

# THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

## SUBJECT:

EDUCATIONAL FIELD TRIPS

3E:4



## **POLICY STATEMENT:**

The Huron-Perth Catholic District School Board believes that well organized educational excursions are of significant value to the participants. Educational excursions are to be consistent with the school board's mission, Catholic Graduate expectations, and curriculum expectations as outlined in the Ontario Curriculum documents.

Therefore educational excursions will be expected:

- To enhance the spiritual and Catholic Faith Formation goals of our school system
- to enhance the academic, cultural, social or athletic components of the school program
- to address the programs of those students who are not involved in the proposed activity to ensure that they will not be affected adversely
- to provide a proportional educational value in relation to the time spent traveling, the time spent on the activity, and the cost to each student
- to provide evidence of adequate preparation and follow-up
- to be as inclusive as possible
- to include adequate supervision under the direction of a teacher or employee of the Board and comply with educational health and safety standards

## **PROCEDURE:**

*Educational Excursion is defined as an activity in accordance with the Act, whereby students leave school property for a specific learning experience.*

1. For all approved Educational Excursions it must be ensured that:
  - a) Signed, informed parental permission has been obtained in advance.
  - b) For out of province (Ontario) travel:
    - i) All students, teachers and chaperones have appropriate medical insurance and identification.
    - ii) Parents have an itinerary of scheduled events, contact information and phone numbers.
  - c) Adequate supervision will be provided so that precautions are taken to address the safety of the students in accordance with the schedule of *Supervision Requirements* as outlined in the Educational Excursion Procedures Manual (see attached).

*continued*

2. Travel opportunities which are not specifically connected to a course or to a specific aspect of our chaplaincy, arts, or athletics programs, will be considered for approval as board-sanctioned field trips in our secondary schools on the following conditions:
  - a) No more than two trips of this nature per secondary school per year will be approved.
  - b) No loss of instructional time will occur.
  - c) All other goals and requirements outlined in this Policy and the accompanying Procedures Manual must be adhered to.
  
3. High-risk activities including, but not limited to, downhill skiing, snowboarding, rafting, and small craft motorized boating are inconsistent with the high standard of safety required of all educational programming. These trips will not be approved as Board or School Educational Field Trips. For any other proposed field trips involving a heightened safety risk, organizers must conduct an OSBIE risk assessment and provide this to the Principal. Board staff will not act as agents, nor advertise for non-approved Field Trips at school or during the school day.
  
4. For field trips to destinations outside of Canada, the school principal and trip planners must consult the Federal Government's Foreign Affairs and International Trade website ([www.voyage.gc.ca](http://www.voyage.gc.ca)) to determine if a travel warning exists for the proposed destination. Field trips to destinations with a travel warning of level three or higher will not be approved. Approved field trips must be cancelled if a travel warning of level three or higher is reached. Field trips to destinations with a travel report of level two or lower may also be prohibited, should the Superintendent conclude that the trip is inconsistent with the high standard of safety required of all educational programming.
  
5. The detailed procedures and requirements are found in the Educational Excursion Procedures Manual.

**BOARD APPROVAL:**

September 28, 1998  
 June 21, 2004  
 Reviewed August 27, 2007  
 June 15, 2009  
 October 24, 2011

**EFFECTIVE DATE:**

September 29, 1998  
 June 22, 2004  
 August 28, 2007  
 June 16, 2009  
 October 25, 2011