Deputy Minister, French-Language Teaching, Learning and Achievement Division
Martyn Beckett, Assistant Deputy Minister, Student Achievement Division
Debra Cormier, Director, Field Services Branch
Council of Ontario Directors of Education

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