



Educational Excursions

Date Approved: 2015

Projected Review Date: 2019

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PURPOSE:

Hamilton-Wentworth District School Board (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.

GUIDING PRINCIPLES:

- All students are able to participate in educational excursions.
- Opportunities 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.
- All students are able to experience the richness and diversity of their local community and culture, and beyond.
- Educational excursions are planned in accordance with Board and Ministry policies/procedures and communicated appropriately to parents.
- Educational excursions are age-appropriate, constructive in nature, and meet Ontario curriculum expectations and safety guidelines (e.g. Ontario Physical and Health Education Association (OPHEA) guidelines).

INTENDED OUTCOMES:

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

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Student Support Fund: This program supported through the HWDSB Foundation provides for the basic needs for at risk students to help alleviate the challenges and stressors surrounding the issues of financial disparity, thereby improving their potential educational outcomes. This can include excursions that include a cost.



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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 HWDSB will comply with provincial legislation relating to student and staff travel. Moreover, this policy complies with other policies in the Board.
- 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:

- The Equity Fund may be accessed by high/moderate need schools to assist in providing opportunities for educational excursions.
- 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.

Ontario Curriculum 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 Procedure.

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.



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PROGRESS INDICATORS:

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

REFERENCES:

Government Documents

Education Act—Part VI BOARDS, Duties & Powers
 Education Act Regulation 298 OPERATION OF SCHOOLS - GENERAL
 Ontario Curriculum
 Ontario Federation of School Athletic Associations (OFSAA) Regulations
 Ontario Physical and Health Education Association (OPHEA) Guidelines
 Ontario School Boards' Insurance Exchange (OSBIE)
 Highway Traffic Act - Section 32 – licensing

HWDSB Policies

Accessibility Standards for Customer Service
 Equity and Inclusive Education
 Medical/Health Support – Anaphylaxis
 Nutrition
 Partnership
 Procurement
 Student Fees
 Transportation
 Volunteer