

1. Rationale

The Simcoe County District School Board (SCDSB) believes that field trips can be of significant educational value to students.

The SCDSB recognizes that decisions to undertake a field trip are best made at the school level under the leadership and the discretion of the school principal. The SCDSB also recognizes that such activities may include the voluntary participation of, and close collaboration with teachers, parents/guardians and volunteers, and meticulous planning and organization to ensure that all precautions will be taken for the safety of the students.

2. Policy

It is the policy of the SCDSB that curriculum-related learning expectations identified for field trips, excursions, and educational tours be connected to the school's academic curricula.

3. Definitions

Field trips are educational experiences submitted to superintendents annually for approval, which enhance school curriculum and co-curricular programs, and take place away from school property. They may include out-of-class activities, excursions, and student travel. Field trips may occur during instructional or non-instructional time, and may include participation in community fairs and exhibitions.

4. Guidelines

- 4.1 Student participation on field trips is voluntary. Consent from the parent(s)/guardian(s) must be received in writing prior to a student being permitted to participate in a field trip. In cases where students do not participate, the principal or designate is responsible for ensuring that an appropriate instructional program is provided at the school.
- 4.2 The field trip shall have an educational purpose with curricular reference that is clearly identified by staff for students and their parent(s)/guardian(s).
- 4.3 The principal shall ensure that all field trips are appropriate to the age, maturity, experience, health, skill, physical abilities, emotional capabilities, and exceptionalities of those students eligible to participate.
- 4.4 Every reasonable effort shall be made to ensure that all field trips are available and accessible to students with special education needs.
- 4.5 The principal shall consult with parents/guardians of students involved regarding the types of overnight field trip options being considered for their children.

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- 4.6 The principal shall be responsible for approving field trips, which have a duration of up to three days that take place in the province of Ontario. All field trips with a duration of more than three days, or occur outside of the province of Ontario require the approval of Corporate Risk and the superintendent of education. Such approval may be rescinded by the Director or designate in extreme circumstances.
- 4.7 Consideration must be given to cost and travelling distance when deciding upon suitable destinations. Destinations within Canada should be considered first prior to an international destination.
- 4.8 No student will be excluded from a field trip because of an inability to pay. Any such situations will be managed confidentially and discretely by staff to mitigate the risk of any privacy breach or possible embarrassment.
- 4.9 The principal may exclude a student from a field trip.
- 4.10 The principal shall be responsible for assigning the proportion of costs to be paid by the students. Principals may approve fundraising activities to support field trips, in accordance with Policy 4320 – Fundraising.
- 4.11 Staff shall comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students, and ensure that every activity is conducted in accordance with the *Education Act* and related regulations.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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