

Topic:	Day Field Trips and In-School Presentations
Effective:	March 2014
Cross-Reference:	Education Act; Ophea Safety Guidelines; Accident Reporting Flow Chart; Administrative Procedures: Criminal Background Check; Environmental Factors and Physical Activity; Student Fees; Administration of Prescribed and Emergency Medication; Risk Management – Minimum Standard of Care for Interschool Athletics; School Generated and School Council Funds; Supporting Students with Anaphylaxis; Supporting Students with Asthma; Supporting Students with Diabetes; Supporting Students with Seizures; Water Based Activities In, Near, Over or On Water
Review Date:	June 2021
Revision Date:	March 2017, June 2018
Responsibility:	Superintendent of Education (Family of Schools)

INTENDED PURPOSE:

The Halton District School Board recognizes the importance of out-of-classroom enrichment opportunities for students. Day field trips, in-school presentations, and inter-school events (e.g., athletics, band, student conferences, 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 inter-school events.**

OBJECTIVES:

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

- field trips and presentations have curricular relevance;
- equity among Halton District School Board schools with regard to enhanced learning experiences;
- processes are in place to ensure the safety of students and staff involved in field trips and presentations; and
- all day trips and in-school presentations endeavour to appropriately address the Board's expectations regarding equity (e.g., financial circumstances, ability, etc.) and steps/accommodations are put in place to help overcome these challenges (e.g., suitable time for fundraising, wheelchair accessibility, etc).

DEFINITIONS:

A **Day Field Trip** is an activity, which requires students to leave the school for a length of time not longer than one day.

An **Excursion** is defined as an overnight off-site activity that includes overnight travel and/or accommodation. Additional factors must be taken into consideration when planning excursions. This falls 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.

An **In-School Presentation** does not require leaving the school premises. It is a one-time activity run at a school by non-school staff by contract with the individual school or the Halton District School Board (e.g., a speaker, musical production, athletic demonstration, traveling exhibit or traveling demonstration).

Walking Outdoor Experiential Activities involve students leaving school property but 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 current Annual Offence Declaration on file with the Halton District School Board (volunteer documentation will be housed at the school). At least one Supervisor for every day trip, excursion, in-school presentation, and walking outdoor experiential activity must be a staff member of the HDSB. In the case of athletics, the direct supervisor must be a Board employee with OCT qualifications.

PROCEDURES:

The Halton District School Board supports the participation of staff and students in approved day field trips; the Board also supports the provision of opportunities for enhanced learning through presentations brought into schools to minimize the costs involved in transporting students.

General

In the case of curricular day trips and in-school presentations, the Halton District School Board 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.

Field trips, presentations for students, athletic practices and competitions and other student events should not be scheduled on Professional Activity or other identified staff learning days, or during identified Protected Time.

In addition to day trips or excursion, 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 can and should be obtained from parents/guardians at the beginning of the year (elementary) or semester (secondary).

The Halton District School Board reserves the right to exclude students whose pattern of behaviour is such that progressive discipline would indicate that their participation may pose unreasonable risk to the safety and enjoyment of the activity for themselves and/or the other participants. Such exclusion is at the discretion of each individual school Principal.

The Halton District School Board 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

The Halton District School Board expects that all essential learning activities will be provided without cost to students. Day 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 for ease of money-handling. Co-curricular fees (e.g., athletics, music, etc.) are also only charged on a cost-recovery basis. All money collected and disbursed related to day trips and in-school presentations must be handled in accordance with the Halton District School Board School Generated and School Council Funds Administrative Procedure and related processes.

The cost of supply teachers shall not be included in fees charged for one day field trips occurring during the instructional day. **In the case of co-curricular athletic events, students may not be charged supply teacher costs for regular league play, including play offs and championship, but 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, it is recommended that schools use bus transportation, taxis, or parent volunteer drivers. Bus rentals for 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 with Vulnerable Sector Screening and, 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;
- A signed Volunteer Driver Declaration.

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

The organizing staff member of the day field trip (inclusive of athletics and competitions) 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 (see Appendices A - H).

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 limits of the employee's personal policy are exhausted, the Halton District School Board'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 Halton District School Board 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 a **staff member of the Halton District School Board. In the case of athletics, the direct supervisor must be a Board employee with OCT qualifications.** The ratio and role of staff, supervisors and chaperones to students on a day field trip or an extended trip should be decided with the following considerations in mind:

- 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 Halton District School Board expects that when participation in approved day 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 Halton District School Board does not support day trips where there exists undue risk. Where elements of risk are evident, staff planning the trip will ensure that the Ophea Safety Guidelines and HDSB Localized Standards and other necessary resources are used to ensure that the trip meets expectations and required equipment, training and preparation occurs with students prior to the trip.

RESPONSIBILITIES:

The Halton District School Board 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. Assume responsibility within School Generated Funds for all money collected to offset the costs of Day Field Trips or 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 Halton District School Board expects each staff member to:

1. Submit to the appropriate office staff, a minimum of 2 weeks prior to any approved day trip or 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 newsletter, blog, calendar, etc).
2. Obtain the written, informed consent/permission of custodial parent(s) or 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 Halton District School Board School Generated and School Council Funds Administrative Procedure.
4. Ensure there are an adequate number of supervisors for the day trip, at least one of which must be a staff member or administrator employed by the Halton District School Board.
5. Arrange transportation in accordance with administrative procedures. 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 invoicing is given to the office staff in a timely fashion to allow for payment of day trip destination or presentation fees.

The Halton District School Board expects the designated office staff to:

1. Generate Informed Consent/Permission forms for day field trips/presentations from the information submitted by staff on the appropriate costing form (Appendix F) using the appropriate permission 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, presentations and related transportation in a timely manner.

GENERAL PROCESSES:

1. Individual field trip proposals must be completed using the appropriate Informed Consent/Permission Form Template (Appendices A through E), 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 field trip/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 permission letters to be sent home to parents and to also allow for the appropriate fees to be set up in School Cash Online.

3. Fees can be collected up to 72 hours before the event to establish final confirmation of number of students attending and facilitate payment to venue.
4. Any funds collected from students must be submitted to the office daily, accompanied by a completed School Activities Receipts Form and class list detailing payment by cash or cheque. Funds collected by the office would then be matched with funds collected online. Once all funds have been collected, they should be promptly deposited to the School Generated Funds bank account in accordance with the School Generated and School Council Funds Administrative Procedure.
5. Permission slips must be retained by the staff member supervising the trip/presentation, and must accompany students if the event is to take place off-site.
6. A completed 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.
7. 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.
8. Refunds to students absent on the day of a trip or 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. In all cases of refund, a Request for Funds Form and verification of both the student's absence and their original payment are required as backup for issue of a refund cheque.