

Policy Title	Field Trips and Excursions		
Date of Issue	September 22, 1998	Related Procedure	AP 5602-D
Revision Dates	September 17, 2002; June 16, 2009; March 20, 2012; October 17, 2017; October 17, 2023	Related Forms	AF5601; AF5602; AF5603; AF 6813
Review Date	October 1, 2028	Originator	Board of Trustees
References			
BP 4655-D “Fundraising in Schools”; Ontario Physical Activity Safety Standards in Education (OPASSE) (managed by Ontario Physical and Health Education Association (Ophea)); Ontario School Boards’ Insurance Exchange (OSBIE) Risk Management Guidelines; AP 6822-D “Code of Conduct”			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide the direction necessary to achieve the board’s Vision, Mission, and Strategic Plan priorities.
- 1.2 Bluewater District School Board believes that well-planned and well-organized field trips and excursions promote learning and are of significant educational value to students.
- 1.3 When planned in accordance with this policy and related procedure AP 5602-D “Field Trips and Excursions – Approval Process”, field trips/excursions enhance the instructional and co-instructional opportunities for students, and support the mission, vision, and strategic plan priorities of the board.
- 1.4 Bluewater District School Board acknowledges that there is an inherent level of risk involved anytime that a student leaves school property to participate in a field trip/excursions, and that there is an extra burden of risk associated with Level 2, 3, or 4 field trips, as defined by AP 5602-D “Field Trips/Excursions – Approval Process”. Bluewater District School Board staff endeavour to ensure that parents/guardians and/or students are made aware of possible elements of risk through the use of informed consent for all field trips.

2.0 POLICY

- 2.1 Bluewater District School Board values and supports field trips/excursions for students and equity of access to these out-of-school experiences.
- 2.2 A field trip is defined as an out-of-school experience which directly enhances and is in support of instructional and co-instructional programs.
- 2.3 An excursion is defined as an out-of-school activity, which may not relate directly to the Ontario Curriculum, but is approved by the principal. For example: sporting events, clubs, initiatives, etc., that are connected to board priorities.

3.0 SYSTEM EXPECTATIONS

- 3.1 Where field trips/excursions are planned as a whole class activity, all students will be included regardless of ability to pay.
- 3.2 All efforts will be made to ensure that field trips/excursions will be accessible to all eligible students.

- 3.3 Bluewater District School Board recognizes that the Ontario School Boards' Insurance Exchange (OSBIE) Risk Management Guidelines and the Ontario Physical Activity Safety Standards in Education (OPASSE), as managed by Ontario Physical and Health Education Association (Ophea), outline the standards which must be adhered to for field trips/excursions involving physical activities. All field trips/excursions must be carried out with strict attention to student safety.
- 3.4 All field trips must be directly linked to the overall expectations of the Ontario Curriculum and its related opportunities for experiential and cultural learning.
- 3.5 Field trips/excursions will align with the board's approved purchasing requirements.
- 3.6 Field trips/excursions which must be approved by the Board of Trustees are those that:
- i. are greater than five (5) calendar days in duration;
 - ii. involve international border crossings;
 - iii. involve wilderness trips anywhere in Canada; and/or
 - iv. involve circumstances, which, in the opinion of the supervisory officer, require further approval.
- 3.7 All field trip/excursions participants shall act, at all times, according to school code(s) of conduct, and administrative procedure AP 6822-D "Code of Conduct".