

### **Extended School Excursions/ Student Study Trips Conducted During the School Calendar**

Extended School Excursions are school organized and managed during the school year calendar, and they are trips which exceed the length of one school day. They are planned, supervised and managed by the school staff under the direction of the Head of School. The school will retain the final authority and decision making regarding these activities.

The BoD recognizes the value of School-Led Excursions and Trips that are organized within the School Calendar and that are integrated elements of the Schools IB Programs. The IB Programs are designed to encourage International Mindedness and to promote cross-cultural understanding through Transdisciplinary and Interdisciplinary Inquiry, as well as to promote the concepts of Community, Action and Service, and Global Engagement. Well-planned and implemented school excursions can facilitate these goals.

Extended excursions can promote student experiences and learning that cannot be simulated or replicated within the classroom. These experiences can increase bonding, support team-building and enhance the Student Psycho-Social Environment. *Authentic First-Hand Exposure To People, Language, Cultural And Artistic Artifacts, Historically Significant Places, Access To Geographical And Geological Features, Promote Environmental And Scientific Experiences.* The Comenius project excursions are an example of opportunities that may provide this type of learning.

The School should consider the educational purpose and value of school excursions relative the IB Action Plans and the Programs of Inquiry. Ideally, excursions should evolve as outcomes of Units of Inquiry and should be integral to this learning. They may be formative elements of the Inquiry or they may be culminating experiences. These activities should be planned, implemented and assessed within the IB Unit Planner and/or Course Syllabus. The Board recognizes that with exception, excursions may be planned and approved as Stand-Alone Units.

The costs for Extended Excursions must be cost-neutral to the school General Fund Budget. The Board may elect to allocate a specific amount of funding in its annual budget for such purposes to be fairly allocated and distributed to class/grade-levels by the school administration. The financial and logistical requirements for Extended School Excursions must be carefully estimated and submitted before an application for a trip may be considered and approved.

Students are not compelled to participate and the School may not request specific donations from students and families for Excursion expenses. No student may be excluded from participation on the basis of cost.

An alternative educational study plan must accompany any grade-level application for an Extended Excursion. It should detail and support the educational learning of any student who does not participate in the out-of-school excursion. Use of regular instructional time for the planning, organizing or preparing for Extended Excursions must be limited to content and activities that would normally be a focus of the related Programme of Inquiry.

The Head of School shall develop Protocols to consider grade-level requests for Extended School Excursions. The criteria shall include consideration of the educational purpose of the proposed excursion, its priority and place within the IB Program of Inquiry, the proposed activities, financial and other resource requirements, logistics, health and safety requirements and the learning outcomes. Whenever possible, Community, Action and Service and Global Engagement should be elements of such undertakings.