

ADMINISTRATIVE REGULATION**EDUCATIONAL EXCURSIONS
& DAY FIELD TRIPS**

DUTIES: THE PRINCIPAL SHALL ENSURE THAT

1) FOR EXTENDED EDUCATIONAL EXCURSIONS AND EDUCATIONAL EXCURSIONS

- Signed parental permission is obtained in advance of the occasion for all Educational Excursions.
- An agenda, outlining activities is to be sent home to the parents. This agenda is to be separate from the permission form which is to be returned to the school. The agenda is to include an outline of potential risks involved in engaging in the proposed activity.
- A sufficient number of adult supervisors, who have been thoroughly briefed in all aspects of the excursion shall be provided.
- Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion.
- All excursions are properly planned and financed prior to seeking approval.
- No student is prevented from participating in an excursion because of inability to pay. It is the responsibility of the school arranging the educational excursion to ensure there are sufficient funds available to cover costs for any student unable to pay.
- An appropriate educational program is provided for any student remaining at the school.
- When excursions include a Sunday, arrangements shall be made for all students and staff to participate in Sunday Eucharist.
- For Extended Educational Excursions when students of both sexes are involved, male and female adult supervisors shall be required.

2) FOR DAY FIELD TRIPS

- A consent form re: Day Field Trips, will be sent home to parents/guardians at the beginning of each school year covering Day Field Trips within the community (Appendix C).
- In addition, the teacher must notify the office when they are leaving the building and when they return to the school.
- On each occasion the teacher will notify the parents one week prior to the commencement of the excursion, explaining the purpose of the trip, means of transportation, risks involved and the number of chaperones.
- A sufficient number of adult supervisors, who have been thoroughly briefed in all aspect of the excursion shall be provided.
- Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion.
- All excursions are properly planned and financed prior to seeking approval.
- No student is prevented from participating in an excursion because of inability to pay. It is the responsibility of the school arranging the educational excursion to ensure there are sufficient funds available to cover costs for any student unable to pay.
- An appropriate educational program is provided for any student remaining at the school.

APPROVALS:

- a) All requests for educational excursions must be submitted first to the Principal for his/her approval before proceeding with any arrangements.
- b) Notification of intent to conduct an Extended Educational Excursion must be made three (3) months in advance to the Principal and Director of Education (use Appendix A attached) for approval.
- c) Notification of intent to conduct an Educational Excursion must be made one (1) week in advance to the Principal (use Appendix B attached) for approval.
- d) Notification to the Principal of intent to conduct a Day Field Trip must be made one (1) week in advance of the trip. Individual permission forms are to be prepared prior to each Day Field Trip.

EVALUATIONS:

Following any Extended Educational Excursions, an evaluation report must be filed with the Principal. These reports are to be made available to the Board upon request.

PROCEDURE:

- a) Emergency information on permission forms will be in possession of the trip supervisor and the school office (Appendix D).
- b) Students who might endanger themselves or others, in the opinion of the principal/supervising teacher, would not be allowed to join the excursions.

CONTACT LIST:

In the event of lateness or an emergency, a contact list shall be in place with a designated person back in the home town to ensure efficient notification of all families involved.

SUPERVISORS:

- a) All employees and non-employees supervising excursions and field trips must be aware of the Ontario, Superior North Catholic DSB and School Codes of Conduct. The standards in the Codes of Conduct apply to all participants at all locations and at all times, during an excursion/field trip.
- b) All non-employee supervisors must have Criminal Background Checks with vulnerable sector screening.
- c) Educational Assistants who **volunteer** to participate in an excursion will not be permitted to bank extra hours.
- d) Educational Assistants who are **required** to attend an excursion to supervise a specific student (to ensure that student's safety and the safety of others) will bank extra time as per their Collective Agreement.

**REQUEST FOR
EDUCATIONAL EXCURSION**

Instructions:

This form must be submitted to the Principal **at least one (1) week prior** to the excursion.

EVENT: _____ DATE: _____

ITINERARY DESCRIPTION: _____

CURRICULUM EXPECTATIONS TO BE ADDRESSED: _____

TRANSPORTATION: _____

SUPERVISORS: _____

RISKS: _____

Requester's Signature

Date

PRINCIPAL'S COMMENTS: _____

Principal's Signature

Date

DAY FIELD TRIP CONSENT FORM

During the course of the year, teachers may wish to take the classes on short excursions to various locations in the immediate vicinity to enhance the concepts being taught in their classrooms. Trips may include nature walks, visits to various businesses, sports, and other such activities.

As this is a school related activity and the students will be leaving the school property, we require your consent, therefore we are requesting that you complete the form below which is a blanket consent form for the year. However, on each occasion the parents have the final decision as to whether their child may go on the trip. All out-of-town trips will require individual parental consent at the time of the excursion.

I the undersigned parent/guardian, hereby give my permission for my child/children:

to participate in field trips that are within the town limits of _____.
I further understand that I will be notified one week in advance of the trip, its purpose, means of transportation, the number of chaperones and any other pertinent information.

Date

Signature of Parent/Guardian

EXTENDED EDUCATIONAL EXCURSION

*** PERSONAL AND CONFIDENTIAL ***

SURNAME: _____ GIVEN NAME: _____

AGE: _____ BIRTH DATE: _____

HEALTH CARD #: _____
(Optional)

ADDRESS: _____ TELEPHONE #: _____

PARENT/GUARDIAN: _____

BUSINESS PHONE #: _____

EMERGENCY CONTACT PERSON: _____

HOME TELEPHONE #: _____ BUSINESS #: _____

List any MEDICAL conditions (ie. contact lens, braces, allergies, disorders, etc.) as well as any medication to be taken.

I hereby give _____ permission to participate
in the _____.

Date

Signature of Parent/Guardian