



Policy: Educational Excursions And Day Field Trips

Policy Statement

The Board recognizes the educational advantages of well-planned and carefully selected excursions for pupils as a complement to curricular programming.

Definition

1. An **Extended Educational Excursion** is an activity whereby the students leave the school property for an extended period of time (at least overnight) to fulfill a specific learning experience.
2. An **Educational Excursion** is an activity whereby the students leave school property (but do not stay overnight) to fulfill a specific learning experience.
3. A **Day Field Trip** is an activity whereby the students leave school property to visit a local site that is covered under the permission obtained at the beginning of the year (i.e. skating, nature walk).

Programming, Supervision, Evaluation

1. Educational excursions are subject to the same expectations as 'in-school' programs: namely, appropriate planning, adequate supervision and evaluations.
2. It is understood that the amount and type of supervision required will vary according to the particular circumstances of the activity and the needs of the participants.
3. All school trips or excursions shall have supervision of an amount and nature in accordance with the activities which will be pursued. The safety of the children is of paramount importance.
4. Volunteer supervisors must be approved by the Principal/Vice-Principal and will provide a Criminal Reference Check prior to departure.

5. Each school trip shall be part of a learning situation closely related to the school program, the details of which will be included on the approval forms (Appendix A or B) and the supporting documentation and any weekend trip will include a scheduled opportunity to participate in Sunday Eucharist.
6. Pupils are subject to the same behavioural expectations as when at school. Disciplinary matters will be handled as they would be in school, namely with a progressive discipline approach by the teacher/chaperones first and where warranted, by the Principal/Vice-Principal/designate at the earliest possible time during or following the excursion for more serious matters. The Board and School Code of Conduct Policy applies to pupils during all trips. Written and verbal communication provided to students and parents prior to an excursion will include a reminder of expectations for pupil conduct.
7. Only Board pupils, staff, approved volunteers and other individuals who have been pre-approved by the Principal/Vice-Principal are eligible to participate in school trips.
8. Board staff are under the same requirement to ensure duty of care under the Education Act and College of Teachers Standards of Practice, as when at school.
9. Within 20 school days of the conclusion of an External Educational Excursion, the group staff leader will submit to the Principal/Vice-Principal, an evaluation of the excursion.

Approval and Review Dates

Prior Date Approved: June 22, 2011

Revised Date Approved: June 22, 2016

Review Prior To: June, 2019

Reviewed by: Policy Committee, Administrative Council