



Report to the Board of Trustees

Revised Policy Code: I 5.1 – Field Trips and Excursions

Prepared By: Jacquie Davison, Superintendent of Business and Treasurer

Public:

In Camera:

Budget Implications:

Core Priority:

- Student Achievement and Well-Being
- Effective Stewardship of Board Resources
- Appropriate and Effective Faith-Based Programming
- Organizational and Capacity Building

Meeting Date: December 5, 2016

Report Number: E.12.(r).16.

Action:

Information:

Follow Up Item:

Prev. Report #: *Prev Num*

Recommendation(s):

That the Board of Trustees approve revised Policy Code: I 5.1 – Field Trips and Excursions, as presented, effective immediately.

Background and Purpose

At the September 26, 2016 Regular Meeting the Board of Trustees passed the following motion:

1. That the Board of Trustees give first reading to revised Policy Code I 5.1 – Field Trips and Excursions.
2. That revised Policy Code: I 5.1 – Field Trips and Excursions be circulated to all schools, the District School Council/PIC and presidents of all employee union and professional groups for review and response by Friday, November 4, 2016 to Superintendent of Business, Jacquie Davison for presentation at the regular Board meeting on Monday, December 5, 2016.

Discussion

No feedback was received on the draft policy.

Attachments:

- Revised Policy Code: I 5.1 – Field Trips and Excursions

EDUCATIONAL FIELD TRIPS AND EXCURSIONS**POLICY****CODE: I 5.1****Policy Statement:**

The London District Catholic School Board establishes as policy that educational field trips and excursions are provided to students 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.

Purpose:

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.

1. Principles

- 1.1. 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.
- 1.2. All educational field trips and excursions shall have appropriate approval.
- 1.3. Due regard shall be given to ensuring the safety and security of participants.
- 1.4. Details of the excursion shall be communicated to parents and administration.
- 1.5. 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 to reflect equity within a school community.

Requirements:**2. Definitions:**

- 2.1 The terms "field trip" and "excursion" includes any event or program, which, for educational purposes, has students leaving the school property and are approved by the London District Catholic School Board or its appropriate representative.
- 2.2 Field trips are defined as trips that usually occur within one day. Field trips are activities in which all students in a particular course or grade are expected to participate as part of the regular curriculum. Field trips may also encompass extra-curricular activities, including team sports and clubs and enrichment activities, for example robotics, etc.

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- 2.3 Excursions are defined as trips usually lasting more than one day. Excursions are activities offered by schools as opportunities for student experience and learning in which a student voluntarily chooses to participate and these excursions may or may not be linked with a specific course, grade or curriculum. In either case, Student Learning Objectives for the trip will be submitted with the request for approval
- 2.4 The term field trip or excursion does not include student exchanges, e-learning, enrichment opportunities program, co-op education and placement or credit courses (i.e. dual credit)
- 2.5 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
- 2.6 An unapproved trip is defined as one that ~~has~~ does not followed the process established by Board policy to receive official approval. Staff participating in unapproved trips may be subject to progressive discipline.

3.0 Process:

- 3.1 Safety shall be the priority in the planning and implementation of all field trips and excursions.
- 3.2 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. The Ontario Catholic Graduate Expectations and The Ontario Curriculum shall be inherent to all curricular outings.
- 3.3 All field trips shall be available to all students in a designated class, grade or course, without dependence upon the financial status or means of individual families.
- 3.4 All educational field trips and excursions that involve student service projects with outside organizations must partner with organizations that support the parameters of Educational Partnerships Policy K 4.3. All school staff 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.
- 3.5 Outside of Country Trips must register with the Government of Canada prior to the trip for notification and location information in a crisis and/or emergency.

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- 3.6 The Government of Canada collects continuous reports on safety and security abroad from a variety of sources and monitors world events. The team also analyzes trends and incidents affecting international travelers. Travel Advice and Advisories are updated promptly to inform Canadians of situations that may affect their safety and security abroad. Information can be found at: <https://travel.gc.ca/>. Schools are encouraged to also use this website for Registration of Canadians Abroad. Registration of Canadians Abroad is a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest. If the Government of Canada issues a travel advisory for a country where an excursion is planned, the excursion must be altered to avoid the designated country. If changes cannot be made due to logistics, the trip must be cancelled. This information must be communicated and agreed to by the tour group, student participants and parents/guardians before students and their families consider committing to the trip. In cases where an unforeseen event occurs during a trip that may compromise safety and security, the Board may immediately cancel and arrange transport for students back to Canada at its own discretion. Given the possibility of cancellation due to unforeseen events, schools are required to include mandatory “risk of harm” insurance for each participant as part of the overall cost of the trip on all trips that include flight.
- 3.7 **ALL** field trips and excursions must be under the supervision of a certified teacher. 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 include instruction by the certified teacher with qualifications in the specialized activity as per the Ontario Physical and Health Education Association (OPHEA) guidelines. If the supervising certified teacher does not have current specialized qualifications, a third party qualified instructor must be present for the duration of the instruction and for the duration of the specific activity.
- 3.8 The informed consent of parents/guardians must be obtained for all field trips and excursions. Students age 18 and over may consent on their own behalf.
- 3.9 Every effort shall be made to ensure that the field trip or excursion is appropriate to the age, maturity, experience, health, skill, physical abilities and exceptionalities of the participants. Consideration should be given to the nature of the activity, the skills necessary to safely participate and the progression of skill needed prior to the activity.
- 3.10 The Principal shall ensure that the number of teachers and adult supervisors accompany students on all field trips and excursions is consistent with OPHEA Guidelines and in accordance with the minimum supervision ratios outlined in Educational Field Trips and Excursions Procedure. Minimum ratios for specific trips are available to parent/guardian(s) by request from the Principal.

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- 3.11 Field trips and excursions may incorporate recreational activities. 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.
- 3.12 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.
- 3.13 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 field trip or excursion is not encompassed by the Educational Field Trip and Excursion Policy and/or covered under Ontario Physical and Health Education Association (OPHEA) Guidelines, please contact your Supervisory Officer for further information.
- 3.14 There must be supervisors for all activities including scheduled "free-time" activities – at no time are students left alone. A system (using phone or appropriate apps) must be in place for communication on the trip should persons become lost/separated or in the event of an emergency.
- 3.15 Provisions are to be made for students with special needs and accessibility challenges.

4. Approval:

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

- 4.0 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 (OSBIE) and the provisions of the Ontario Physical and Health Education Safety Guidelines (OPHEA).
- 4.1 The contribution of the experience to learning within the Ontario curriculum and the Ontario Catholic Graduate Expectations, including how the experience engages students in learning prior to and following the educational field trip/excursion.
- 4.2 The fiscal responsibility of the educational field trip/excursion.
- 4.3 All field trips and excursions require prior approval. This applies to any field trip or excursion that may take place on school days and/or weekends, and/or holidays (including summer holidays) and/or after school hours, pursuant to the procedures and requirements outlined in Educational Field Trips and Excursions Policy

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- 4.4 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.
- 4.5 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.
- 4.6 Field trips/excursions require approval according to the following schedule:

Approval Required	Type of Trip
Principal Approval (Subject to review by Supervisory Officer and Director)	All educational field trips and excursions of one day or less including: <ul style="list-style-type: none"> • 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, Catholic • Teachers Athletic Association (CTAA), Thames Valley Regional Athletics (TVRA), • Western Ontario Secondary School Athletics (WOSSA) or Ontario Federation of • School Athletic Associations (OFSAA) • All field trips or excursions beyond regular school hours with no overnight stay
Principal Approval AND Superintendent Approval (30 Days in Advance of Trip)	Superintendents will consider approval for Principal approved trips as follows: <ul style="list-style-type: none"> • All educational field trips and excursions of more than one day duration with an overnight stay
Principal Approval AND Superintendent Approval AND Director Approval (6 Months in Advance of Trip)	The Director will consider approval with report to the Board for information for all Principal and Supervisory Officer approved trips as follows: <ul style="list-style-type: none"> • All educational field trips and excursions outside of Canada, overseas and/or more than 1000 km beyond the boundaries of the London District Catholic School Board and/or those trips/excursions including flight.

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5. Safety:

- 5.1. Safety shall be given the highest priority when planning or approving field trip/excursions.
- 5.2. Adherence to approved procedures is expected of all students, staff and volunteers.
- 5.3. With due consideration being given to the nature of the trip, an appropriate number of chaperones shall be available to ensure adequate supervision.
- 5.4. 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.
- 5.5. When special training or supervision is required, it shall be given by a qualified person and, where appropriate, include provisions for training in advance of the field trip/excursion.

6. Communication:

- 6.1. Communication with parents shall occur only after approval has been received for a field trip/excursion. Interest may be solicited with clear communication indicating the field trip/excursion will only occur pending approval.
- 6.2. Parental notification must be given for all activities during which a student, for educational purposes, leaves the school property.
- 6.3. Parental approval is required for all field trips and excursions.
- 6.4. Communications to parents for all field trips and excursions shall include a detailed itinerary, travel arrangements, safety plans, anticipated costs and, where applicable, meal and accommodation arrangements as well as emergency contact information for parents to contact supervisors.
- 6.5. In the event of an emergency, the Principal of the school and the parents/guardians shall be notified.
- 6.6. If a trip is to occur on a Sunday or Holy Day of Obligation, the itinerary shall include the celebration of Holy Eucharist.

7. Financing:

- 7.1. When local resources fulfil the needs of a learning experience, they are to be selected over more costly or extended field trips/excursions.

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- 7.2. Students shall not be denied participation because of the cost of a field trip ~~or excursion~~. All field trips 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 requested to participate in fundraising activities.
- 7.3. An excursion must adhere to our guiding principles for inclusion and be accessible to all eligible students. Two types of fundraising opportunities will be made available. A general school fundraiser will be provided to allow for the generation of funds for students in need. In addition, fundraising opportunities will be available for individual students who wish to participate.
- 7.4. In extenuating circumstances, individual cases of need may be referred to the Principal.
- 7.5. All designated chaperones and any guests of the trip shall be responsible for personal expenses beyond what is covered as part of the cost of the trip.
- 7.6. Board employees or chaperones shall not profit financially or otherwise from a school sponsored trip, including, but not limited to: financial reimbursement and/or "points/credits" that can be used by the employee/chaperone to reduce the cost of future trips.
- 7.7. All costs required for supervision that are associated with Occasional Teachers for field trips and excursions must be included in the cost of the field trip or excursion and will not be paid by the London District Catholic School Board.
- 7.8. All costs required for supervision that are associated with Educational Assistants, Early Childhood Educators, or other staff must adhere to collective agreements and be included in the cost of the field trip or excursion and will not be paid by the London District Catholic School Board.
- 7.9. The fiscal responsibility and costing of all field trips and excursions shall be at the discretion of the Principal under the supervision of Supervisory Officer.

Expected Outcomes

The policy on Educational Field Trips and Excursions provides direction for the planning and provision of enhanced learning activities for students that are consistent with our Catholic faith, are safety conscious, inclusive, and affordable.

Associated Policies

Policy Code: A 3.3 - Safe Schools

Policy Code: E 1.1 - Crisis Response

Policy Code: I 3.1 - Fundraising

Policy Code: J 4.03 - Emergency Medical Treatment of Students

Policy Code: J 5.05 - Code of Conduct

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Adopted: July 13, 1998
Revised: