



POLICY P.029.SCO

TITLE: FIELD TRIPS

Date Authorized: 15 May 1998
Last Revised: XX XXX XXXX
Last Reviewed: XX XXX XXXX

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity, and strives to address and eliminate racism and structural and systemic barriers for students, staff, and the community.

1.0 RATIONALE

To provide equitable access to Field Trips for OCDSB students throughout all OCDSB schools to broaden their knowledge and enhance their learning **while ensuring the safety of students and staff** in accordance with the *Education Act*.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this policy.

3.0 POLICY

3.1 The Board supports the inclusion of safe and inclusive Field Trips in all schools to broaden the knowledge of students and enhance their learning.

4.0 SPECIFIC DIRECTIVES

3.2 All policies of the Board, including Policy [P.125.SCO School District Code of Conduct](#), Policy [P.147.GOV Human Rights](#) and [P.121.GOV Accessibility](#) shall apply to all Field Trips.

3.3 All Field Trips shall:

- a) support student learning;
- b) ~~be offered at a~~ **minimal to no costs to students**;

- c) support the inclusion of all students through equitable access without discrimination based on Protected Grounds;
 - d) ensure the safety of all students, and to the extent possible, identify and mitigate any foreseeable risks; and
 - e) be governed by all OCDSB policies and procedures.
- 3.4 The District shall provide, to the point of Undue Hardship, reasonable Accommodations, including financial subsidies and specialized transportation to allow all students to participate fully and equitably in field trips.
- 3.5 Prior written consent shall be obtained from parents/guardians prior to the participation of students on field trips unless the student is considered an Adult Student.
- 3.6 Schools may approve fundraising activities (in keeping with Board [Policy P.052.SCO: Fund-Raising in Schools](#)) to support field trips.
- 3.7 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy, including:
- a) the process and criteria for determining the suitability of field trips;
 - b) the process for approving field trips;
 - c) the process and form for obtaining parent/guardian consent;
 - d) ensuring equitable access for all students; and
 - e) the process for engaging school councils in the planning of field trips.

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

Education Act

OCDSB Policy [P.026.SCO: Student Suspension and Expulsion](#)

OCDSB Policy [P.032.SCO: Safe Schools \(Managing Student Behaviour\)](#)

OCDSB Policy [P.052.SCO: Fund-raising in Schools](#)

OCDSB Policy [P.108.SCO: Care for Students with Severe, or Life-threatening Medical Conditions](#)

OCDSB Policy [P.121.GOV: Accessibility](#)

OCDSB Policy [P.125.SCO: School District Code of Conduct](#)

OCDSB Policy [P.147.GOV: Human Rights](#)

OCDSB Procedure [PR.521.SCO: Safe Schools](#)

OCDSB Procedure [PR.515.SCO: Student Suspension and Expulsion](#)
OCDSB Procedure [PR.523.SCO: Student Substance Abuse](#)
OCDSB Procedure [PR.525.SCO: Weapons](#)
~~OCDSB Procedure [PR.673.SCO: Field Trips – Day](#)~~
~~OCDSB Procedure [PR.674.SCO: Field Trips – Overnight](#)~~
~~OCDSB Procedure [PR.683.SCO: Field Trips – International](#)~~

APPENDIX A: POLICY DEFINITIONS

In this policy,

Accommodation means making an adjustment, providing support, or making exceptions to remove Barriers on Protected Grounds to ensure fair and equitable access, treatment, and inclusion. This enables a person to participate equally and perform to the best of their abilities when learning, working, or accessing services. The duty to accommodate is a legal obligation that exists to the point of Undue Hardship.

Adult Student means a student who is 18 years of age, or 16 or 17 and has withdrawn from parental control.

Board means the Board of Trustees.

Discrimination means any form of unequal treatment based on a protected ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Discrimination may happen because of perceptions about a person based on a protected ground or because of association with a person or group with characteristics of a protected ground. Engaging in hate-related behaviour is a type of discrimination.

Forms of discrimination include (see Appendix B for examples):

- a) direct, indirect, subtle and constructive/adverse effect discrimination;
- b) harassment;
- c) sexual and gender-based harassment;
- d) poisoned environment; and
- e) systemic discrimination.

District means Ottawa-Carleton District School Board.

Field Trips means any school organized activity, whether curricular or extracurricular, that takes students off school property and is supervised by school staff. This includes reciprocal student exchanges and excursions and does not include competitive athletics.

Protected Ground means the attributes or characteristics upon which discrimination is prohibited under both the Code and by the OCDSB. The following grounds are Code-protected:

- a) citizenship;

- b) race;
- c) place of origin;
- d) ethnic origin;
- e) colour;
- f) ancestry;
- g) disability (including mental, physical, developmental or learning disabilities);
- h) age (18 years of age or older);
- i) creed (religion);
- j) sex (including pregnancy and breastfeeding);
- k) family status (such as being in a parent child relationship);
- l) marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or different-sex relationship);
- m) sexual orientation;
- n) gender identity;
- o) gender expression;
- p) record of offences (in employment only and including a criminal conviction for a provincial offence, or for an offence for which a pardon has been received); and

An additional ground protected from discrimination by the OCDSB is:

- q) socio-economic status.

Undue Hardship means the point at which the legal duty to accommodate ends based on an objective assessment of only three factors: (i) costs, (ii) outside sources of funding (if any), and (iii) health and safety considerations (if any) of the proposed Accommodation.