

STUDENT SERVICES	6000
EXTENDED FIELD TRIP POLICY	6020

1. Rationale

Lakehead District School Board (LDSB) recognizes the importance of out of classroom experiences for students. Extended 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 attitudes; encourage students to problem solve as they consider the environment around them; and ensure a deeper understanding of community.

2. Policy

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

Overnight programs at Kingfisher Lake Outdoor Education Centre, under the auspices of Kingfisher staff, are considered to be extended field trips under the terms of this policy.

3. Guiding Principles

3.1 Extended field trips are valuable learning experiences with curricular relevance and tied to the learning from the classroom.

3.2 Student participation in all extended field trips is voluntary and subject to parental approval.

3.3 Field trips are intentionally planned to include all students. Every effort will be made to ensure equitable inclusion. Consideration will be given to all accommodations appropriate for the student.

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.

3.4 The principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participation in a particular trip. An alternate program will be provided at the school for such occasions.

3.5 Written parental/guardian informed consent and agreement to all conditions specified is required for all students under age eighteen participating in extended field trips.

3.6 It is the principal's responsibility to ensure that suitable supervision and safety measures are provided. Safety and well-being shall be given the highest priority for all stakeholders.

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- 3.6.1 Supervisors will have the necessary knowledge, experience, training, and qualifications, including Police Records Checks, where applicable, and that suitable supervision and safety measures are provided.
- 3.6.2 At least one supervisor must be a teacher employed by the LDSB.
- 3.6.3 Approved volunteers are expected to know the details of the trip and their specific duties. They are expected to know and support the School Code of Conduct. Please refer to the LDSB Volunteer Handbook.
- 3.7 Lakehead District School Board believes outdoor education programs and activities promote an appreciation for environment and foster a love of life-long learning. 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.
- 3.8 When planning for learning in the outdoors, supervisors or instructors must meet the requirements related to certifications as well as for safety.
- 3.9 When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.
- 3.10 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.
- 3.11 Extended Field Trip Approval Forms will be approved by the principal, or principal and superintendent prior to any bookings being made or fundraising activities taking place.
- 3.12 Prior to any extended 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 completed and returned necessary consent forms prior to the date of the activity.

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3.15 All high-risk activities must be discussed with and approved by the superintendent or designate.

3.16 It is the responsibility of the principal to keep appropriate records for all extended field trips.

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>
3040 Transportation Policy and Procedures	1985 06 04	Education Act, R.S.O. 1990, c. E.2
8012 Fundraising in the Schools Policy and Procedures	<u>Date Revised</u> April 28, 2009	Bill 193 Rowan's Law (Concussion Safety), 2018
8074 Student Concussion Management Policy and Procedures	April 26, 2016 November 28, 2023	Bill 20 Ryan's Law, 2015 – Ensuring Asthma Friendly Schools
6065 Prevalent Medical Conditions Policy and Procedures		Bill 3 Sabrina's Law, 2005 – An act to protect anaphylactic pupils
6061 Administration of Oral Medications Policy and Procedures		
Lakehead District School Board Volunteer Handbook		