


Windsor-Essex Catholic District School Board



Section: Schools

POLICY SC: 04
Field Trips/Excursions

NUMBER:	SC: 04
EFFECTIVE:	Oct. 23, 2007
AMENDED:	November 22, 2011
RELATED POLICIES:	See References
REPEALS:	SC:04 Field Trips
REVIEW DATE:	2017-2018

1.0 OBJECTIVE:

- 1.1 To support field trips and excursions that are approved and appropriately supervised.

2.0 DEFINITIONS:

- 2.1 Field trips are out-of-school studies that are directly linked to specific subject curriculum expectations designed to enhance student knowledge and to provide students with a quality Catholic education, enabling all to grow to their potential.
- 2.2 An excursion is an out-of-school activity that is not directly linked to specific subject curriculum expectations, but that is provided to enrich and promote students' social growth, or to benefit and enhance the faith-based school culture.
- 2.3 Field trips and excursions are trips, approved by the Windsor-Essex Catholic District School Board or its appropriate representative, where students travel to a location beyond the school property. This could include, but not be limited to, neighbourhood studies, visits to buildings and sites of historical interest, to museums, galleries, factories, sports events, community rinks, pools and arenas, zoos, farms, Provincial Parks, day and overnight visits, travel beyond the province and to other countries.
- 2.4 An unapproved trip is one, which has not followed the process established by Board administration to receive official approval or is one, which has followed the process, but has been denied. Neither the school nor the School Board shall sponsor, promote, or participate in the planning of any unapproved trip. Any Board employee involved in an unapproved trip may face disciplinary procedures and would surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation.

3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board believes that:
 - a) Learning experiences beyond the school should be available to every student at every grade level;
 - b) Field trips and excursions should encompass all aspects of learning;
 - c) All out of school experiences occurring during school hours should be available to

all students in a designated class, grade or course, without dependence upon the financial status or means of individual families;

- d) Every effort shall be made to ensure that all field trips/excursions are available and accessible to students with special needs;
- e) All teachers should be encouraged to use the learning experiences gained through quality field trips/excursions as part of their teaching/learning strategies and where such field trips/ excursions directly relate to curriculum all efforts should be made to include all students within that grade or subject (including those in combined grade level classes);
- f) Field trips and/or excursions may incorporate training in recreational activities as a possible preparation for the profitable use of leisure time;
- g) Students of all ages and grades should learn to appreciate and respect the out-of-doors in order to heighten interest in the care and preservation of the environment;
- h) Parents should be made aware of the Board's Field Trips/Excursions Policy and Procedures that are to be followed by schools for the safety and supervision of the students participating in learning experiences off the school property.

4.0 SPECIFIC DIRECTIVES:

- 4.1 **The following high-risk activities are inconsistent with the high standard of safety required of all Board educational programming. These trips will not be considered as approved field trips/excursions:**

- a) trips to natural disaster areas e.g. earthquake, floods, hurricane, tornado;
- b) trips to war zones/regions with political or civil instability – imminent or existing;
- c) trips requiring use of non-commercial aircraft;
- d) hot air balloon rides or skydiving;
- e) trips involving downhill skiing, snowboarding, snow tubing, cliff rappelling, rock climbing in natural terrain, white water rafting, firing ranges, paint-ball warfare games, wilderness and/or winter camping

For any other proposed field trips/excursions involving heightened safety risk (including, but not limited to, swimming, boating, ice skating, various physical activities involving inherent risk of injury) organizers must conduct a risk assessment, with a plan to provide for safety, and submit this to the Principal for his or her consideration when recommending/approving field trips/excursions.

- 4.2 Field trip/excursion planning shall include careful consideration and preparation in relation to the following: funding, training, travel, supervision, risk assessment/management, contingency planning and evaluation. In approving a field trip or an excursion, the Board or its appropriate representative shall consider the following:
- a) The impact on student learning due to the loss of regular instruction time;
 - b) The contribution of the experience to curricular learning and school program objectives, including how it ties in with class activities before and after the field trip/excursion;
 - c) The contribution of the experience to general student development;
 - d) The appropriateness of the field trip/excursion given the students' age and

development;

- e) The safety and supervision requirements for all students;
- f) The field trip/excursion in relation to the development of a responsible fiscal plan;
- g) The development of an appropriate and cost effective plan for the coverage of any teacher and support staff absence. The Board shall not be responsible for any costs related to the field trip/excursion. All costs incurred for a field trip/excursion shall be the responsibility of the school (including the cost of occasional teachers). The school shall ensure that costs are covered through school funds, fundraising activities and/or participant contributions.
- h) Costs of transportation (including costs of any specialized transportation required by students with special needs) shall be covered as set out in 4.2 (g) above.
- i) All fees collected from students must be in accordance with the Board's policies/procedures and Ministry guidelines respecting student activity fees.
- j) The effect of the absence from school of teacher leaders and student participants on students, teachers and programs remaining at school;
- k) The educational value in proportion to the time spent traveling, the time lost from class, the time spent on the planned activity, and the cost to each student;
- l) Participation in athletic events or tournaments, arts performances or competitions, outside the immediate region (Ontario, South-eastern Michigan) must be part of an adjudicated competition. Athletic events or tournaments must be sanctioned by a recognized governing athletic body;
- m) An assessment of the potential for risk of injury arising out of the proposed activity. The assessment shall include consideration of the recommendations of the Ontario School Board Insurance Exchange and the provisions of the Ontario Physical Education Safety Guidelines;
- n) Field trips/excursions that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, shall not be approved.

4.3 This policy excludes student exchanges, co-op education and placement, and credit courses outside of school and outside the regular school day.

4.4 Administration shall develop procedures to establish approval requirements and guidelines to govern field trips and excursions.

5.0 RESPONSIBILITY:

5.1 Teachers, Principals and Senior Administration shall ensure compliance with the provisions of the Policy and any supporting procedures.

6.0 REVIEW AND EVALUATION:

6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.

6.2 This policy shall be reviewed during the 2017 - 2018 policy review cycle.

7.0 REFERENCES:

Education Act and its Regulations
Safe Schools Act
Ontario Physical and Health Education Association's *Ontario Physical Education Safety Guidelines*
Highway Traffic Act, and its Regulations
Municipal Freedom of Information and Protection of Privacy Act

Related Board Policies and Procedures which support this policy are:

Pr SC: 04 Field Trips / Excursions
A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
SC: 02 Fundraising
F: 05 Fees for Learning Materials and Activities
Pr F: 05 Fees for Learning Materials and Activities
SC: 09 School Volunteers
SC: 15 Code of Conduct
SC: 18 Bullying Prevention and Intervention
Pr SC:18 Strategies for Bullying Prevention and Intervention
SC: 19 Environmental Education
Pr SC: 19 Environmental Education
ST: 05 Student Discipline Policy
Pr ST:05 Student Discipline Procedure
ST: 11 Student Health Support (Including Medication Administration at School)
Pr ST: 11 Student Health Support (Including Medication Administration at School)
ST: 11A Anaphylaxis Policy
Pr ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication)
ST: 15 Accidents/Students