

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services

- Programs and Curriculum

Regulation Code: ES-3.6.2

Regulation: PROGRAM SAFETY –
OUT-OF-CLASSROOM PROGRAMS

Policy Code Reference: ES-3.6
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-3.6, Program Safety.

1. Program Safety – Out-of-Classroom Programs – Implementation

1.1 The Superintendent of Teaching and Learning, or designate, will:

1.1.1 promote awareness of the policy and administrative regulations with all principals;

1.1.2 provide liaison with the principals in facilitating program-based student travel; and

1.1.3 co-ordinate the development of the Program Safety Manual and provide updates to it as appropriate.

1.2 The appropriate superintendent will:

1.2.1 administer the policy and its supporting administrative regulations.

1.3 Application of Out-of-Classroom Program Administrative Regulation

This administrative regulation shall apply in all out-of-classroom programs organized by the staff for students under the Board's jurisdiction and which will take place beyond school property.

1.4 Program Safety Manual

The Program Safety Manual shall be used in applying administrative regulations. Along with a copy of the policy and its supporting administrative regulations, it includes requirements, guidelines, and forms.

1.5 Curricular Relevance

All out-of-classroom programs shall have curricular relevance and be related to abilities and learning needs of the students. Therefore, each program will be preceded by adequate classroom preparation, will be appropriate to the understanding of the students, and where applicable, will include directed learning en route and/or will be complemented by follow-up assignments.

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1.6 Safety

The principal and supervising staff are responsible for following the requirements and guidelines in the Program Safety Manual to ensure student safety.

1.7 Communication

The principal and supervising staff are responsible for communicating with parent(s)/guardian(s) regarding all out-of-classroom programs. For overnight trips, or trips involving additional requirements or considerable expense, parent(s)/ guardian(s) shall be consulted prior to detailed trip planning and approval. Once approved an orientation session for these trips will be held with participating students and their parent(s)/guardian(s).

1.8 Equity, Diversity and Inclusion

Staff shall implement strategies so that out-of-classroom programs reflect the principles of equity, diversity and inclusion. No student in the identified class or group shall be denied the experience due to barriers such as special education needs or financial reasons.

1.9 Trip Planning

The principal, or designate, is responsible for the necessary planning and control of financial arrangements as outlined in the Program Safety Manual (e.g. Financial Statement for Out-of-Classroom Programs). The principal shall ensure that current related policies and administrative regulations are reviewed during planning (e.g. Safe, Caring and Restorative Schools, Transportation, Volunteers, Student Activity Fees).

2. Out-of-Classroom Programs – Approval

2.1 Approval – Principal

All out-of-classroom programs and related details shall receive principal approval before proceeding. For all activities deemed high risk, additional approval shall be requested by the principal from the appropriate superintendent as specified in the Program Safety Manual.

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2.2 Approval – Appropriate Superintendent

The appropriate superintendent shall give final approval for overnight trips and/or trips where travel will go beyond Ontario, as well as trips with additional requirements, specific Safety procedures and/or considerable expense as outlined in the Program Safety Manual.

2.3 Prohibited Activities

Some activities, as outlined in the Program Safety Manual, are recognized as too dangerous or too risky and shall not be approved by the principal or superintendent.

3. Supervision of Students

3.1 Supervisors

3.1.1 The principal shall ensure that adequate supervision is provided for all out-of-classroom programs. Each trip shall have a trip supervisor who is a teacher and assumes the leadership role for the trip. Exceptions under extenuating circumstances may be permitted with the approval of the appropriate superintendent. Additional supervision may be provided by other teacher supervisors.

3.1.2 The principal, or designate, is responsible for selection and preparation of responsible adults as volunteer chaperones. Senior secondary students may be used as chaperones in certain cases as outlined in the Program Safety Manual.

3.1.3 The list of supervisors and chaperones shall be approved by the principal.

3.1.4 Additional qualifications for supervision of trips with additional requirements are outlined in the Program Safety Manual.

3.2 Supervision Ratios for Out-of-Classroom Programs

Minimum supervision ratios are provided in the Program Safety Manual. Supervision ratios may have to be increased as a condition of visiting a particular site (e.g. Royal Ontario Museum, Toronto Island Ferry, etc.) or engaging in particular activities (e.g. wall climbing).

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3.3 Responsibility of Supervisors

Out-of-classroom programs are designed as an extension of the day-to-day program. The principal shall delegate supervisory responsibility to the trip supervisor who is responsible for the safety, welfare, and educational growth of the students. As agents of the Board, supervisors are expected by the Board, parent(s)/guardian(s) and students to exhibit a high level of social and moral behaviour and to require appropriate standards of conduct of their students consistent with the school's code of behaviour.

3.4 Financial Responsibility of the Board

Financial responsibility of the Board to teacher-supervisors shall be limited to regular salary and third party liability insurance coverage.

4. Participation of Students in Out-of-Classroom Programs

4.1 Knowledge of Students

Knowledge of individual students and their needs is imperative. Their health and special needs must be noted and accommodated in the planning and the conducting of the trip. The principal shall approve the list of participating students.

4.2 Water-based Activities

On any trip involving water-based activities, participants will meet the minimum water standards as outlined in the Program Safety Manual.

4.3 Student Conduct

Prior to the trip, students and parent(s)/guardian(s) shall be informed of the rules of safety and conduct. Any restriction or removal of trip privileges for any student prior to or during the trip, will be implemented only if it is a logical consequence of unacceptable behaviour as described by the school's code of behaviour. During the trip, this may include withdrawal of the student from the trip by the principal, or designate. Any costs for the student to travel home will be the responsibility of the parent(s)/guardian(s). This will be made known to the students and the parent(s)/guardian(s) prior to the trip.

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5. Out-of-Classroom Programs – Consent

5.1 Consent Forms

Parental/guardian consent for student participation in out-of-classroom programs shall be obtained using the appropriate consent form(s) in the Program Safety Manual. The consent forms provide details to parent(s)/guardian(s) regarding the out-of-classroom trips. Details shall include the date, destination, mode of travel, time of departure, approximate time of return, and location to which students are returning, type of supervision, purpose of the trip, itinerary, expenditure (if any), materials required by the students, and suggested items of dress (if necessary).

5.2 Health Information

Principals are responsible for ensuring that up-to-date health information is provided by the parent(s)/guardian(s) for students participating in out-of-classroom programs.

6. Out-of-Classroom Programs – Transportation

The principal shall ensure that transportation is by licensed, insured carriers. Criteria for the selection of carriers and tour operators is provided in the Program Safety Manual.

A trip driver is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include trustees, employees, teachers, parents, volunteers and officials of the Board.

6.1 The principal shall ensure the following:

6.1.1 the trip driver has provided a criminal background check;

6.1.2 the trip driver has level 2 (G2) of the graduated licensing system or is fully licensed (G);

6.1.3 the vehicle is insured by valid automobile liability insurance of at least \$2,000,000.00 as required by Ontario law;

6.1.4 the trip driver is 18 years of age or older;

6.1.5 the vehicle is mechanically fit and there are seatbelts in working condition for all passengers;

6.1.6 the trip driver will ensure that individual seatbelts are used by all passengers and that a student under the age of 12 does not occupy the front seat of a vehicle equipped with a front passenger air bag.

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It is expected that in most cases when transportation is provided by private vehicle that the driver will be a parent/guardian or other adult who is not a student. A student may be permitted to be a volunteer trip driver only if the following criteria are met:

- the student is at least 18 years of age
- the student has level 2 (G2) of the graduated licensing or is fully licensed (G)
- an Authorization for Volunteer Drivers Form has been completed by the owner of the vehicle and the student volunteer trip driver

These transportation requirements do not apply to students providing their own transportation without passengers to an out-of-classroom activity with principal and parental approval.