

<i><b>Rainy River District School Board</b></i>	<b>SECTION 5</b> <i>Curriculum and Instruction</i>
<b>FIELD TRIPS</b>	<b>5.10</b>

## **POLICY**

The Rainy River District School Board will support the participation of students and staff in field trips.

## **RATIONALE**

Rainy River District School Board recognizes the importance of out-of-classroom experiences for its students. 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.

## **IMPLEMENTATION**

As per Procedure 5.10 Field Trips

## **GUIDELINES**

### **1.0 General Guidelines**

- 1.1 Schools will strive to provide opportunities for all students to participate in field trips to their local community and beyond.
- 1.2 When field trips are directly related to curriculum expectations, students are expected to attend. These field trips will:
  - have no charge;
  - include assessment and evaluation; and
  - provide comparable assessment and evaluation for those who are exempt.
- 1.3 When field trips are intended to enhance learning but are not directly related to the curriculum, these field trips will:
  - be voluntary;
  - ensure participants meet class and school requirements;
  - be run on a cost-recovery basis;
  - minimize costs, wherever possible;
  - be scheduled to minimize absence from school; and
  - not include assessment and evaluation.

Voluntary field trips include school-sanctioned extra-curricular activities.

- 1.4 Where students with special needs participate in a field trip, accessibility will be ensured.
- 1.5 Field trips directly related to curriculum will be provided within the limits of the annual school budget. Schools may use fundraising to defray costs.
- 1.6 Student participation is dependent on parent/guardian approval as well as school and classroom expectations. Students that do not attend field trips will be expected to attend school and shall be provided with alternate learning activities.

## **2.0 Safety**

- 2.1 All field trips shall be age-appropriate and meet all safety guidelines (e.g. OPHEA, OSBIE).
- 2.2 The principal will exercise their discretion to ensure the safety of all field trips. All field trips shall be planned in accordance with Board and Ministry of Education policies and procedures and communicated appropriately to students and their parents/guardians well in advance of the excursion.
- 2.3 It is the responsibility of the principal to ensure that
  - the approval process has been followed with all required forms, including a detailed itinerary, and any additional documents being submitted within the established timelines;
  - staff member(s) and volunteers have the necessary knowledge, experience and training, including Criminal Background Checks with Vulnerable Sector Screening, where applicable;
  - suitable supervision of the excursion is provided, with at least one staff member in attendance as the supervisor of the excursion;
  - at least one educator is in attendance as the supervisor for
    - overnight or out of District excursions
    - High Risk excursions
  - safety measures, including consideration of students' Safety Plans, Plans of Care, emergency plans, and other safety requirements including any necessary safety training for students, are in place.
- 2.4 International situations that result in a Government of Canada Travel Advisory beyond "Exercise normal security precautions" may result in the cancellation of any field trip, at any time, regardless of the loss of funds.
- 2.5 All field trip participants must adhere to the approved itinerary. The Board and school Code of Conduct apply to students, staff, and other volunteers on field trips, regardless of destination laws and customs. Appropriate consequences may be applied. Inappropriate behaviour may result in the student being sent home at parental expense.

## **3.0 Approval Process**

- 3.1 All approval forms must be submitted within the established timelines. The appropriate

approvals must be received before any activities relating to the trip, including but not limited to parent meetings, fundraising, and travel arrangements, commence. This includes, but is not limited to, all excursions that are designated as High Risk.

- 3.2 Written parental/guardian informed consent and agreement to all conditions specified shall be in place for all students under age 18 prior to student participation in field trips.
- 3.3 Schools and programs shall not agree to waiver forms of liability and/or excursion agreements as a condition of participation to attend a venue, tour, or event.

**Definitions :**

**Field trips** – day or extended educational excursions, which require students to leave the controlled environment of the school

**High Risk Activities** – field trips including, but not limited to, water activities, rock climbing, skiing, skating, hiking and orienteering, out of country travel, where student safety may be at risk, and additional precautionary measures and training/experience of the supervisor(s), are required.

<u>CROSS REFERENCE</u>	<u>Date Approved</u> December 4, 2018	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 5.10 Field Trips		
Policy 2.04 Volunteers	<u>Board Motion</u> 4	Ontario School Boards Exchange Insurance
Policy 2.67 Equity and Inclusive Education	<u>Review Prior to</u> 2023	OPHEA: Ontario Physical Education Guidelines
Policy 8.24 Fundraising		
Policy 4.63 Extra-Curricular Activities		
Policy 4.16 Safe Schools		
Procedure 4.30 Student Discipline		
Policy 4.11 Student Health		
Policy 7.85 Student Safety		