

Toronto District School Board

Policy P033

Title: **EXCURSIONS**
Adopted: June 26, 2003
Revised:
Reviewed: March 2013
Authorization: Board

1.0 OBJECTIVE

To establish the Board's commitment to and a basis for the full and equitable inclusion of all students in safe, curriculum-based excursions

2.0 RESPONSIBILITY

Deputy Director

3.0 DEFINITIONS

Excursion Any approved, school-organized educational activity involving students that takes place off school property

High Care Activities Those types of activities that involve increased risk or special safety considerations, or activities in or on the water or that require special qualifications or certification for supervision

4.0 POLICY

- 4.1. The Board recognizes and encourages the educational value of learning experiences in the world beyond the classroom and acknowledges that excursions should be an integral part of every student's program of studies.
- 4.2. Excursions shall receive the same degree of preparation and follow-up as other classroom activities.
- 4.3. The excursion shall have an educational purpose with curricular relevance that is clearly identified by staff for students and their custodial parent(s)/guardian(s).
- 4.4. Student safety shall be the priority in the planning and implementation of all excursions.
- 4.5. The written informed consent of custodial parent(s) or guardian(s) shall be obtained for all excursions.

- 4.6. Every effort shall be made to ensure that all excursions are available and accessible to students with special needs.
- 4.7. Schools and workplaces should make every reasonable effort to be aware of the religious observances of their staff, students and community when planning special meetings, examination schedules, school concerts, parent interviews, field trips, and other significant events. These limitations do not apply where it is known that none of the potential participants would observe the particular day in question.
- 4.8. Every effort shall be made to ensure that the excursion is appropriate to the age, maturity, experience, health, skill, physical abilities, emotional capabilities and exceptionalities of the participants. As far as possible, the excursion shall be appropriate to the cultural backgrounds and experiences of all students.
- 4.9. Excursion planning shall include careful consideration and preparation in relation to the following: funding, training, travel, supervision, risk management, contingency planning and evaluation.
- 4.10. An appropriate and related program, including any assessments, shall be planned for all students who do not participate in the excursion. Conversely all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion and without penalty.
- 4.11. The principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on excursions.
- 4.12. In monitoring excursions, the TDSB and its agents shall comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students and ensure that every activity is conducted in accordance with the *Education Act* and related regulations.

5.0 SPECIFIC DIRECTIVES

The Director is authorized to issue operational procedures to implement this policy.

6.0 REFERENCE DOCUMENTS

Operational Procedure PR511: Excursions