

## Type of Educational Excursion



| Type of Educational Excursion | Excursion Area       | Is this an Athletic Trip? (e.g. ski trip) | Forms Required                                    | Required Approval | Submission Timeline:   |
|-------------------------------|----------------------|---|---|-------------------|--|
| <b>Day Trip</b>               | Within Jurisdiction  | If Yes                                    | <a href="#">Print</a> or <a href="#">Download</a> | Principal         | Staff organizer must submit the request to the Principal <b>three (3) weeks</b> prior to the event |
|                               |                      | If No                                     | <a href="#">Print</a> or <a href="#">Download</a> |                   |  |
|                               | Outside Jurisdiction | If Yes                                    | <a href="#">Print</a> or <a href="#">Download</a> | Principal         | Staff Organizer must submit to the Principal <b>one (1) month</b> prior to the event               |
|                               |                      | If No                                     | <a href="#">Print</a> or <a href="#">Download</a> |                   |  |

|                       |                  |        |   |                                   |  |
|-----------------------|------------------|--------|---|-----------------------------------|--|
| <b>Overnight Trip</b> | Within Province  | If Yes | <a href="#">Print</a> or <a href="#">Download</a> | Principal Superintendent          | Staff Organizer must submit the request to the Principal <b>two (2) months</b> prior to event. The Principal will present request to the Superintendent                |
|                       |                  | If No  | <a href="#">Print</a> or <a href="#">Download</a> |                                   |  |
|                       | Outside Province | If Yes | <a href="#">Print</a> or <a href="#">Download</a> | Principal Superintendent Director | Staff Organizer must submit the request to the Principal <b>three (3) months</b> prior to event. The Principal will present request to the Superintendent and Director |
|                       |                  | If No  | <a href="#">Print</a> or <a href="#">Download</a> |                                   |  |

|                           |  |   |                                   |   |
|---------------------------|--|---|-----------------------------------|---|
| <b>Extended Excursion</b> | <p>An activity taking place in an out of school environment or the district in which enhanced or specialized supervision is deemed to be necessary.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>a) Course Connected ( SHSM, IB)</li> <li>b) Sporting/Competitive events</li> <li>c) (organized by external institution)</li> <li>d) Service Learning/Mission Trips</li> </ul> | <a href="#">Print</a> or <a href="#">Download</a> | Principal Superintendent Director | <p>These excursions must be scheduled during the statutory breaks in the normal school year. All efforts must be made to reduce out of classroom time. Consideration for maximum out of school days are:</p> <ul style="list-style-type: none"> <li>a) Course Connected: three (3) days</li> <li>b) Sporting/Competitive: three (3) days</li> <li>c) Service Learning/Mission Trip: Five (5) days</li> </ul> <p><b>Must be submitted by Jan 30<sup>th</sup> of the previous school year and approval provided by March 30<sup>th</sup>.</b></p> |
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