

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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## SCHOOLS AND STUDENTS

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

- 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 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.