

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

Trip Level	Examples	Approval Process	Guidelines						
<b>Category 1</b> Day Walking Trips in the Immediate Community	<ul style="list-style-type: none"> <li>● Visiting local library, police station, fire station</li> <li>● Local environmental study</li> <li>● Athletic events</li> <li>● Retreats</li> <li>● Terry Fox</li> <li>● Local social justice work, ex.: foodbank, St. Vincent de Paul</li> <li>● Local nature/creek study</li> </ul>	<table border="1"> <tr> <td>Principal</td> <td>Superintendent</td> <td>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"> <li>● School Codes Of Conduct</li> <li>● Ontario Physical Activity Safety Standards in Education (OPASSE)</li> <li>● Ontario School Boards' Insurance Exchange Risk Management Guidelines</li> <li>● Parent Consent - Annual Consent Renewal: Walking Excursions</li> </ul>
Principal	Superintendent	Board							
Yes	No	No							
<b>Category 2</b> One-day Out of School Activity using Transportation	<ul style="list-style-type: none"> <li>● Musical performances</li> <li>● Professional theatre</li> <li>● Research destinations like R.O.M., Science Centre, Canoe Museum attractions (firehall, museum, library, etc.)</li> <li>● Recreational activities (skiing, snowboarding, hiking etc.)</li> <li>● Lifeguard/instructor supervised swimming instruction at aquatic facilities</li> <li>● Wall Climbing in supervised facility</li> </ul>	<table border="1"> <tr> <td>Principal</td> <td>Superintendent</td> <td>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"> <li>● School Codes Of Conduct</li> <li>● Ontario Physical Activity Safety Standards in Education (OPASSE)</li> <li>● Ontario School Boards' Insurance Exchange Risk Management Guidelines</li> <li>● Parent Consent</li> <li>● High Care Activities: OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements</li> <li>● Completion of Out of School Parental Permission Form (Appendix H)</li> <li>● Completion of Parent Informed Consent Form (Appendix J) if High Care Activity</li> </ul>
Principal	Superintendent	Board							
Yes	No	No							

Trip Level	Examples	Approval Process	Guidelines						
<b>Category 3</b> Overnight Out of School Activity	<ul style="list-style-type: none"> <li>Niagara Falls, Quebec City, Montreal</li> <li>OFSAA Tournaments</li> <li>Camp Trips (i.e. Camp Muskoka, Camp Kawartha)</li> <li>Ski Trips within Ontario/Canada</li> <li>Music Camp</li> <li>Art Camp</li> <li>Retreats</li> <li>Weekend Skills Competitions</li> </ul>	<table border="1" data-bbox="842 224 1373 451"> <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="842 488 1373 691"> <b>Note: 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.</b> </p>	Principal	Superintendent	Board	Yes Prior to Booking Trip	Yes One Month Prior to Trip	No	<ul style="list-style-type: none"> <li>School Codes Of Conduct</li> <li>High Care Activities: OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements</li> <li>Ontario Physical Activity Safety Standards in Education (OPASSE)</li> <li>Instruction/Competency testing included</li> <li>Ontario School Boards' Insurance Exchange Risk Management Guidelines</li> <li>Supervisor ratio reviewed</li> <li>Supervisor qualifications confirmed</li> <li>Completion of Out of School Parent Permission Form (Appendix I)</li> <li>Completion of Parent Informed Consent Form (Appendix J)</li> <li>Date of Parent Information Meeting required</li> <li>Use of TICO Agent</li> <li>Swim Test</li> </ul>
Principal	Superintendent	Board							
Yes Prior to Booking Trip	Yes One Month Prior to Trip	No							
<b>Category 4</b> Overnight Wilderness Canoe-Tripping anywhere in Canada	<ul style="list-style-type: none"> <li>Algonquin Park canoeing</li> <li>Provincial Park camping</li> <li>Swimming Test required for all activities involving water</li> </ul>	<table border="1" data-bbox="842 995 1373 1287"> <thead> <tr> <th>Principal</th> <th>Superintendent</th> <th>Board</th> </tr> </thead> <tbody> <tr> <td>Yes Prior to Booking Trip</td> <td>Yes Four months prior to Booking Trip</td> <td>Yes Four months Prior to Booking Trip</td> </tr> </tbody> </table> <p data-bbox="842 1325 1373 1455"> <b>Note: Significant changes to OPASSE wilderness trip requirements take effect as of September, 2023. Full compliance is required in order for trips to be</b> </p>	Principal	Superintendent	Board	Yes Prior to Booking Trip	Yes Four months prior to Booking Trip	Yes Four months Prior to Booking Trip	<ul style="list-style-type: none"> <li>School Codes Of Conduct</li> <li>High Care Activities: OPHEA Guidelines, supervisor/instructor qualifications, supervision requirements</li> <li>Emergency Action Plan</li> <li>Ontario Physical Activity Safety Standards in Education (OPASSE)</li> <li>Instruction/Competency testing included</li> <li>Ontario School Boards' Insurance Exchange Risk Management Guidelines</li> <li>Supervisor ratio reviewed</li> </ul>
Principal	Superintendent	Board							
Yes Prior to Booking Trip	Yes Four months prior to Booking Trip	Yes Four months Prior to Booking Trip							

approved.

- Supervisor qualifications confirmed
- Completion of Parent Informed Consent Form (Appendix J)
- Date of Parent Information Meeting required
- Swim Test

**Trip Level**

**Examples**

**Approval Process**

**Guidelines**

**Category 5**  
Travel Outside of Canada or Travel Requiring Commercial Flights

- Travel to the United States
- Travel to Europe
- Travel out of province by flight

Principal	Superintendent	Board
Yes Prior to Booking Trip	Yes One Year Prior to Booking Trip	Yes One Year Prior to Booking Trip

- Specific forms: Passports, Ontario Health Card #s, Travel Insurance
- Check Consular Affairs website for specific requirements for the destination/travel advisories
- Emergency Action Plan
- Ontario School Boards' Insurance Exchange Risk Management
- Cancellation Insurance
- Use of TICO Agent
- Supervisor ratio reviewed
- Supervisor qualifications confirmed
- Completion of Parent Informed Consent Form (Appendix J)
- Date of Parent Information Meeting required
- High Care Activities (if applicable): Ontario Physical Activity Safety Standards in Education (OPASSE), supervisor/instructor qualifications, supervision requirements
- Swim test may be required