

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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## SCHOOLS AND STUDENTS

<i>Policy Name</i>	FIELD TRIPS AND EXCURSIONS <i>Management Guideline Applies</i>	505
<i>Board Approved:</i>	<i>December 4, 2023</i> <i>January 22, 2019</i> <i>October 27, 2015</i> <i>December 5, 2011</i> <i>March 12, 1999</i>	<i>Reviewed: November 28, 2023</i> <i>November 6, 2018</i> <i>October 5, 2015</i> <i>September 26, 2011</i> <i>October 17, 2006</i>
		<i>Review By: December 2028</i>

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### **POLICY STATEMENT**

The Superior-Greenstone District School Board recognizes that well-organized, well planned field trip enhance learning for students by providing authentic experiences beyond the classroom that makes connections between curriculum and the world.

### **POLICY**

- 1.0 The Superior-Greenstone District School Board supports in principle the inclusion of curriculum-related learning experiences resulting from field trips, excursions, educational tours, and student exchanges as part of the schools' academic curricula.
  - 1.1 For the purpose of this Policy, Field Trips and excursions shall include the following:
    - Classroom Extension
    - Field Trip
    - Extended Field Trip
    - Co-curricular Activities
    - Extra-curricular activities
    - High Risk Activities
    - Student Exchanges
    - Out-of-Country Excursions
  - 1.2 All out-of-school learning (field trips/excursions, educational tours, student exchanges) must provide equitable access without discrimination based on protected grounds, and strive to mitigate anticipated risks to ensure the safety and security of all participants.
  - 1.3 Approval for field trips and excursions shall be obtained as outlined in the following management guidelines.
  - 1.4 There will be no cost for mandatory trips linked to curriculum. Field trips that are non-mandatory enhancements to curriculum are conducted on a cost recovery basis, minimizing costs wherever possible.

### **2.0 Procedure**

- 2.1 All policies of the Board, including Employee Code of Conduct Policy 707, Workplace Harassment and Human Rights Policy 717 and Accessibility Policy 719 shall apply to all trips.

- 2.2 Completed parental/guardian consent forms shall be held by the school prior to the departure of a student who is under 18 years of age on a field trip, excursion, educational tour, or student exchange.
- 2.3 Field trips or excursions of any kind shall have curricular relevance followed by assessments, therefore each trip/excursion shall be preceded by adequate classroom preparation appropriate to the understanding of the students. The importance of timing the experience with relation to the classroom program should be given high priority, so as to maximize the educational value.
- 2.4 Upon request, principals shall make available in writing the educational objectives for each trip.
- 2.5 Field trips or excursions of any kind must make provision for appropriate levels of supervision by qualified and competent adults. Ontario Physical and Health Education Association) OPHEA Safety guidelines must be followed for all trips.
- 2.6 Teachers have the primary responsibility for the supervision of students on field trips. They shall demonstrate an acceptable standard of care, and consider their significant responsibility for safety and risk management when planning, preparing and supervising these programs in order to ensure every activity is conducted in accordance with the Education Act and related regulations.

### **3.0 Basic Requirements**

Certain basic management requirements shall apply as follows:

- 3.1 Approval by Principal  
All field trips or excursions of any kind must have the prior approval of the Principal.
- 3.2 Approval by Supervisory Officer  
Various types of field trips or excursions also require approval from a Supervisory Officer\*.
- 3.2 Prior Approval  
No organizing, fundraising or discussion should precede approval.
- 3.3 Financing  
Financing of any field trips or excursions must be clearly outlined AND APPROVED as per board policy.
- 3.4 Participation Level  
Every student of a group must have the opportunity to participate regardless of economic circumstances or protected grounds.
- 3.5 Parental Involvement  
The parent must be informed and provide permission for involvement of their child.

### **4.0 Out-of-Country Field Trips or Excursions**

Out-of-Country Field Trips or Excursions require a great deal of planning to ensure appropriate safety measures are in place for students and staff. All field trips and

excursions that take place out of country must be coordinated and accompanied by a reputable student tour and educational travel agency. Prior to any planning, discussions or fundraising, verbal approval must be obtained from the Director of Education and meet the appropriate approval timelines set out in the management guidelines.

## **5.0 Management Guideline**

Reference should be made to the Board's Management Guidelines for all out-of-school field-trips and excursions before initiating any plans.