



**ADMINISTRATION 4400**

**FIELD TRIPS AND  
STUDENT EXCHANGES 4430**

**1. Rationale**

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

The Board 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 Board 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 Simcoe County District School Board that curriculum-related learning expectations identified for field trips, excursions, educational tours, and student exchanges 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. Field trips may include participation in community fairs and exhibitions.

A student exchange means that a SCDSB student will be visiting another city/province/country to receive schooling and visiting students will be attending a SCDSB school.

**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 allowed to participate in a field trip. In cases where students do not participate, the principal 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).

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- 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 needs.
- 4.5 The Principal shall consult with parents and guardians of students involved regarding the types of overnight field trip options being considered for their children.
- 4.6 The Principal shall be responsible for approving field trips, which have 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 the Director of Education or designate. 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.
- 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. Teachers will follow up with parents and the administration where permission has not been granted or received.
- 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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