

APPENDIX D

SCHOOL EXCURSIONS POLICY

Date: October 1, 2024

POLICY INFORMATION

Policy: School Excursions Policy

Section: Schools, Students and Learning

Last reviewed: April 2019

Lead department: Curriculum Leadership and Innovation

Phase I. INITIATE POLICY REVIEW

This workplan will be discussed at the Governance and Policy Committee (GAP) meeting on: October 1, 2024.

Proposed Content Changes:

- Policy to be reformatted into the updated branded policy template
- Reflect best practices in the sector

The proposed content changes are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions
- Operational requirements
- Simplify and/or update language
- Other

Phase II. ENGAGEMENT

Are external engagements applicable to this Policy?

- Yes
- No

Phase III. DRAFTING, REVIEW AND APPROVAL

- Pending feedback and direction from GAP, staff will prepare a draft of the revised School Excursions Policy for GAP review and approval during the 2024-2025 school year.



POLICY SECTION: STUDENTS
SUB-SECTION: EXCURSIONS
POLICY NAME: SCHOOL EXCURSIONS
POLICY NO: S.E.01

Date Approved: January, 1969	Date of Next Review: April 2024	Dates of Amendments: December 2013, December 1992, January 1987, April 1985, April 2019
Cross References: <ul style="list-style-type: none"> • Education Act • Occupational Health and Safety Act • Ontario School Boards’ Insurance Exchange • Ontario Highway Traffic Act • F.P.01 Purchasing Policy • H.M. 33 Acceptance of Hospitality or Gifts • S.M.04 Fund Raising in Schools • S.P.07 Physical Activities Within the Physical and Health Education Programs • S.S.09 Code of Conduct 		
Appendix Appendix A: The School Excursion Handbook		

Purpose:

This policy recognizes that schools will regularly have students leave the school property to enhance the achievement of the curriculum learning expectations outlined in the Ontario Curriculum and Ontario Catholic School Graduate Expectations. Experiential learning that normally occurs during excursions allows for the differentiation of instruction and enhances student achievement. The safety of students, staff, parents and volunteers is a priority during excursions and will be a primary consideration when organizing any school excursion.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members while participating in any school-sanctioned excursion. The Director of Education is responsible for this policy and the School Excursion Handbook. Superintendents, Principals and Teachers supervising excursions are responsible for ensuring the procedures are followed.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Policy:

The Toronto Catholic District School Board believes that well planned educational excursions enhance the physical, emotional, social, spiritual and academic development of the student. Consistent with the TCDSB Multi Year Strategic Plan, the Ontario Curriculum and the Ontario Catholic School Graduate Expectations, all excursions occurring at the TCDSB that have students and staff members leaving the school facility will be for educational purposes. The TCDSB is committed to an inclusive environment and strives to ensure that the classroom dynamics and activities support full participation of all students, where possible. All excursions must follow the operational procedures outlined in the School Excursion Handbook.

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The School Excursion Handbook of operational procedures will govern the respective aspects of this policy.
3. All excursions require the appropriate level of approval as prescribed in the School Excursion Handbook. The approval process will govern any contracts for services used in connection with the excursion.
4. All contracts will follow the process outlined in F.P. 01 Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts that may bind or obligate the Board in any way, unless expressly delegated by the Director of Education. Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.
5. Relevant information about the excursion will be provided to parents/guardians prior to obtaining permission for their child's participation. Permission forms found in the School Excursion Handbook must be used to secure the permission of parents/guardians.
6. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education. Overnight and international excursions will be governed by the following:
 - i. Only approved vendors and third party service providers identified on the Board website can be used to support an overnight or international excursion.

- ii. The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff members participating in a school excursion.
 - iii. No personal profit or remuneration will be gained by any staff of the TCDSB in regards to an excursion.
 - iv. Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.
 - v. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for students.
7. The safety and supervision of all students on excursions is of utmost importance. The rules regarding safety and supervision are contained in the School Excursion Handbook.
8. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.
9. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the School Excursion Handbook, including matters relating to:
 - i. relevance to the curriculum, where applicable;
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;
 - v. student health and safety.

10. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the School Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:
 - i. Student Accidents – Ontario School Boards’ Insurance Exchange
 - ii. Staff Accidents – The Occupational Health and Safety Act.
11. On those occasions where an excursion includes a Sunday, the teacher's plan shall specify participation in the Sunday Eucharist for all students and supervisors.
12. When the Board has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for the excursion in accordance with the Board’s policy, S.M. 04 Fund Raising in Schools, contributions made by individual students and/or parents, and costs assumed by individual students and/or parents.
13. All elective personal spending by any of the participants, whether students, parents or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; the Board cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
14. There may be occasions when the approval of an excursion previously granted must be withdrawn. In these situations, the decision will be made by the staff person(s) responsible for the approval, as set out in the School Excursion Handbook, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is

APPENDIX D

withdrawn, the staff person(s) responsible for the approval shall endeavor, as soon as possible, to advise all concerned and to assist them in recovering any resulting personal loss.

15. In the event of a cancellation or alteration of an approved excursion, reimbursement for financial losses regarding costs contributed or assumed by students, their parents, or staff, is governed by the following:
 - i. the general rule is that the Board will not reimburse students, parents, or staff, for any financial costs contributed or assumed by them;
 - ii. when the Board itself is reimbursed for some or all of the total cost of an excursion, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants;
 - iii. there are no circumstances in which the Board will reimburse or offer any reimbursement in respect of expenses incurred by students, parents or staff in connection with any private trip, or in connection with expenditures of a personal nature.
16. Reasonable attempts will be made to ensure that no student shall be prevented from participating on an excursion through inability to pay.
17. The Board extends to all teachers, students, and volunteer supervisors, on Board approved excursions, the same liability coverage that it would extend to them in the normal day to day operation of the school if their primary trip purpose is to supervise the students on that trip.
18. The TCDSB will not assume any liability whatsoever in connection with the organization, development or delivery of any private trip by staff, students, parents/guardians or other stakeholders that fall outside the parameters of this policy.

Definitions:

Excursion

An excursion is any Board or school approved event or program which, for educational purposes, has students leaving school property. All excursions must be supervised by a teacher who is a member of the Ontario College of Teachers.

Demonstrations and/or marches shall not be included or interpreted as excursions. Nonetheless, those activities in alignment with the TCDSB Multi Year Strategic Plan, and in particular, the strategic priority of Living Our Catholic Values, may be considered by the principal in consultation with the Area Superintendent. TCDSB excursions do not include private trips.

Excursions will include, but will not be limited to, the following:

- i. the use of local sites;
- ii. supplementary programs offered at a different location;
- iii. co-instructional programs;
- iv. one day trips within the Greater Toronto Area or beyond;
- v. overnight excursions within Canada; and
- vi. International trips.

Occupational Health and Safety Act

This legislation intends to protect workers from risks and hazards in the workplace. It sets out duties for all workplace parties and rights for workers and establishes procedures for dealing with workplace hazards.

Ontario Highway Traffic Act

This legislation applies to the provisional use of commercial and non-commercial motor vehicles on the roads and highways of Ontario, Canada. In the context of this policy, it references the transportation of students during excursions or sporting events.

Ontario Physical and Health Education Association (OPHEA)

OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living.

OPHEA Safety Guidelines must be followed when planning activities during all excursions.

Ontario School Boards' Insurance Exchange (OSBIE)

OSBIE is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices.

Private Trip

Private trips are those excursions that have not received the Board's approval, as set out in the School Excursion Handbook, and those trips for which the organizers have not applied for approval. They may involve staff and students of the Board. The Board will assume no liability whatsoever in connection with the organization, development or delivery of the excursion.

School Excursion Handbook

The School Excursion Handbook prescribes the operational procedures for all excursions offered at TCDSB, including administrative procedures for planning and supervising excursions, types of excursions, application and permission forms, transportation requirements, emergency planning and insurance. Safety considerations for students involved in activities during an excursion are also governed by the OPHEA safety guidelines.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

The School Excursion Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.