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## Educational Excursions Policy

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Date Approved: November 2011

Projected Review Date: November 2014

### **Purpose:**

HWDSB believes that a quality education includes the opportunity for all students to participate in educational excursions. HWDSB values the connection between educational excursions and the curriculum in extending and enriching the educational experience to assist students in achieving their full potential.

### **Intended Outcomes:**

To provide a framework for HWDSB staff to enable all students to participate in educational excursions.

To provide educational excursions that represent but are not limited to live theatre, live music, art galleries, museums, historical sites, cultural events, healthy active living activities, environmental trips, and educational films and documentaries related to the Ontario Curriculum.

To create opportunities for all students to experience the richness and diversity of their local community and culture, and beyond.

To ensure that educational excursions are accessible to all students, regardless of race, religion, socio-economic status, gender, sexual orientation or (dis)ability.

To increase opportunities for student, parental and community engagement.

To ensure that educational excursions are planned in accordance with Board and Ministry policies/directives and communicated appropriately to parents.

To provide direction to schools as they plan educational excursions that are age-appropriate, constructive in nature, and meet Ontario curriculum expectations and safety guidelines (e.g. Ontario Physical and Health Education Association (OPHEA) guidelines).

### **Responsibility:**

Superintendents of Student Achievement

### **Definition:**

**Educational excursion:** an educational learning experience for students that takes place outside their school campus, designed to enhance and enrich the overall educational experience, and linked to the curriculum and/or HWDSB strategic directions. Educational excursions provide the opportunity to explore the local community and culture, and beyond. Educational excursions should support opportunities for students to achieve their potential. Educational excursions represent but are not limited to live theatre, live music, art galleries, museums, historical sites,

cultural events, healthy active living activities, environmental trips and educational films and documentaries related to the Ontario Curriculum. The terms field trip, student/school trip and trip are deemed to be synonymous with the term educational excursion for the purpose of this policy.

### **Action Required:**

#### **General:**

- All schools and worksites in the HWDSB will comply with provincial legislation relating to student and staff travel. Moreover, this policy complies with other policies in the Board named herein.
- Schools will strive to provide equitable opportunities for all students to participate in educational excursions in their local community and beyond.
- All educational excursions will be linked to curriculum and /or HWDSB Strategic Directions (e.g. Achievement Matters, Engagement Matters, Equity Matters.)

#### **Equity:**

- A System Equity Excursion fund will be established. The system Equity Excursion fund may be accessed by high/moderate need schools to assist in providing opportunities for educational excursions.
- Schools may establish a school Equity Excursion fund to assist in defraying costs for educational excursions for students in need.
- Schools may use fundraising as a voluntary measure to defray costs.
- Accessibility for students with Special Needs will be ensured.
- Data will be collected in all schools across the district to track the opportunity to participate in educational excursions.
- Schools will use the 'equity lens' to ensure that all students across the district have the opportunity to participate in meaningful, curriculum-related educational excursions.

#### **Curricular Connections:**

- Schools will identify the link(s) to curriculum and/or HWDSB strategic directions on the Educational Excursions: Application for Permission form and the Educational Excursion: Information to Parent/Guardian forms within the Policy Directive.

#### **Implementation:**

- Training will be provided to HWDSB staff to implement this policy.
- Schools may wish to initiate an Educational Excursion Steering Committee.
- The principal will exercise his/her discretion to ensure the safety of all educational excursions.

## **Progress Indicators:**

There will be an annual report to ensure that students have the opportunity to participate in educational excursions that are strategically designed to enhance and enrich the students' overall educational experiences, linked to the curriculum and the Board's strategic directions, and include a range of educational experiences in support of student achievement. The information contained in this report will be gathered through the utilization of the Educational Excursions Tracking Form. Data from the tracking form will be utilized to guide school and system improvement planning to support equity among schools and within schools.

## **References:**

### **Government Documents**

Education Act—Part VI BOARDS , Duties & Powers

- Section 170 (1)9, 14 - insurance
- Section 171 Powers of Boards (1) 4 - voluntary assistants, 27 - athletics, 28 - activities, 36 - student activities, 46 - insurance
- Section 264 Duties of teacher
- Section 265 Duties of principal

Education Act Regulation 298 OPERATION OF SCHOOLS - GENERAL

- Section 11 (1) (a) (b) (f) (n) Duties of Principals
- Section 20 (a) (b) (d) (f) (g) Duties of Teachers
- Section 23 Requirements For Pupils

Ontario Curriculum

Ontario Physical and Health Education Association (OPHEA) Guidelines

Ontario Federation of School Athletic Associations (OFSAA) Regulations

Highway Traffic Act - Section 32 - licensing

### **HWDSB Strategic Directions**

Achievement Matters

Engagement Matters

Equity Matters

### **HWDSB Policies**

Accessibility Standards for Customer Service Policy

Diversity and Equity Pillar Policy

Equity Policy

Medical/Health Support Policy– Anaphylaxis

Nutrition Policy and Nutrition Policy Directive

Partnership Policy

Procurement Policy

Safe Schools Pillar Policy

School Council Policy

Special Education Plan

Student Learning Materials and Activities Fees Policy (Pending Approval)

Transportation Policy

Volunteer Participation in Board Activities Policy