



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, 2021 for 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

From

Curtis Ennis, Associate Director, Equity, Well-being, and School Improvement at Curtis.Ennis@tdsb.on.ca or 416-396-9184

Georgia Gallagher, Centrally Assigned Principal, Leadership, Learning and School Improvement at Georgia.Gallagher@tdsb.on.ca or 416-396-6334

David Hawker-Budlovsky, Centrally Assigned Principal, School Operations, Outdoor Education at David.Hawker-Budlovsky@tdsb.on.ca or 416-396-3408

George Kourtis, Program Coordinator, Health & Physical Education at George.Kourtis@tdsb.on.ca or 416-396-6000