

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

**ADMINISTRATIVE REGULATIONS**

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**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

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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

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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

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