

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name FIELD TRIPS & EXCURSIONS

505

Board Approved: March 12, 1999

Reviewed: October 17, 2006

Review Prior To: December 2011

POLICY

The Superior-Greenstone District School Board recognizes the educational value of school field trips and excursions outside the activities of the regular classroom.

PROCEDURES

1.0 Scope

For the purposes 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 Care Activities

2.0 Activities Outside the School

Field trips and excursions outside the school must be structured and managed as follows:

2.1 Alternatives

Field trips or excursions of any kind should not be organized if an equally effective method of achieving the desired objective exists within the normal school routine.

2.2 Be within Understanding of Students

Field trips or excursions of any kind must be within the understanding of the students.

2.3 Preparation and Follow-up

Field trips or excursions of any kind shall have the appropriate preparation and follow-up with students so as to maximize the educational value.

2.4 Repetition

Field trips or excursions of any kind must not duplicate another other trip or activity.

2.5 Level of Supervision

Field trips or excursions of any kind must make provision for appropriate levels of supervision by qualified and competent adults.

- 2.6 High Care Activities
Field trips or excursions of any kind that fall into the category of "high care" shall require additional provisions as laid out in the Management Guidelines.

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 activities also require approval from a Supervisory Officer*.
- 3.2 Prior Approval
No organizing or discussion should precede approval.
- 3.3 Financing
Financing of any activity must be clearly outlined AND APPROVED.
- 3.4 Participation Level
Every student of a group must have the opportunity to participate regardless of economic circumstances.
- 3.5 Parental Involvement
The parent must be informed and provide permission for involvement of their child.

4.0 Activities Outside Board Jurisdiction

All proposed excursions outside the geographic jurisdiction of the Board must follow procedures as established by the Director.

5.0 Out-of-Country Activities

All proposed out-of-country activities must have the approval of the Director.

6.0 Management Guideline

Reference should be made to the Board's Management Guideline for all out-of-school activities before initiating any plans.