

STUDENT SERVICES	6000
DAY FIELD TRIP POLICY	6021

1. Rationale

Lakehead District School Board (*LDSB*) recognizes the importance of out of classroom experiences for its students. Day field trips can expand and reinforce concepts learned in the classroom, provide for new and unique learning experiences not available in the classroom and make learning experiences more interesting, and relevant for students. Activities outside the classroom foster a love of lifelong learning by providing opportunities for belonging, well-being, engagement and expression. They assist students in developing positive social interactions and environmental appreciation.

2. Policy

It is the policy of LDSB to support the participation of students and teachers in approved day field trips.

3. Guiding Principles

- 3.1 Field trips are valuable learning experiences with curricular relevance tied to learning from the classroom.
- 3.2 Normally, the Day Field Trip Approval Form will be approved by the principal a minimum of seven days prior to the departure date. Refer to Appendix D of the procedures.
- 3.3 It is the responsibility of principals to ensure that day field trip supervisors have the necessary knowledge, experience, training and qualifications, including police records checks, where applicable, and that suitable supervision and safety measures are provided. At least one supervisor must be a teacher employed by LDSB.
- 3.4 It is the policy of LDSB to support outdoor education programs that are well organized, taught and supervised by appropriately trained staff and emphasize student safety and positive social interactions through meaningful experiences.
- 3.5 When planning for learning in the outdoors, supervisors or instructors must meet the requirements related to certifications as well as for safety.
- 3.6 Prior to any day field trip, specific program objectives must be clearly defined for all participants and parents/guardians. Parents/guardians will be informed of trip details, location, activities and itinerary. Participants will have complete and returned necessary consent forms prior to the date of the activity.
- 3.7 When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.
- 3.8 It is the responsibility of the principal to keep records for all day field trips.

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- 3.9 Student participation in all day field trips are voluntary and subject to parental/guardian approval.
- 3.10 Safety and well-being shall be given the highest priority for all stakeholders. Risk mitigation and management will be considered throughout all phases of the trip.
- 3.11 All activities requiring high care must be discussed with and sanctioned by the superintendent/designate.
- 3.12 Field trips are intentionally planned to include all students. Every effort will be made to ensure equitable inclusion.
- 3.13 Consideration will be given to all accommodations appropriate for the student (for students with special needs).

This decision will be made by the principal in consultation with the classroom teacher and parent/ guardian. The school in partnership with the parent/guardian, will be responsible for any additional supervision or care required for individual children.
- 3.14 The principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participating in a particular trip and will provide an alternate program at the school for such occasions.
- 3.15 Written parental/guardian informed consent and agreement to all conditions specified is required for all students under age eighteen participating in day field trips.
- 3.16 Schools will not agree to waiver any forms of liability and/or excursion agreements as a condition of participation to attend a venue, tour, or event.

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4. Review

This policy will be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
040 Transportation Policy and Procedures	1985 06 04	Education Act, R.S.O. 1990, c. E.2
8012 Fundraising in the Schools Policy and Procedures		Bill 193 (Concussion Safety), 2018
8074 Student Concussion Management Policy and Procedures		Ensuring Asthma Friendly Schools
6065 Prevalent Medical Conditions Policy and Procedures		An
6061 Administration of Oral Medications Policy and Procedures		
6020 Extended Field Trip Policy and Procedures		