



POLICY NAME:	SCHOOL EXCURSIONS
POLICY SECTION:	Schools, Students and Learning
DATE APPROVED:	January 1969
DATE OF NEXT REVIEW:	2029
DATES OF AMENDMENTS:	April 1985; January 1987; December 1992; December 2013; April 2019; December 2024
RESPONSIBLE DEPARTMENT:	Physical/Health/Outdoor Education

Policy:

The 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/guardians and volunteers is a priority during excursions and will be a primary consideration when organizing any school excursion.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

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.

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 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. 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.
7. 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.
8. 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. Alignment with the curriculum;
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;
 - v. student health and safety.
9. 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
10. 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, Fund Raising in Schools, contributions made by individual students and/or parents/guardians, and costs assumed by individual students and/or parents/guardians.
11. All elective personal spending by any of the participants, whether students, parents/guardians 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.
12. 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/guardians, or staff, is governed by the following:

- i. the general rule is the Board will not reimburse students, parents/guardians, /guardians or staff, for any financial costs contributed or assumed by them;
- ii. when the Board itself 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/guardians or staff in connection with any private trip, or in connection with expenditures of a personal nature.

13. 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.

14. The TCDSB will not assume any liability 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.

15. Demonstrations and/or marches shall not be included or interpreted as excursions.

Cross References:

Legislation:

- Education Act
- Occupational Health and Safety
- Ontario Highway Traffic Act

TCDSB Policy/Procedure:

- Acceptance of Hospitality or Gifts
- Code of Conduct
- Fund Raising in Schools
- Physical Activities Within the Physical and Health Education Programs
- Purchasing Policy
- School Excursion Handbook

Other:

- Ontario School Boards' Insurance Exchange

Definitions:

Excursions: An excursion in 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.

Excursions will include, but will be limited to, the following:

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. Ontario Physical Activity Safety Standards in Education (OPASSE) 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: 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.

Evaluation and Metrics:

1. The policy will be reviewed every five years
2. The School Excursions Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.