



Excursion Discussion Guidelines for Principals and Staff Organizer

This form provides the basis for a discussion regarding any proposed/considered excursions to enhance learning which take place outside the school and/or extend beyond the regular school day or week. Both the Principal and Staff Organizer are to sign the document acknowledging that a discussion occurred.

Excursion Purpose/Choice:

- How does the excursion support, build or enhance a program or school mission?
- What required course and or curriculum expectation is to be met or extended through the excursion?
- Is there an equivalent Canadian venue that exists for delivering the enhanced learning experience? How and why were local, provincial and national venues/destinations eliminated as an excursion destination?
- How were Canadian venues eliminated as an excursion destination?
- In international travel scenarios, what criteria were used to determine excursion destination and service provider?
- What are the safety considerations of the destination?
- What extraordinary circumstances may need to be considered?
- How will the excursion be connected to classroom or school based learning?
- What pre and post excursion activities will be provided to prepare and then demonstrate the value of the enhanced learning experience provided by the excursion?
- In competitive scenarios, how does the excursion support, build or enhance the program?
- In competitive scenarios, what requirements for organizing or governing bodies apply?
- In competitive scenarios, is the excursion necessary?
- At what dates will you be reviewing and considering all factors between approval and departure?
- More than one parent meeting is necessary for excursions of longer duration and out of board jurisdiction, what is the schedule for those and how will be co-present?

Safety Considerations:

- What first aid training do Supervisors have? What may be needed?
- Do students or supervisors need specialized skills or equipment on the excursion?
- Are specialized documents and immunizations required for proposed destination/competition?

Eligibility:

- How will students be eligible for the excursion? What appropriate criteria are established for determining student eligibility for an excursion?
- In competitive scenarios, what organizing or governing body criteria for eligibility apply?
- How will the excursion provide equity of access to the students?
- How will financial considerations be met to ensure equity of access to eligible students?
- How will supervisors and volunteers supervisors be designated? What criteria are necessary for their participation? How is equity of opportunity being provided for staff?

Community Impact:

- What is the impact of the excursion on the in-class learning of students? How will this impact be minimized?
- How will minimization of out of class time for students and supervisors be minimized? Will the excursion occur at the same time as other excursions? If so, how will the impact and competition between excursions be minimized or neutralized?
- How will Staff Organizer/Supervisor (teacher) absences be minimized? How will the impact of the absent Staff Organizer/Supervisor be minimized for those students who do not attend the excursion?
- Is the school community capable of supporting the excursion or multiple excursions?

Financial Considerations:

- Is the excursion financially feasible for participants? How have costs associated with the excursion been minimized for students? What financial support will the school provide to ensure equity of access?
- How will excursion fundraising be included in the school fundraising plan for the year?
- What provisions will be in place for unforeseen increases in price, ie. exchange rate changes?
- What provisions will be in place for any necessary alternations to the original proposal and itinerary? How will these financial considerations be communicated and documented for parents? In the event of an excursion cancellation, how will funds be returned to students and parents? How will any fundraised monies be allocated?
- How will the costs associated with Staff Organizer/Supervisors who participate in the excursion be minimized and managed? What financial contributions will participating staff organizers, supervisors and volunteers be required to provide?

Principal Signature: _____ Date: _____

Staff Organizer Signature: _____ Date: _____