

EDUCATIONAL FIELD TRIPS AND EXCURSIONS

POLICY

CODE: I 5.1

The London District Catholic School Board establishes as policy that educational field trips and excursions are provided to students with meaningful learning experiences that enhance student achievement, integrate students with their community and develop the skills, knowledge and attitudes that are essential in the learning process. Field trips and excursions are an integral component of learning to support the spiritual and social discernment of students that is rooted in our Roman Catholic faith.

Educational field trips and excursions are recognized as a source of worthwhile learning activities that broaden students' experiences. The Board recognizes that our Roman Catholic curricula require educational experiences that add a meaningful dimension to the learning process. Educational field trips and excursions are a rich source of authentic learning for all students.

The London District Catholic School Board is committed to provide the most enabling learning environments for our students. As a Catholic education system modelled on the teachings of Christ, we have no greater responsibility than to recognize the value of each member of God's family for their intrinsic worth. The London District Catholic School Board values an inclusive philosophy of support so that all students have the opportunity to access field trips, excursions and educational opportunities.

The Board, therefore, delegates to the Director the responsibility for establishing and implementing regulations and procedures for educational field trips and excursions that follow these guidelines.

- 1) The purpose and activities of the field trip/excursion shall ensure worthwhile learning experiences that extend in-school learning and are consistent with Roman Catholic values.
- 2) All educational field trips and excursions shall have appropriate approval.
- 3) Due regard shall be given to ensuring the safety and security of participants.
- 4) Details of the excursion shall be communicated to parents and administration.
- 5) Due regard shall be given to ensuring maximum participation by keeping costs to a minimum and selecting local activities over more distant activities whenever possible.

Adopted: July 13, 1998

Revised: December 14, 2009

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REGULATIONS

CODE: I 5.1-R

1.0 Definitions:

- 1.1 The term “field trip or excursion” includes any event or program, which for educational purposes, has students leaving the school property and approved by the London District Catholic School Board or its appropriate representative.
- 1.2 Field trips are defined as trips that occur within one day. Excursions are defined as trips lasting more than one day.
- 1.3 Field trips or excursions are defined as academic activities in which all students in a particular course or grade participate as part of the regular curricula.
- 1.4 Elective field trips or excursions are defined as activities in which a student voluntarily chooses to participate and may not be linked with a particular course, grade or curriculum.
- 1.5 The term ‘field trip or excursion’ does not include student exchanges, e-learning, co-op education and placement or credit courses.
- 1.6 An unapproved trip is one that has not followed the process established by Board policy to receive official approval.

2.0 Guiding Principles:

- 2.1 Student safety shall be the priority in the planning and implementation of all excursions.
- 2.2 The field trip or excursion shall have an educational purpose with curricular relevance that is clearly identified by staff for students and their parents/guardians. Our Roman Catholic catechism, the Ontario Catholic Graduate Expectations and The Ontario Curriculum shall be inherent to all curricular outings.
- 2.3 All field trips and excursions should be available to all students in a designated class, grade or course, without dependence upon the financial status or means of individual families.
- 2.4 All educational field trips and excursions that involve student service projects must partner with agencies that support the parameters of Educational Partnerships Policy K 4.3. All school staffs must be aware of the intents and practices of the educational partnerships in support of the mission and vision of the London District Catholic School Board and Catholic education.

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- 2.5 All field trips and excursions must be under the supervision of a certified teacher. The term 'certified teacher' refers to any employee of the Board who falls within the term 'teacher' as defined in the 'Education Quality Improvement Act' and is a member in good standing of the Ontario College of Teachers. In addition, any educational field trips or excursions that require specialized expertise (i.e. canoeing, wilderness hiking/camping, ski excursions, outdoor experience programs, swimming activities, etc) must be supervised by a certified teacher with qualifications in the specialized activity (as per OPHEA Physical and Health Education guidelines).
- 2.6 The informed consent of parents/guardians shall be obtained for all excursions. Students age 18 and over may consent on their own behalf.
- 2.7 Every effort shall be made to ensure that the excursion is appropriate to the age, maturity, experience, health, skill, physical abilities and exceptionalities of the participants.
- 2.8 The Principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all field trips and excursions, in accordance with the minimum supervision ratios outlined in Educational Field Trips and Excursions Procedure - I 5.1 R.
- 2.9 Field trips and excursions may incorporate training in recreational activities as a possible preparation for the profitable use of leisure time. Field trips and excursions that are designed to provide a common enjoyable experience are appropriate on a limited basis but must have clear relevance to The Ontario Curriculum and The Ontario Catholic Graduate Expectations.
- 2.10 Participation in artistic events, competitions and tournaments provides valuable opportunities for students. The Principal shall ensure that the quantity and type of activity does not negatively impact on the staff or students' performance of their regular duties at the school.
- 2.11 The regulations that govern the present policy indicate that all situations may not be covered. For those situations not covered by this document, decisions must be based on the policies and procedures of the London District Catholic School Board. If a particular excursion or activity is not encompassed by the Educational Field Trip and Excursion Policy (I 5.1R) and/or covered under Ontario Physical and Health Education Association (OPHEA) Guidelines, please contact your Supervisory Officer for further information.

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3.0 Approval:

In approving a field trip or excursion, the Board or its representative shall consider the following:

- 3.1 The safety and supervision requirements for all students. An assessment of the potential for risk of injury shall include consideration of the recommendations of the Ontario School Board Insurance Exchange and the provisions of the Ontario Physical and Health Education Safety Guidelines.
- 3.2 The contribution of the experience to learning within The Ontario Catholic Graduate Expectations and The Ontario Curriculum, including how the experience engages students in learning prior to and following the educational field trip/excursion.
- 3.3 The fiscal responsibility of the educational field trip/excursion.
- 3.4 All educational field trips and excursions require prior approval. This applies to any excursion that may take place on school days and/or weekends, and/or holidays and/or after school hours, pursuant to the procedures and requirements outlined in Educational Field Trips and Excursions Policy I 5.1R and this document.
- 3.5 If prior approval is not secured, the London District Catholic School Board does not assume financial or other responsibility or liability for the field trip/excursion. All LDCSB staff and/or volunteers who do not comply with the approval process and requirements are not covered by the terms of the LDCSB general liability insurance and The Workplace Safety and Insurance Act.
- 3.6 Field trips and excursions that do not reflect The Ontario Catholic Graduate Expectations and/or The Ontario Curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, shall not be approved.

3.7 Field trips/excursions require approval according to the following schedule:

Principal Approval (Subject to review by the Supervisory Officer and Director)

- All educational field trips and excursions
- All educational excursions outside of Canada, overseas or more than 1000 km beyond the boundaries of the London District Catholic School Board
- System approved/sponsored functions, co-instructional and curricular events
- System Recreational Athletics and System Interschool Activities
- Athletic events sponsored by the Principals and Vice-Principals Association, CTAA, TVRAA, WOSSA or OFSAA
- All field trips or excursions beyond regular school hours

The Principal shall consult the Supervisory Officer before granting approval for an educational field trip or excursion, if in doubt about a specific activity.

Supervisory Officer Approval

- All educational excursions of more than one day duration
- All educational excursions outside of Canada, overseas or more than 1000 km beyond the boundaries of the London District Catholic School Board
- Athletic tournaments, competitions or artistic events that are not designated for Principal approval

Director Approval with Report to the Board

- All educational excursions outside of Canada, overseas or more than 1000 km beyond the boundaries of the London District Catholic School Board.
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4.0 **Safety:**

- 4.1 Safety for students and staff shall be given the highest priority when planning or approving trips.
- 4.2 Close adherence to approved procedures is expected of all students, staff and volunteers.
- 4.3 With due consideration being given to the nature of the trip, an appropriate number of chaperones shall be available to ensure adequate supervision.
- 4.4 Students on field trips and excursions are expected to maintain the standard of behaviour and deportment as indicated in Policy J 5.5 - Code of Conduct and the code of conduct for their particular school.
- 4.5 When special training or supervision is required, it shall be given by a qualified person.

5.0 **Communication:**

- 5.1 Communication with parents shall occur only after approval has been received for a trip.
- 5.2 Parental notification must be given for all activities during which a student, for educational purposes, leaves the school property.
- 5.3 Parental approval is required for all field trips and excursions.
- 5.4 Communications to parents for all field trips and/or excursions shall include a detailed itinerary, travel arrangements, meal and accommodation arrangements, and safety plans.
- 5.5 In the event of an emergency, Crisis Response Protocols (Safe Schools Policy - Code: A 3.3) shall be implemented.
- 5.6 If a trip is to occur on a Sunday or Holy Day of Obligation, the itinerary shall include the celebration of Holy Eucharist and attendance at Mass.

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6.0 Financing:

- 6.1 When local resources fulfil the needs of a learning experience, they are to be selected over more costly or extended field trips.
- 6.2 Students should not be denied participation because of the cost of a field trip or excursion. All field trips and excursions must adhere to our guiding principles for inclusion and be accessible to all eligible students, regardless of individual ability to pay, with the knowledge that students may be required to participate in fundraising activities.
- 6.3 In extenuating circumstances, individual cases of need may be referred to the office of the Director.
- 6.4 Chaperones will be responsible for personal expenses.
- 6.5 Board employees or chaperones shall not profit financially from a school sponsored trip.
- 6.6 All costs required for supervision that are associated with Occasional Teachers for elective field trips and excursions (outside of the regular school day) must be included in the cost of the field trip or excursion and will not be paid by the London District Catholic School Board.
- 6.7 All costs required for supervision that are associated with Educational Assistants must adhere to collective agreements.
- 6.8 The fiscal responsibility and costing of all field trips and excursions shall be at the discretion of the Supervisory Officer.