

<b>Topic:</b>	<b>Day Field Trips and In-School Presentations</b>
<b>Effective:</b>	<b>March 2014</b>
<b>Cross-Reference:</b>	<b>HDSB Localized Minimum Standards; OPASSE (Ontario Physical Activity Safety Standards in Education) Administrative Procedures: Accident Reporting Flow Chart; Administration of Prescribed and Emergency Medication; Auto Insurance; Code of Ethics; Concussion Prevention, Identification and Management; Criminal Background Check; Environmental Conditions and Physical Activity; Head Protection in Physical Activity for Students, Staff and Volunteers; Risk Management – Minimum Standard of Care for Interschool Athletics; School Generated and School Council Funds; Student Fees; School Generated and School Council Funds; Student Use of Guide Dogs, Service Dogs and Service Animals; Supervision of Co-Curricular Activities; Student Excursions; Supporting Students with Anaphylaxis; Supporting Students with Asthma; Supporting Students with Diabetes; Supporting Students with Seizures; Water-based Activities – Swimming, Activities In/On Water, and Considerations for Activities Near/Over Water</b>
<b>Review Date:</b>	<b>January 2027</b>
<b>Revision Date:</b>	<b>March 2017, June 2018, January 2023</b>
<b>Responsibility:</b>	<b>Superintendent of Education (Family of Schools)</b>

---

**INTENDED PURPOSE:**

The Halton District School Board (HDSB) recognizes the importance of out-of-classroom enrichment opportunities for students. Day field trips, in-school presentations, and co-curricular events (e.g., performances, practices and competitions etc.) can expand and reinforce concepts learned in the classroom, provide for new and unique curricular and co-curricular experiences not available in a classroom setting, enhance engagement, and make school more interesting and relevant for students. This administrative procedure clarifies, for staff, the processes required in support of day field trips, in-school presentations, and/or co-curricular events.

**OBJECTIVES:**

The HDSB Day Field Trip & In-School Presentations Administrative Procedure is intended to ensure:

- day field trips and in-school presentations have curricular relevance and/or align with the HDSB Multi-Year Plan
- equity among HDSB schools with regard to enhanced learning experiences
- processes are in place to ensure the safety of students and staff involved
- that the design and delivery of equitable learning opportunities support the full inclusion and non-discrimination of participating students

- the use of Inclusive Design principles to support the participation (location and manner of access) of all students
- presentations and presenters are reflective of and responsive to the range of identities and lived experiences that comprise Halton communities and classrooms

**DEFINITIONS:**

**Day Field Trips** are activities that require students to leave the school for a length of time not longer than one day.

**Excursions** are off-site activities that require students to leave the school for a length of time longer than one day, including travel and accommodation. These activities may or may not include studies that may lead to a full or partial secondary school credit. Additional factors must be taken into consideration when planning excursions. These fall under a separate Student Excursions Administrative Procedure.

**Performances and Competitions** are activities that provide students with a unique opportunity to showcase their talents and/or compete with students from other schools. Where these events require students to leave the school, they will be classified as a Day Field Trip or Excursion depending on their duration.

**In-School Presentations** do not require students to leave the school premises. It is a one-time activity (e.g., a speaker, musical production, athletic demonstration, travelling exhibit or travelling demonstration) run at a school by non-school staff, by contract, with the individual school or the HDSB .

**Walking Outdoor Experiential Activities** involve students leaving school property while remaining in the general vicinity of the school. These activities are shorter in duration, and do not involve motorized vehicle transportation (e.g., walk around community, observation/examination of local buildings and natural environments and ecosystems).

A **Supervisor** is an individual who has reached the age of 18 and has agreed to assist in the supervision of a group of students. Supervisors must have a Criminal Background Check with vulnerable sector screening or a current Annual Offence Declaration on file with the HDSB (volunteer documentation will be housed at the school).

**PROCEDURES:**

The HDSB supports the participation of staff and students in approved day field trips and in-school presentations for enhanced learning through presentations brought into schools to minimize the costs involved in transporting students.

**General**

In the case of curricular day field trips and in-school presentations, the HDSB expects schools to make alternate provisions which provide an equivalent learning experience for students choosing not to take part in optional activities, and to have a plan for supplementing the cost of activities where that cost would cause a student financial hardship.

Day field trips, in-school presentations for students, performances, practices and competitions and other student events should not be scheduled on:

- Professional Activity or other identified staff learning days,
- during identified Protected Time,
- Days of Particular Significance as identified in the HDSB calendar.

In addition to Day Field Trips, outdoor and/or experiential education may also involve the local community around a school which provides a multitude of learning experiences and environments, with many unscheduled opportunities. Annual permission for these outdoor curricular activities is obtained from parents/guardians at the beginning of the year using the HDSB Informed Consent: Outdoor Experiential Education (Walking) form.

The HDSB reserves the right to exclude students who may pose unreasonable risk to the safety and engagement of the activity for themselves and/or the other participants. Such exclusion is at the discretion of each individual school Principal and will be communicated to the parent(s)/guardian(s).

The HDSB reserves the right to cancel off-site activities where, in the opinion of the Board, the level of actual or potential risk has increased due to events or circumstances (e.g. environmental risk). In such instances, the Board assumes no responsibility for any financial loss incurred by participants.

### **Costs**

Day field trips and in-school presentations occurring during school hours must be available to all students in a designated class, grade or course, and be charged on a cost-recovery basis only, allowing for rounding to the nearest dollar. Co-curricular fees (e.g., athletics, music, etc.) are only charged on a cost-recovery basis. Online payment is the preferred method of all transactions; all money collected and disbursed must be handled in accordance with the HDSB School Generated and School Council Funds Administrative Procedure and related processes.

The cost of occasional teachers shall not be included in fees charged during the instructional day. In the case of co-curricular athletic events, students may be charged tournament costs.

Where fees change after collection of funds from students resulting in a surplus of less than \$5.00 per student, those funds may be retained in the School Generated Field Trip category of the school budget in order to provide alternate experiences. For surpluses of over \$5.00 per student, the surplus funds must be returned to families via an alternate benefit to the affected students or a refund prorated to the portion of the field trip cost paid by each parent.

### **Transportation**

Where transportation is required, schools are to use HDSB approved bus transportation, taxis, or parent/guardian volunteer drivers. Information for approved bus, taxi and accessible transportation companies can be found on myHDSB, under Departments, Purchasing, Bussing. Bus rentals for day field trips must be made using Halton Student Transportation Services (HSTS). Volunteer drivers may be used to transport students if they meet the following requirements:

- a Criminal Background Check which includes vulnerable sector screening and/or, as appropriate, a current Offence Declaration on file with the school;
- an unrestricted driver's license and authorized to drive in Ontario;
- a valid automobile insurance policy with \$1,000,000 liability; and
- a signed Volunteer Driver Declaration.

Students under the age of 18 years may drive themselves, with parent/guardian permission. Students may drive other students if they meet the requirements of a volunteer driver, detailed above.

The organizer of the day field trip determines the acceptable methods of transportation for the event and as such is responsible for ensuring the appropriate Informed Consent and Volunteer Driver Declaration forms are completed and on file with the school.

Renting vehicles to transport students is not recommended. Renting vehicles exposes the employee's personal insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. Once the limits of the employee's personal policy are exhausted, the HDSB's non-owned automobile liability endorsement will provide excess coverage. If a vehicle must be rented, then the Superintendent must approve and the staff member must purchase the Deductible Waiver or Collision Damage Coverage from the rental agency.

The HDSB will not be responsible for any insurance deductible or premium adjustment as the result of an accident while the personal or rented vehicle is being used on board-related business.

## **Supervision**

At least one Supervisor for every day field trip or in-school presentation must be an employee of the HDSB. In the case of interschool athletics, the direct Supervisor must be a Board employee with OCT qualifications. The ratio and the role of staff, Supervisors and chaperones to students on a Day Field Trip should be decided with the following considerations in mind:

- student profile to support attendance of all students;
- risk factors inherent in out-of-school experiences;
- number of students attending the trip;
- age and maturity of students; and
- familiarity or lack of familiarity with the trip experience / environment.

The HDSB expects that when participation in approved day field trips and in-school presentations includes individuals other than the students in attendance in the program, grade and school for which the field trip has been approved, the Principal must authorize the attendance of those additional individuals and ensure that any appropriate paperwork is on file.

## **Safety**

The HDSB does not support day field trips where there exists an undue risk. Where elements of risk are evident, staff planning the trip will ensure that all activities involving physical activity adhere to the HDSB Localized Minimum Standards, Ontario Physical Activity Safety Standards in Education (OPASSE) and any other necessary resources are used to ensure that the trip meets expectations and all required equipment, training and preparation occurs with students prior to the trip.

## **RESPONSIBILITIES:**

The HDSB expects each school Principal to:

1. Create a plan each fall for all day field trips and excursions planned for the school year detailing the curricular relevance, cost, sources of revenue, timing, destination, type of supervision and transportation method for the event, and planned communication. Principals may also consider sharing plans with School Councils.
2. Consider the following guiding principles related to financial impact on families before approving a trip:

- a. a clear understanding of parental interest and commitment to the out-of-school experience
  - b. an awareness of and respect for the financial and educational priorities articulated by the school community in relation to a particular trip
  - c. reasonable value for cost
  - d. participation by all students who wish to participate; no student will be excluded from the day field trip due to any equity related issue (e.g., accessibility, inability to pay, etc.)
3. Review the HDSB External Service Providers, Guest Speakers, and In-School Presentations Guidelines for Staff before approving any in-school presentations.
  4. Assume responsibility within School Generated Funds for all money collected to offset the costs of Day Field Trips or In-School Presentations and for the custody, expenditure and accountability of those funds in accordance with the Board's School Generated and School Council Funds Administrative Procedure.

The HDSB expects each staff member to:

1. Submit to the appropriate office staff, a minimum of 2 weeks prior to any approved day field trip or in-school presentation, a copy of the event confirmation, including transportation booking if applicable, and a completed Trip/Presentation Costing Summary (Appendix F) in order to allow enough time for forms/letters to be sent home to parents/guardians. For presentations occurring in-school where there is no cost to students, communication may be shared through school communication (e.g., School Messenger, school newsletter, blog, calendar, etc).
2. Obtain the written, informed consent/permission of the custodial parent(s)/ guardian(s) for all activities taking place away from the school or outside the span of regular school hours.
3. Use School Cash Online or collect funds from students and submit to the office in accordance with the HDSB Generated and School Council Funds Administrative Procedure.
4. Ensure there are an adequate number of Supervisors for the day field trip, at least one of which must be a staff member or administrator employed by the HDSB.
5. Arrange transportation. A Bus/Car Manifest (Appendix H) must be completed and left at the school prior to departing for off-site activities. A Volunteer Driver Declaration (Appendix G) must be completed for each volunteer driver.
6. Ensure invoices are given to the office staff in a timely fashion to allow for payment of day field trips or in-school presentation fees.
7. Review the HDSB External Service Providers, Guest Speakers, and In-School Presentations Guidelines for Staff before approving any in-school presentations.

The HDSB expects the designated office staff to:

1. Generate Informed Consent-forms for Day Field Trips/presentations from the information submitted by staff on the appropriate costing form (Appendix F) using the appropriate Informed Consent form/letter template (Appendices A–E) and Volunteer Driver Declaration (Appendix G) as appropriate.

2. Deposit funds collected by teachers into School Generated Funds in accordance with the School Generated and School Council Funds Administrative Procedure.
3. Pay invoices related to day field trips, in-school presentations and related transportation in a timely manner.

**GENERAL PROCESSES:**

1. Individual day field trip proposals must be completed using the appropriate Informed Consent Form Template (Appendices A through D), Field Trip/Presentation Costing Summary (Appendix F) and appropriate transportation forms (Appendices G and H). Proposals should be submitted to the Principal early in the fall each school year, except where exceptions are warranted.
2. Once bookings have been confirmed, but no later than two (2) weeks prior to the date of the day field trip or in-school presentation, with the exception of events requiring qualification, the Field Trip/Presentation Costing Summary (Appendix F) should be given to the appropriate office staff to allow generation of appropriate consent forms to be sent home to parents and to also allow for the appropriate fees to be set up in School Cash Online.
3. Consent forms must be retained by the staff member supervising the day field trip/presentation, and must accompany students if the event is to take place off-site.
4. Bus/Driver Manifest (Appendix H) and Volunteer Driver Declarations (Appendix G) must be left with the school office for all activities taking place off-site.
5. Original invoices for destination fees, presentations and transportation must be submitted to the appropriate office staff accompanied by a Request for Funds Form. The preferred option is always an original invoice; however, in cases where that is not possible, the requirement for an original invoice may be replaced with detailed booking confirmation on the booking company's letterhead or official documentation showing cost per participant, all taxes, and total (to allow a cheque to be taken to the destination), followed up with a receipt from the destination/event.
6. Refunds to students absent on the day of a field trip or in-school presentation may be made at the discretion of the Principal and, may in part, be dependent upon whether the destination issues a refund to the school.
7. Staff can find all required Consent forms in the Form Library under School Operations on myHDSB.

Appendix A - Day Field Trip Informed Consent Walking or Bus

Appendix B - Informed Consent Permission Form Day Trip-Car  
(Attach with Appendix G-PLEASE PRINT DOUBLE SIDED)

Appendix C - Walking Outdoor Experiential Activities

Appendix D - Informed Consent Co-Curricular, Competitions, and Performances  
(Attach with Appendix G-PLEASE PRINT DOUBLE SIDED)

Appendix F - Day Field Trip Costing Summary

Appendix G - Volunteer Driver Declaration

Appendix H - Bus/Car Manifest