

# **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: January 22, 2019</i>	<i>Reviewed: November 6, 2018</i>	
<i>October 27, 2015</i>	<i>October 5, 2015</i>	<i>Review By: December 2022</i>
<i>December 5, 2011</i>	<i>September 26, 2011</i>	
<i>March 12, 1999</i>	<i>October 17, 2006</i>	

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### **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 equity of access, and strive 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 Specific Directives**

2.1 All policies of the Board, including those related to the use of alcohol, drugs, and other prohibited substances shall apply to all trips.

2.2 Completed parental 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 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.

### **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 Out-of-Country Activities**

Out-of-Country Activities require a great deal of planning to ensure appropriate safety measures are in place for students and staff and adequate time for fundraising. All proposed out-of-country activities must have the approval of the Director and meet the appropriate approval timelines.

### **5.0 Management Guideline**

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