



Out of Classroom Field Trips and Excursions

Board Received: November 23, 2015

Review Date: December 2019

Policy Statement:

The Grand Erie District School Board believes that out of classroom field trips and excursions offer educational value that serve to enhance the curriculum and provide opportunities for student social development.

Accountability:

1. Frequency of Reports -Semi-annual for Category III Trips
2. Criteria for Success -Trips are relevant, out-of-classroom educational opportunities related to the curricular or extra-curricular program
-Adherence to proper supervision requirements

General Procedures for All Trips:

1. Only school sanctioned trips will be approved. Any activity or travel tour which is not approved as part of the school program, shall not be promoted or organized during school hours or in association with the school or the board.
2. All Field Trips and Excursions shall be accessible to all students, regardless of race, religion, socio-economic status, gender, sexual orientation or physical ability.
3. It is the responsibility of all participants to adhere to the Board Code of Conduct at all times during a field trip or excursion.
4. Written approval must be obtained for all students to participate in any trip which takes students beyond the school property. Parents/Guardians must be informed in writing as soon as possible regarding out of classroom field trips and excursions.
5. Information on planning field trips and excursions including trip forms and checklists, are included in the Out of Classroom Field Trips and Excursions Manual which is available on the Staff Portal.

Specific Requirements for Trips by Category:

Category I Trips

Category I	Approval	Supervision Ratios	Approval Lead Time
Day Trips, In-province, departing and returning on the same day and not involving activities of increased inherent risk	Principal	Kindergarten 1:8 Grades 1 - 8 1:10 Grades 9 - 12 1:15	Two weeks prior to the trip

Category II Trips

Category II	Approval	Supervision Ratios	Approval Lead Time
Activities involving increased elements of inherent risk All overnight excursions up to and including 5 days within Canada	Principal, and Superintendent of Education	Grades 1 - 8 1:10 Grades 9 - 12 1:15	Four weeks prior to the trip

Category III Trips

Category III	Approval	Supervision Ratios	Approval Lead Time
All one-day trips to USA	Principal, and Superintendent of Education and the Director of Education	Grades 7 - 8 1:10 Grades 9 - 12 1:15	One month prior to the trip
All trips within Canada over five (5) days			Three months prior to the trip
All overnight trips out of Canada			Six months prior to the trip
All trips involving air and marine travel			Six months prior to the trip

Related Resources:

SO126 Volunteers

SO12 Code of Conduct

SO28 Concussions