

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

EDUCATIONAL EXCURSIONS	POLICY
EFFECTIVE: 2000 12 01/ 2002 05 28/ 2002 12 01/ 2004 09 01/ 2007 05 22/ 2013 04 23/ 2019 06 18	

POLICY STATEMENT:

The St. Clair Catholic District School Board acknowledges the value of well-planned learning activities outside the classroom, which afford all students opportunities to come into direct contact with, and to experience the world in which they live. All educational excursions must be consistent with the St. Clair Catholic District School Board’s mission and vision, the Ontario Catholic Graduate Expectations and the curriculum expectations as outlined in the Ontario Curriculum.

POLICY GOALS:

This policy will ensure the following:

1. that educational excursions are carefully planned to provide extended learning opportunities, in order to achieve specific curriculum expectations.
2. that student safety is the priority in the planning and implementation of all excursions.
3. that student participation is approved by informed, written parental/guardian consent and that it is not constrained by financial resources of the family.
4. that the excursion is appropriate to the age, maturity, experience, health, skill, physical abilities and exceptionalities of the participants. As far as possible, the excursion will be appropriate to the cultural backgrounds and experiences of all students.
5. that excursion planning will include careful consideration and preparation in relation to the following: funding, costs, training, travel, supervision, risk management, contingency planning and evaluation.
6. that teachers, principals and senior administration will act in compliance with the provisions of the Policy and any supporting procedures.

DEFINITIONS:

Co-Instructional Activities:

Section 1(1) of the Education Act defines co-instructional activities as follows:

- “ . . . activities other than providing instruction that,
- a) Support the operation of schools,
 - b) Enrich pupils’ school-related experience, whether within or beyond the instructional program,
- or
- c) Advance pupils’ education and education related goals, and includes but is not limited to activities having to do with school-related sports, arts and cultural activities, . . . ”

Organizers of excursions that are to be considered co-instructional must be able to justify the excursion as it relates to the above definition. Excursions in isolation or of dubious relevance will not be approved.

Informed Consent:

Consent given after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity; a reasonable effort would include measures such as translation or interpretation in the consenting person's first language.

Excursion Leader:

A certified teacher from the school will serve as the teacher in charge on the excursion. The principal shall not designate an occasional teacher as teacher in charge of the excursion, unless the occasional teacher is a long-term occasional teacher who, in the judgement of the principal, has sufficient knowledge about the students and the activity of the excursion.