

EXCURSIONS

Statement of Policy

The Peel District School Board recognizes that there is educational advantage in properly organized and well-planned educational excursions and therefore approves those that are conducted in accordance with the regulations.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Guiding Principles

1. Excursions shall lie within the competency and/or understanding of the students and shall have relevance to the school program.
2. Excursions will only be taken when they significantly enhance or extend the learning objectives of the school program.
3. Appropriate supervision of the students shall be provided.
4. Excursions in the general area of the school shall be approved by the principal only.
5. Excursions that involve extended distances, any unusual activity or significant supervision requirement, and/or overnight accommodation shall be approved by the Superintendent of Education prior to informing students or parents.
6. The Principal shall be responsible for ensuring that refunds will be available in cases where the overnight excursions must be cancelled by the school, the Director of Education, and/or the Board for any reason. Principals will ensure that cancellation insurance has been purchased by the school and included in the cost for all overnight excursions.
7. For excursions outside the Province of Ontario but within Canada, the school will recommend independent medical insurance for travel purposes. On excursions outside of Canada, the school will require proof of independent medical insurance for travel purposes.
8. The Principal shall be responsible for ensuring that excursions meet the Board's expectations regarding equity among students. All students regardless of any disability related needs or financial circumstance must be given an opportunity for access to the excursion. The destination must be physically accessible for all students attending the excursion.
9. When trips involve travel in vehicles or activities beyond the school grounds, or time beyond normal school hours, parents will be notified in writing of the time, date, purpose,

destination, approximate time of return, method of transportation and any necessary expenditures. In such cases parental consent shall be required.

10. When buses are required, only carriers from an approved list maintained by the Manager of Transportation will be used for the transportation of students.
11. Private vehicles driven by any employee, volunteer, student, or trustee may be used to transport small groups of students with the approval of the principal and in accordance with the Criminal Record Check policy. When such vehicles are used, the driver must possess a valid driver's licence for the type of vehicle used and the vehicle must be covered by liability insurance for a minimum of \$2,000,000. The insurance coverage available to the driver is that which is provided by the vehicle policy plus "Excess Automobile Liability Insurance" coverage held by the Board. Excess Automobile Liability Insurance provides for a Limit of Liability in excess of any valid Standard Automobile Policy, to that held by any employee, volunteer, student, or trustee, of the Peel District School Board.
12. Parents of students being transported by private vehicle must be advised and provide written consent prior to the event.
13. Excursions involving physical education and recreation activities must conform to the Ontario Physical Education Safety Guidelines managed by Ophea (<http://www.safety.ophea.net>). These guidelines represent the minimum standard for risk management practice for school boards in Ontario. These standards can be raised but not lowered.
14. No students below the level of Grade 7 shall be involved in boating excursions/activities. Any boat trip that involves touring or sightseeing is not permitted; however a boat being used to transport students directly from one location to another (e.g. ferry), is allowed.
15. Excursions involving higher risk activities (e.g. ski trips, swimming-related activities) may require additional permission forms and Principal/Superintendent review. (see LDSS 3)
16. Overnight excursions shall be permitted for classes or groups from Grade 6 up, with the approval of the Superintendent of Education.
17. Supervision will be at least one teacher for each twenty students at the final destination, dependent upon the activity at the final destination. Where the overnight excursion is co-educational, so will be the supervision. Subject to the approval of the Superintendent of Education, and in accordance with the Criminal Record Check policy, volunteers may be acceptable in establishing the supervision ratio.
18. A decision to cancel school buses due to inclement weather or other unforeseen circumstances will require the cancellation of all field trips and other events involving transportation of students. For trips beyond the borders of the Peel Region, contact your Superintendent of Education for direction.
19. A decision to cancel excursions due to travel advisory will be made on the best possible information available from a variety of sources: Canadian, United States and United Kingdom Governmental Agencies. This decision shall be made by the school, in consultation with the Superintendent of Education or by the Director of Education in consultation with the Trustees whenever possible, or by the Board of Trustees.

20. Every effort shall be made to provide appropriate advanced notice of cancellation whenever possible. Note that some safety related cancellations may require short notice.

Student Holiday Travel

Curricular and co-curricular excursions which may span a holiday period are not considered to be "Student Holiday Travel".

Student Holiday Travel is defined as commercially organized and sponsored travel opportunities for students which are scheduled outside the normal school attendance days and are not specifically connected to the curricular or co-curricular program.

Therefore, "Student Holiday Travel" is not supported in any way by the Peel District School Board.

- No Peel District School Board employee shall solicit, encourage, promote or communicate anything about "Student Holiday Travel" during regular work hours. Refer to Policy 8, Conflict of Interest Policy.
- Peel District School Board property will not be available for any organization promoting "Student Holiday Travel".
- Any Peel District School Board employee who chooses to organize "Student Holiday Travel" should be aware that regular work duties immediately prior to and following the vacation period must be fulfilled. Should the employee be unable to fulfill his/her work responsibilities due to "Student Holiday Travel", this may result in disciplinary action.

References:

Ontario Physical Education Safety Guidelines <http://www.safety.ophea.net>
LDSS3 - Excursions

Approved March 25, 1969	Revised October 8, 1996
Revised February 22, 1973	Revised August 26, 1997
Revised October 9, 1973	Revised January 1, 1998 <i>(to reflect change in Board name)</i>
Revised December 1974	Revised April 11, 2000 <i>(replaces former Policy 17)</i>
Revised June 9, 1976	Revised February 25, 2003
Revised May 24, 1977	Approved January 8, 2008 <i>(replaces former Policy 17)</i>
Revised April 13, 1982	Approved January 12, 2010
Revised February 26, 1985	Revised February 25, 2014
Revised September 8, 1987	Revised August 31, 2016
Revised April 9, 1991	Revised November 13, 2018