



**POLICY:**

REGULATION: IICA FIELD TRIPS & EXCURSIONS

EXHIBIT:

**School Outings**

1. School outings are part of a balanced and rich educational program. School outings are designed to give our students opportunities to learn outside the classroom, to enhance the curriculum and to provide active living activities.
2. School outings have many purposes such as: academic, cultural, overnight excursions, wilderness excursions, exchange trips and sports competitions.
3. Principals are responsible to ensure that school outings are appropriate to the development level of the students and are consistent with the school and divisional educational goals. School outings that involve controversial materials or exhibits must be approved by the superintendent's office.
4. A signed parental permission must be obtained prior to the outing.
5. School outings should always be paid for as part of the school budget or at a minimal cost for students. A student should never be excluded or prevented from participating for financial reasons. If the amount needed is substantial (student exchange or trip in another country) sufficient time and fundraising opportunities must be provided to the students and parents to raise the appropriate funds.
6. In planning the classroom field trips over the school year, the homeroom teacher and principal must consider the educational value of the trips and the total cost to parents. Reasonable efforts must be taken to insure that cost remain affordable for parents.
7. School outings that involve an overnight stay and/or high risk activities that fall into the Level 3 or Level 4 of the [Physical Activity Inventory](#) must be planned through the Beyond the Classroom document and must be part of the annual school plan. School outings planned through the Beyond the Classroom document must be submitted to the Superintendent office for approval.
8. School outings involving activities around or in the water must be planned in accordance with the divisional Swim safe document and policy.
9. In planning school outings staff must insure that all [safety measures](#) have been reviewed. School bus manifest must be current. If the use of a private vehicle is required, the driver cannot be a student of the school.

APPROVED: May 2011

REVISED:

SOURCE:

OTHER REFERENCE: