



KENORA CATHOLIC DISTRICT SCHOOL BOARD

200 Educational Programs & Materials Procedures

AP 203: School Excursions

School excursions are an integral part of the system's curriculum. The involvement of parents in school excursions is encouraged, to promote parental interest in the school's and the system's programs, to assist in supervision and fundraising and to enhance the board's public relations.

1. Definitions

- 1.1 **School Activities Trip:** an out-of-school learning experience that takes place within the school day and is within a reasonable and safe walking distance of the school. Form #040 – School Activities Permission must be completed.
- 1.2 **Day Field Trip:** an out-of-school learning experience that takes place within the school day, including transportation to and from the program site.
 - Form #042 – Field Trip Approval
 - Form #041- Day Field Trip Parent Information & Consent must be completed.
- 1.3 **Extended Field Trip:** an out-of-school learning experience which extends beyond one or more school days, and includes overnight accommodation. The following forms must be completed:
 - Form #043 – Out of Town Extended Excursion Approval in Principal
 - Form #044 – Extended Excursion Approval
 - Form #045 – Extended Field Trip Parent Information and Consent
 - Form #046 – Extended Field Trip Medical Information

2. General Procedures

- 2.1 **Based on Program**

All excursions must be based on the classroom program, be preceded by adequate classroom preparation and be followed up with appropriate classroom activities.
- 2.2 **Informing Parents**
 - 2.2.1 It is the responsibility of the principal to ensure that parents are informed in writing of all excursions.
 - Form #041 – Day Field Trip Parent Information and Consent

- Form #045 – Extended Field Trip Parent Information and Consent
- or a personalized letter containing all elements of the above forms shall be utilized.

2.2.2 Signed parental consent must be completed for all participating students and retained on file in the school.

2.3 **Medical Information**

A Form #043 - Extended Field Trip Medical Information for each participating student must be obtained for all extended excursions.

2.4 **Retention of Forms**

The forms are retained by the excursion leader and are destroyed at the discretion of the principal following the excursion.

2.5 **Student Behaviour**

2.5.1 All students involved in the excursion are to demonstrate appropriate behaviour consistent with the school's Code of Student Behaviour.

2.5.2 The principal may withhold permission to participate in an excursion from students who persist in behaviour inconsistent with the school's Code of Student Behaviour.

3. **Supervision**

The principal and supervising teacher(s) shall modify the standard of supervision by considering the risk factor, the nature, the extent, and the duration of the excursion and the characteristics of the student group involved.

4. **Accommodation**

4.1 Where co-ed groups of students are involved in over-night excursions, the principal shall ensure that a minimum of one male and one female supervisor accompany the group.

4.2 Where a single gender group of students is involved, a supervisor of the same gender will accompany the group.

4.3 Supervisors are to be quartered on the same floor or in the same general area as the students.

5. Responsibilities of the Supervising Teacher

- 5.1 The principal will ensure that the supervising teacher(s) for the excursion will:
- 5.1.1 where appropriate, organize an orientation session for the participating students, parents and other adult supervisors;
 - 5.1.2 where appropriate supply each student with an itinerary, a code of conduct, and a list of the appropriate clothing and/or supplies;
 - 5.1.3 have in his/her possession during extended excursions, the names and addresses of persons to contact in an emergency, and completed
 - Form #046 – Extended Field Trip Medical Information;
 - 5.1.4 provide the principal with itinerary, emergency contacts and a passenger list by vehicle.
- 5.2 Where a group is travelling outside Canada, additional information and requirements must be considered by participants and supervisors, for example:
- birth certificates
 - visa/passports
 - immunization certificates
 - extra medical insurance, and
 - knowledge of Customs Regulations

Form Associated with this procedure:

Form #040	School Activities Permission
Form #041	Day Field Trip Parent Information & Consent
Form #042	Field Trip Approval
Form #043	Out-of-Town, Extended Excursion Approval in Principal
Form #044	Extended Excursion Approval (2 pages)
Form #045	Extended Field Trip Parent Information and Consent
Form #046	Extended Field Trip Medical Information

Legal References: Education Act –
Regulation 298 S. 11 (a) & (f) Duties of Principals
Regulation 298 S. 20 (b) & (g) Duties of Teachers

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