

APPENDIX C - PVNC CDSB
Reference Chart - Out of School Activities - Category 1, 2, 3, 4 and 5

Trip Level	Examples	Approval Process	Guidelines						
Category 1 Day Walking Trips in the immediate community	<ul style="list-style-type: none"> ● Visiting local library, police station, fire station ● Local environmental study ● Athletic events ● School Masses ● Retreats ● Terry Fox ● Local social justice work, ex.: foodbank, St. Vincent de Paul ● Local nature/creek study 	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">Superintendent</td> <td style="width: 33%;">Board</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>No</td> </tr> </table>	Principal	Superintendent	Board	Yes	No	No	<ul style="list-style-type: none"> ● School Codes Of Conduct ● Ontario Safety Guidelines (OPHEA) ● Ontario School Boards' Insurance Exchange Risk Management Guidelines ● Parent Consent (see 1.7 (a))
Principal	Superintendent	Board							
Yes	No	No							
Category 2 One-day Out of School Activity using Transportation	<ul style="list-style-type: none"> ● Musical performances ● Professional theatre ● Research destinations like R.O.M., Science Centre, Canoe Museum attractions (firehall, museum, library, etc.) ● Recreational activities (skiing, snowboarding, hiking etc.) ● Lifeguard/instructor supervised swimming instruction at aquatic facilities ● Wall Climbing in supervised facility 	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Principal</td> <td style="width: 33%;">Superintendent</td> <td style="width: 33%;">Board</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>No</td> </tr> </table>	Principal	Superintendent	Board	Yes	No	No	<ul style="list-style-type: none"> ● School Codes Of Conduct ● Ontario Safety Guidelines (OPHEA) ● Ontario School Boards' Insurance Exchange Risk Management Guidelines ● Parent Consent ● High Care Activities: OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements
Principal	Superintendent	Board							
Yes	No	No							

Trip Level	Examples	Approval Process	Guidelines						
Category 3 Overnight Out of School Activity	<ul style="list-style-type: none"> Niagara Falls, Quebec City, Montreal OFSAA Tournaments Camp Trips (ex. Camp Muskoka, Camp Kawartha, Bark Lake Leadership Centre) Ski Trips within Ontario/Canada Music Camp Art Camp Retreats Weekend Skills Competitions 	<table border="1" data-bbox="863 321 1388 532"> <thead> <tr> <th>Principal</th> <th>Superintendent</th> <th>Board</th> </tr> </thead> <tbody> <tr> <td>Yes Prior to booking Trip</td> <td>Yes One Month prior to trip</td> <td>No</td> </tr> </tbody> </table> <p data-bbox="863 565 1388 716"> Exceptions to these timeline requirements may be secondary school sports teams who have qualified for regional or provincial tournaments or band/drama productions that have qualified for a provincial competition. </p>	Principal	Superintendent	Board	Yes Prior to booking Trip	Yes One Month prior to trip	No	<ul style="list-style-type: none"> School Codes Of Conduct High Care Activities: OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements Ontario Safety Guidelines (OPHEA) Instruction/Competency testing included Ontario School Boards' Insurance Exchange Risk Management Guidelines Supervisor ratio reviewed Supervisor qualifications confirmed Parent Consent Parent Information Meeting required Use of TICO Agent Swim Test
Principal	Superintendent	Board							
Yes Prior to booking Trip	Yes One Month prior to trip	No							
Category 4 Overnight Wilderness Canoe-Tripping anywhere in Canada	<ul style="list-style-type: none"> Algonquin Park canoeing Provincial Park camping Swimming Test required for all activities involving water 	<table border="1" data-bbox="863 870 1388 1146"> <thead> <tr> <th>Principal</th> <th>Superintendent</th> <th>Board</th> </tr> </thead> <tbody> <tr> <td>Yes Prior to Booking</td> <td>Yes Prior to Booking</td> <td>Yes Prior to Booking</td> </tr> </tbody> </table> <p data-bbox="863 1179 1388 1330"> Note: Repeat trips may be approved and presented to the Board of Trustees by the FOS Superintendent, if the trip is identical and if there is no change in the travel advisories for the destination. </p>	Principal	Superintendent	Board	Yes Prior to Booking	Yes Prior to Booking	Yes Prior to Booking	<ul style="list-style-type: none"> School Codes Of Conduct High Care Activities: OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements Ontario Safety Guidelines (OPHEA) Instruction/Competency testing included Ontario School Boards' Insurance Exchange Risk Management Guidelines Supervisor ratio reviewed Supervisor qualifications confirmed Parent Consent Parent Information Meeting required Swim Test
Principal	Superintendent	Board							
Yes Prior to Booking	Yes Prior to Booking	Yes Prior to Booking							

Trip Level	Examples	Approval Process	Guidelines						
Category 5 Travel Outside of Canada or travel requiring commercial flights	<ul style="list-style-type: none"> • Travel to the United States • Travel to Europe • Travel out of province by flight 	<table border="1" data-bbox="863 321 1388 532"> <thead> <tr> <th data-bbox="863 321 1010 378">Principal</th> <th data-bbox="1010 321 1241 378">Superintendent</th> <th data-bbox="1241 321 1388 378">Board</th> </tr> </thead> <tbody> <tr> <td data-bbox="863 378 1010 532">Yes Prior to booking trip</td> <td data-bbox="1010 378 1241 532">Yes Prior to booking trip</td> <td data-bbox="1241 378 1388 532">Yes Prior to booking trip</td> </tr> </tbody> </table> <p data-bbox="863 565 1388 716"> Note: Repeat trips may be approved and presented to the Board of Trustees by the FOS Superintendent, if the trip is identical and if there is no change in the travel advisories for the destination. </p>	Principal	Superintendent	Board	Yes Prior to booking trip	Yes Prior to booking trip	Yes Prior to booking trip	<ul style="list-style-type: none"> • Specific forms: Passports, Ontario Health Card #s, Travel Insurance • Check Consular Affairs website for specific requirements for the destination/travel advisories • Communication Plan in consultation with Principal • Safety Management Plan • Ontario School Boards' Insurance Exchange Risk Management • Cancellation Insurance • Use of TICO Agent • Supervisor ratio reviewed • Supervisor qualifications confirmed • Parent Consent • Parent Information Meeting required • High Care Activities (if applicable): OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements • Swim test may be required
Principal	Superintendent	Board							
Yes Prior to booking trip	Yes Prior to booking trip	Yes Prior to booking trip							