

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 266

SUBJECT: FIELD TRIPS AND EXCURSIONS

Legal References: Education Act: Section 264 Duties of Teacher: Pursuit of Learning; Section 265 Duties of Principal: Care of Pupils; Ontario Regulation 298 Operation of Schools Section 11 Duties of Principals—Supervise Instruction, Supervision of Any School Activity; Section 20 Duties of Teachers: Ensure All Reasonable Safety Precautions; Ontario Regulation 565 Health Protection and Promotion Act; Ontario Physical Health and Education Association (OPHEA) Ontario Safety Guidelines; O.Reg. 191/11: Integrated Accessibility Standards Regulation under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Related References: Administrative Procedure 146 Use of Service Animals by the General Public; AP 204 Program Planning; AP 265 Co-instructional Activities; AP 268 Competitions Beyond the Local Level; AP 315 Medication: Oral Administration; AP 321 Fund-Raising; AP 322 Partnerships and Advertising in Schools; AP 351 Code of Conduct; AP 352 Promoting Positive Student Behaviour; AP 353 Student Suspension; AP 354 Student Expulsion; AP 358 Exclusion of Students; AP 495 Volunteer Programs in the Schools; AP 507 Financial Support for Co-curricular Activities; AP 513 Accounts: School Generated Funds; AP 560 Insurance, Property and Liability; AP 589 Transportation; Equity and Inclusive Education in Ontario Schools; Ministry of Education, 2009, 2012-2017 Multi-Year Accessibility Plan – Avon Maitland District School Board

1. System Expectations

- 1.1 Well-planned and properly organized field trips and excursions provide students with enhanced educational and social experiences and programs.
- 1.2 The safety and health of students and staff must be given primary consideration in the planning and implementation of field trips and excursions. The organizers of each field trip or excursion must incorporate appropriate safety practices that consider factors such as the nature of the activity, the skill level of the students, the number of students, and the mental and physical capacity of the students.
- 1.3 The director of education, or designate, shall approve field trips and excursions in accordance with this administrative procedure.
- 1.4 All arrangements shall be made with the full knowledge and consent of the principal.
- 1.5 Avon Maitland District School Board accepts the safety standards for field trips and excursions set out by the *Physical Education Ontario: Safety Guidelines*.
- 1.6 Parents/guardians or adult students will be informed about the aspects of the field trip/excursion and will provide written consent to participate in, and accept the risks associated with, the trip/excursion.

- 1.7 Organizers of field trips are encouraged to minimize missed instructional days. Field trips/excursions that are open to the general school population shall not require students or teachers to miss more than 3 school days. (Exceptions are subject to the approval of the director or designate.)
Field trips/excursions such as Grade 7/8 Quebec, Leadership Camp or other activities targeted for individual classes may extend beyond 3 missed school days with the approval of the principal and regional superintendent.
- 1.8 A student may be excluded from a field trip/excursion at the discretion of the principal. An alternate curriculum-related activity will be provided for the student.
- 1.9 Out-of-school activities occurring during school hours should be available to all students in a designated class, grade, or course, regardless of the financial status or means of the individual family. This section does not apply to excursions taken by school teams or clubs.
- 1.10 Out-of-school activities should also ensure that destinations, transportation, communication processes and program are accessible as required under the Accessibility for Ontarians with Disabilities Act (2005), the Avon Maitland District School Board 2012-2017 Multi-Year Accessibility Plan, and Accessibility for Ontarians with Disabilities - Principals' Checklist.
- 1.11 When Planning a field trip or excursion, school staff must address the following considerations from Accessibility for Ontarians with Disabilities Act (2005):
- Special activities and event planning includes considerations of accessible locations (e.g., main floor, accessible doors/entrances/washrooms), and are publicized in ways that are accessible to all to the extent possible
 - Communications about the trip include messages regarding sensitivity to environmental allergies, physical needs of others, etc.
 - Planning special activities, events and food considers needs of students, staff and volunteers with food allergies, diabetes, and other medical conditions as required
 - Planning for out of classroom experiences includes ensuring all students, staff and volunteers can participate and that the destination is adequately prepared to meet the needs of the participants
 - Vehicles for students using specialized equipment is considered when planning field trips, co-curricular activities, etc.
- 1.12 These procedures apply to all field trips/excursions sanctioned by the Director of Education and are intended to:
- 1.12.1 Provide direction for school administrators when planning out-of-school activities; and,
- 1.12.2 Guide principals and teachers in incorporating appropriate safety practices for each out-of-school activity.

2. Definitions

- 2.1 A field trip is an out-of-school activity that is directly related to the Ontario or board curriculum in which students participate outside their own school campus during the course of the day, or beyond the normal school day, or over one or more nights.
- 2.2 An excursion is an out-of-school activity, which does not relate directly to the Ontario or board curriculum, but is approved by the principal.

- 2.3 An adult student is a student who is 18 years of age or older.
- 2.4 In-school promotion of any field trip, excursion or activity requires approval of the principal. If the trip or activity being promoted is not school-sanctioned or principal-approved, the event shall not be promoted in the school.

3. Responsibility

- 3.1 Planning and supervision for field trips/excursions are the shared responsibilities of the principal and the teaching staff.
 - 3.1.1 Regulation 298 specifies that it is the duty of the principal to provide for the supervision of and the conducting of any school activity authorized by the board [S.11 (3)(f)]; and
 - 3.1.2 Regulation 298 specifies that it is the duty of the teacher to ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible [S.20 (g)].

4. Approval

- 4.1 The teacher(s) organizing the field trip or excursion will submit to the principal a completed Form 266A Field Trip/Excursion Proposal. The principal must approve all field trips/excursions before additional approval is sought.
- 4.2 The principal may approve any Level 1 field trips or excursions, as described in Section 6.1 below, that do not require the students to be away from home overnight, or to be out of the province.
- 4.3 Approval by the regional superintendent is required for all Level 2 field trips, as described in Section 6.2 below, that:
 - 4.3.1 Involve out-of-province travel;
 - 4.3.2 Involve higher risk activities;
 - 4.3.3 Field trips of fewer than five days that involve an overnight stay within and outside the province, in a non-wilderness setting; or
 - 4.3.4 In the opinion of the principal require further approval.
- 4.4 Requests must be submitted to the regional superintendent at least one month prior to the departure date, unless there are exceptional circumstances recognized by the regional superintendent.
- 4.5 Approval by the Director of Education (or designate), is required for all Level 3 field trips, as described in Section 6.3 below, and excursions that:
 - 4.5.1 Involve international travel;
 - 4.5.2 Field trips of five days or more in duration;
 - 4.5.3 Involve circumstances which in the opinion of the regional superintendent, require further approval; or
 - 4.5.4 Involve wilderness trips anywhere in Canada.

5. Timing and Financing

- 5.1 When coordinating field trips/excursions, the principal and teachers will consider factors such as the timing, frequency of trips per student/staff member per year, number of classes/instructional days missed, and the age of students related to the length of the trip.

- 5.2 Organizers must be sensitive to the financial costs to students and families, and have contingency arrangements.
- 5.3 Form 266B Summary Financial Statement of Field Trips/Excursions shall be completed by the teacher in charge and submitted to the principal within two weeks of the completion of the field trip/excursion.
- 5.4 Avon Maitland District School Board will not be liable for expenses incurred by students or supervisors while on the field trip/excursion. In the event of unexpected transportation difficulties, the teacher in charge will notify the principal and seek direction.
- 5.5 All fund-raising activities to support field trips/excursions will be done in accordance with relevant administrative procedures.
- 5.6 Occasional teacher costs, beginning on the second day of the excursion, shall be covered through fund-raising activities or charged to the school formula budget.

6. Field Trip Levels

Level 1 Field Trips/Excursions – Only Principal Approval Required

- 6.1 Level 1 Field Trips involve brief visits (one school day or less) to local or provincial points of interest such as:
 - 6.1.1 Community visits to the local fire hall, police station, bakery, local museum, etc.;
 - 6.1.2 Traveling by school bus to local or regional destinations—local landfill site, sugar bush, other schools for athletic, drama or music activities, theatre, local day hiking; and
 - 6.1.3 Supervised swimming instruction: Note: lifeguard supervision is required for a recognized instructional swimming program (e.g., aquatic centers, municipal and institutional pools).
 - 6.1.4 Level 1 Field Trips/Excursions include ongoing curricular or co-instructional field trips.
 - 6.1.5 On-going Curricular/Co-Instructional Field Trips:
 - 6.1.5.1 On-going curricular field trips are defined as off-campus activities that are part of the curriculum and occur frequently as part of the program. Physical education recreation courses such as skating, golf or music courses involving off-campus concerts are examples of on-going curricular field trips.
 - 6.1.5.2 On-going co-instructional field trips are scheduled off-campus sporting events, performances or competitions. Some examples are sports team league games, tournaments and playoff games, choir performances and drama competitions.
 - 6.1.5.3 For all on-going curricular or co-instructional field trips teachers will complete Form 266C Parent/Guardian Information and Consent for On-going Curricular and Co-Instructional Field Trips.
 - 6.1.6 **The principal and the teacher in charge shall ensure that:**
 - 6.1.6.1 Form 266A Field Trip/Excursion Proposal is completed by the teacher in charge of the trip and submitted to the principal of the school(s) involved for approval at least one week prior to the trip.
 - 6.1.6.2 The principal has a copy of the Trip File, described below in Section 13, available in the school office.

- 6.1.6.3 The supervising teacher has a copy of the Trip File, described below in Section 13, in his or her possession.
- 6.1.7 If, in the opinion of the principal, any aspect of a Level 1 Field Trip falls under a Level 2 definition, Level 2 procedures are to be followed.
- 6.1.8 A cellular phone is provided for all Level 1 trips if a telephone will not be immediately available at the destination point.

6.2 Level 2 Field Trips – Regional Superintendent Approval Required

Level 2 Field Trips:

- 6.2.1 Involve out-of-province travel;
- 6.2.2 Involve higher risk activities;
- 6.2.3 Are field trips of fewer than five days that involve an overnight stay, within or outside the province, in a non-wilderness setting; or
- 6.2.4 In the opinion of the principal require further approval.
- 6.2.5 **The principal and supervising teacher shall ensure that:**
 - 6.2.5.1 Form 266A Field Trip/Excursion Proposal is completed by the supervising teacher of the trip and submitted to the principal of the school(s) involved for approval;
 - 6.2.5.2 All Level 2 Field Trips have first received principal permission;
 - 6.2.5.3 The completed proposal has been forwarded to the regional superintendent at least one month prior to the trip;
 - 6.2.5.4 The principal has a copy of the Trip File, described below in Section 13, available in the school office; and
 - 6.2.5.5 The supervising teacher has a copy of the Trip File, described below in Section 13, in his or her possession.
- 6.2.6 If any aspect of a Level 2 Field Trip, in the opinion of the regional superintendent, falls under a Level 3 definition, those procedures are followed.
- 6.2.7 A cellular phone is provided for all Level 2 trips if a telephone will not be immediately available at the destination point. **Note:** If cellular phone service is not available at the destination point, a satellite telephone must accompany the supervising teacher. Satellite phones can be rented at www.roadpost.ca.
- 6.2.8 The principal and supervising teacher will also ensure that a Parent/Guardian Information Meeting is held as described below in Section 7.2.11, if deemed necessary by the principal or regional superintendent.

6.3 Level 3 Field Trips – Director Approval Required

Level 3 Field Trips Include:

- 6.3.1 International travel;
- 6.3.2 Field trips of five days or more;
- 6.3.3 Involve circumstances which, in the opinion of the regional superintendent, require further approval; or
- 6.3.4 Wilderness trips anywhere in Canada.
- 6.3.5 **The principal and supervising teacher shall ensure that:**
 - 6.3.5.1 Form 266A Field Trip/Excursion Proposal is completed by the supervising teacher of the trip and submitted to the principal of the school(s) involved for approval;
 - 6.3.5.2 All Level 3 Field Trips have first received principal permission;
 - 6.3.5.3 The completed proposal has been forwarded to the regional superintendent;
 - 6.3.5.4 All Level 3 Field Trips receive approval of the director or designate;

- 6.3.5.5 The principal has a copy of the Trip File, described below in Section 13, available in the school office;
 - 6.3.5.6 The supervising teacher has a copy of the Trip File, described below in Section 13, in his or her possession; and
 - 6.3.5.7 A cellular phone is provided for all Level 3 trips if a telephone will not be immediately available at the destination point. **Note:** If cellular phone service is not available at the destination point, a satellite telephone must accompany the supervising teacher. If students are broken up into smaller groups for extended periods of time or overnight, more than one satellite telephone may be needed. Satellite phones can be rented at www.roadpost.ca.
 - 6.3.5.8 Field Trips to wilderness areas include a Safety Management Plan as described below in Section 7.2.9; and
 - 6.3.5.9 A Parent/Guardian Information Meeting is held as described below in Section 7.2.11.
- 6.3.6 The regional superintendent may seek out expert advice concerning the Safety Management Plan from certified instructors or organizations. The regional superintendent would then consider the recommendations when deciding to submit the request to the director for approval or returning it to the teacher for revisions.

7. General Responsibilities

7.1 Principals shall ensure that:

- 7.1.1 All requirements of the administrative procedure have been adhered to;
- 7.1.2 The field trip is planned jointly by the principal and the teachers;
- 7.1.3 The activity has sound educational value, relates to learning expectations of the curriculum, and is appropriate for the students' age, physical and mental status;
- 7.1.4 The following documentation has been received and is on file at the school for any travel agency (licensed, third party) who sets up a field trip:
 - 7.1.4.1 A copy of the agent/agency's Ministry of Consumer and Commercial Relations current registration form;
 - 7.1.4.2 A Certificate of Insurance outlining the agent/agency's current comprehensive general liability coverage of at least one million dollars; and
 - 7.1.4.3 A copy of the agent/agency's current Student Insurance Policy.
- 7.1.5 For all field trips suitable information is sent to parents/guardians explaining the purpose, supervision, program and schedule for the trip (weather permitting) well in advance of the trip.
- 7.1.6 Form 266C Parent/Guardian Information and Consent for Ongoing Curricular and Co-Instructional Field Trips or Form 266E Parent/Guardian Consent for Field Trips/Excursions is completed and signed for every student who participates in a field trip. Parents must also have received Form 266D Parent/Guardian Information for Field Trips/Excursions. Note that all students must have adequate health and hospital insurance for the duration of the trip.
- 7.1.7 Whenever a student is expected to participate in ongoing trips for a particular curricular or co-instructional activity, Form 266C Parent/Guardian Information and Consent for Ongoing Curricular and Co-Instructional Field Trips is completed for each student, only once at the beginning of the season or school year.
- 7.1.8 The regional superintendent has approved any Level 3 Trips at least three months in advance.

- 7.1.9 The regional superintendent has approved any Level 2 field trips at least one month in advance of the trip.
- 7.1.10 Supervision for the class(es) of a teacher involved on a trip is arranged.
- 7.1.11 Adequate supervision is provided for pupils on the field trip. The selection of appropriate supervisors will take into account the number of students, their age, gender and the nature of the activity as per administrative procedures and guidelines. The principal has authority to delegate responsibility to adults who are not teachers, and should retain on file the names of all adult supervisors and resource persons assisting in field trip management.
- 7.1.12 They have approved the participation of each volunteer as required under Administrative Procedure 495 Volunteer Programs in the Schools, and have ensured that volunteers are familiar with the School Code of Conduct.
- 7.1.13 All fund-raising activities comply with Administrative Procedure 321 Fund-Raising.
- 7.1.14 Any exceptional or extenuating circumstances are referred to the regional superintendent for approval.
- 7.1.15 Prior to departure, the principal has received a list of student names and emergency contact phone numbers and that this list is on file ready for timely use in the event of emergency.
- 7.1.16 All consent forms for the trip are kept on file for one year.
- 7.1.17 Prior to any international trip, the Department of Foreign Affairs and International Trade (DFAIT) has been consulted to determine if any travel advisory has been issued for the duration of the trip. Should conditions warrant, the principals will require trip organizers to register all trip particulars with DFAIT (www.voyage.gc.ca) prior to departure and to activate the registration with the local Canadian consulate upon arrival.

7.2 Teachers shall ensure that:

- 7.2.1 Learning expectations for the trip are established early in the planning process. In-class discussions will also be held to address any potential hazards and risks, and appropriate strategies to deal with them.
- 7.2.2 Principal approval is secured before any commitments are made, and teacher principal communication about the trip is continuous and on going.
- 7.2.3 Regional superintendent approval is secured according to this procedure.
- 7.2.4 Formal bookings or reservations are arranged well in advance to secure use of facilities or resources.
- 7.2.5 Whenever possible, a pre-trip visit to the trip site is conducted to become familiar with the physical layout and curricular opportunities.
- 7.2.6 Where appropriate, a simulation exercise or special training has been conducted as preparation for the trip.
- 7.2.7 All equipment and supplies required for trip activities have been listed, located, secured, and are in good working condition.
- 7.2.8 All safety rules and rules of conduct are reviewed with the students. Where appropriate, the guidelines set out by the Ontario Safety Guidelines (OPHEA) are reviewed and followed. Appropriate safety instruction and emergency preparedness are reviewed and plans are communicated and implemented to address student fitness and skill levels, as required for the trip
- 7.2.9 When required (Level 2 and Level 3), a Safety Management Plan must be provided at the time of application. The plan will include:
 - 7.2.9.1 Overall educational rationale for the trip;
 - 7.2.9.2 Rationale for major activities and trip components;
 - 7.2.9.3 Itinerary and a route map (including risks, counter measures and escape plans);

- 7.2.9.4 A phone “check-in” schedule that is mutually acceptable between the school administrator and the supervising teacher;
- 7.2.9.5 Emergency contact numbers;
- 7.2.9.6 Where trip group can be reached;
- 7.2.9.7 Local emergency numbers in the trip area;
- 7.2.9.8 Individual emergency medical management plan, as applicable;
- 7.2.9.9 Contingency plans if applicable;
- 7.2.9.10 A full participant list that includes volunteers and the supervising teacher;
- 7.2.9.11 An equipment list that includes appropriate safety, first aid and communication devices (cell or satellite phone, as required by available service); and
- 7.2.9.12 A complete list of all modes of transportation.
- 7.2.9.13 Appropriate district forms are used to communicate with parents or guardians. Written consent and appropriate health and emergency numbers are obtained.
- 7.2.9.14 A parent/guardian meeting takes place for all Level 3 Field Trips and, at the principal’s discretion, for Level 1 and 2 Field Trips. The meeting will provide an opportunity to review the itinerary, explain risks and possible contingency plans, answer any questions, and provide an opportunity for parents and teachers to discuss trip details and any concerns with the trip organizers.
- 7.2.9.15 Appropriate adult supervision will be adhered to as outlined in administrative procedures. Additional supervision will be included where necessary to support special needs students. All volunteers are properly informed in advance about their duties and responsibilities throughout the trip.
- 7.2.9.16 When students are taken on field trips, the supervisor is aware of individual differences and health concerns. Provisions must be made for emergencies.
- 7.2.9.17 Emergency contacts and any other important information regarding the student must accompany the teacher on the field trip. In addition all similar information must be available at the school.
- 7.2.9.18 A system of grouping students for supervision appropriate to the trip is in place.
- 7.2.9.19 Students are given safety instructions by designated transport personnel, as appropriate (if traveling by public conveyance).
- 7.2.9.20 When directed by the principal, all trip participants are registered with the Department of Foreign Affairs and International Trade (DFAIT) prior to departure (www.voyage.gc.ca) and the local Canadian consulate is contacted upon arrival to activate the registration.

7.3 Students shall ensure that:

- 7.3.1 All relevant forms and financial arrangements have been completed and submitted by the dates set out.
- 7.3.2 Academic responsibilities are met prior to, during, and after the trip.
- 7.3.3 Rules of conduct and safety including the School Code of Conduct rules for the specified field trip are understood and followed.
- 7.3.4 Behaviour during the trip is consistent with the School Code of Conduct.
- 7.3.5 Preparations for the trip have been made, including appropriate clothing, sun protection, equipment and supplies.

7.3.6 The system of student grouping for supervision purposes is clearly understood. Failure to adhere to the above responsibilities may result in the exclusion of the student from the field trip.

7.4 Parents/Guardians shall ensure that:

7.4.1 They are fully informed about all aspects of the trip, (e.g., have attended the Parent Information Meeting; have read and understood the itinerary).

7.4.2 The school is informed of any changes to the medical profile of their child. If a medical condition exists that may/will require intervention during the trip, it is the responsibility of the parent to contact the supervising teacher to develop a Medical Emergency Plan.

7.4.3 Preparations for the trip have been made, including provision of appropriate clothing, equipment, sun protection, and supplies.

7.4.4 They understand the rules of conduct and safety including the School Code of Conduct, and that rules for the specified field trip have been discussed with their son/daughter.

7.4.5 Adequate health and hospital insurance coverage has been provided for the duration of the trip.

8. PARTICIPATION

8.1 Any student in good standing may take part in field trips/excursions sanctioned by the principal, subject to the criteria and guidelines of the activity. The principal shall have the final word on the eligibility of the student's participation.

8.2 When the behaviour of a student on a field trip/excursion is, in the opinion of the supervisors, compromising the safety of the student, or others, or does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians or adult student. Parents/guardians will be notified prior to the student being sent home of the arrangements being made.

9. VOLUNTEER SUPERVISORS

Principals must select and screen volunteers in accordance with Administrative Procedure 495 Volunteer Programs in the Schools. The principal will approve the participation of each volunteer, and has the authority to delegate responsibility to adults who are not teachers. The principal shall retain on file the names of all adult supervisors and resource persons assisting in the supervision of students on the field trip/excursion.

10. TRANSPORTATION

10.1 For all modes of transportation, whether commercial or volunteer, the driver must provide proof of liability insurance (one million dollars minimum). The existence of a valid insurance policy will be documented and confirmed as part of the planning process.

10.2 Private transportation shall be used only when the driver and owner of the vehicle is (are) aware of the implications regarding liability and personal insurance.

10.3 Additional passengers are permitted only under exceptional circumstances and with the advance permission of the principal, who must determine the liability factors, and that supervision of students will not be adversely affected.

10.4 When more than one vehicle is used for an activity, a separate passenger list for each vehicle must be prepared.

11. SAFETY AND HEALTH

- 11.1 Safety and health for students and staff shall be given the highest priority when planning or approving a trip.
- 11.2 Supervisors of field trips/excursions must be aware of relevant first aid procedures, and in the case of swimming or boating, at least one supervisor must have a current National Lifeguard Service certificate or first aid qualification such as St. John's Emergency First Aid Certificate.
- 11.3 It is the supervisor's duty to ensure that students are instructed about safety procedures either by the activity provider or by the teachers/supervisors. The transportation carrier must also instruct the students about safety and emergency procedures.

12. ADDITIONAL OUT-OF-COUNTRY REQUIREMENTS

The principal or teacher organizing the event will check with the Department of Foreign Affairs and International Trade Canada before proceeding with school trips to foreign destinations, and should follow the recommendations of the Department. For information on security and safety of travelers contact 1-800-267-6788 or www.voyage.gc.ca.

13. TRIP FILE

- 13.1 A trip file for each field trip/excursion is to be kept in a visible and published location in the school office. It will include:
 - 13.1.1 Trip manifest(s);
 - 13.1.2 Form 266A Field Trip/Excursion Proposal
 - 13.1.3 Itinerary and correspondence to parents/guardians;
 - 13.1.4 Form 266E Parent/Guardian Consent for Field Trips/Excursions; and
 - 13.1.5 The Safety Management Plan.
- 13.2 The teacher(s) in charge will carry on his/her person at all times:
 - 13.2.1 Individual emergency medical management plan, as applicable;
 - 13.2.2 Emergency Numbers;
 - 13.2.3 Administrator/designate and regional superintendent's contact numbers; and
 - 13.2.4 The Safety Management Plan.

14. EMERGENCIES

- 14.1 In the event of an emergency situation, the teacher/supervisor or a designate on the trip will notify the school principal, or designate immediately, or as soon as is practically possible. The principal will then implement the pre-arranged telephone tree system to make every endeavour to notify the parents/guardians of the students on the field trip/excursion of the status of the situation. The principal will notify the parents/guardians of the availability of the school for them to gather and receive updated information from the teacher/supervisor through the principal or designate.
- 14.2 A complete list of all contact names for students, teachers and volunteer supervisors on the trip will be easily available in the school office throughout the duration of the trip to facilitate timely notification to parents/guardians, and appropriate family members.

- 14.3 The regional superintendent will be contacted by school personnel, and will then notify the director of education, other members of the senior staff, the Manager of Communications, the Superintendent of Business (who will contact the board's insurance company). Trustees will be notified, as appropriate.
- 14.4 The principal/teacher in charge will provide parents/guardians with phone numbers where the student can be reached in the event of an emergency.

15. IDENTIFIED HIGHER RISK ACTIVITIES

- 15.1 Any trip that has an inherent danger to the participant is considered to be a higher risk activity. These include, but are not limited to:
- 15.1.1 Canoe/water craft instruction;
 - 15.1.2 Canoe/open watercraft tripping;
 - 15.1.3 Aquatics;
 - 15.1.4 Alpine skiing/snowboarding/snowblading/snow-tubing;
 - 15.1.5 Cross country skiing/snowshoeing;
 - 15.1.6 Winter camping;
 - 15.1.7 Warm weather camping;
 - 15.1.8 Cycling; and
 - 15.1.9 Ice skating, tobogganing.
- 15.2 The appropriate checklist(s) must be completed [Form 266 Higher Risk Activity Organizational Checklists] and approved by the principal. This checklist must be included in the Trip File.
- 15.3 Other activities that have a significant degree of inherent danger include rock climbing, sailing, boating, horseback riding and scuba diving. An outside organization with activity-specific expertise must be used for these activities. ***Form 266 Higher Risk Activity Checklist 9: Outside Organizations must be completed by the teacher and submitted to the principal for approval.***
- 15.4 Whenever an outside organization is contracted to provide services, the organization must provide proof of liability insurance (one million dollars minimum) as well as the certification of the instructor.
- 15.5 Any trip that involves more than one Higher Risk activity must have all of the appropriate checklists completed, such as a camping trip involving swimming and canoeing.
- 15.6 Form 266 Higher Risk Activity Checklist 10: Inter-School Sports must be completed for teams participating in high risk sports occurring outside the regular season (ex., hockey, rugby, high jump, etc.)

16. REQUIRED USE OF REGISTERED TRAVEL AGENT

- 16.1 The Travel Industry Act (RSO, 2002) Regulation 26/05 requires that all persons arranging travel must be licensed under the Act.
- 16.2 Article 2(2)(7) of Regulation 26/05 provides an exemption for:
"A person who is employed to teach in an elementary or secondary school, university or college of applied arts and technology who:

- i. Arranges one-day tours for the students of that school, university or college as part of the curriculum or arranges other travel services through a registered travel agent as part of the curriculum;
 - ii. Has the approval of the appropriate board, principal or other governing body or official to make the arrangements for the travel services; and,
 - iii. Receives no direct or indirect gain or profit from arranging for the travel services other than participating in the travel services.
- 16.3 In order to comply with the Travel Industry Act and Regulation 26/05 the school staff must follow the procedures outlined below when arranging field trips/excursions:
- 16.3.1 Field trips/excursions that take place within the province of Ontario and that involve a maximum of one night away may consider the use of a registered travel agent when arrangements are made for the activity.
 - 16.3.2 Field trips/excursions involving more than one night away should use a registered travel agent when arrangements are made for the activity. Exceptions to this requirement may include, but are not limited to, trips to Camp Celtic, JUMP, Camp Sylvan and Bark Lake where students are travelling directly to and from these program locations. Questions regarding exemptions should be directed to the Superintendent of Education – School Operations.
 - 16.3.3 Field trips/excursions involving out-of-province travel must make use of a registered travel agent when arrangements are made for the activity.
- 16.4 Funds raised for any field trip/excursion must be accounted for in excursion expenditures. Fees paid by students for participation in a field trip/excursion may not be attributed to general fundraising efforts.

17. TRAVEL AGENCY TOURS - GENERAL INSTRUCTIONS

- 17.1 Principals shall ensure that the travel agent chosen to arrange the trip is listed on the Travel and Tour Operators Vendor of Record List (Appendix B).
- 17.2 Principals shall ensure that quotes are received for the cost of the trip from a minimum of three of the Travel and Tour Operators found in Appendix B and that these quotes are submitted along with Form 266A to the regional superintendent.
- 17.3 Principals shall ensure that Form 266G Travel and Tour Service Vendor Performance Evaluation, is completed and submitted to the Purchasing Manager within seven days of the completion of the trip.
- 17.4 Principals shall ensure that all pertinent liability/insurance papers are on file.
- 17.5 Appropriate travel agency tours may be considered as valid educational experiences for students.
- 17.6 Ontario agencies or companies shall be permitted to offer their services in schools only if such agencies or companies can make security arrangements to ensure performance of the arrangements for the trip.
- 17.7 The following documentation will be received and be kept on file at the school for any travel agency that organizes a field trip/excursion:
 - a) A copy of the agent/agency's Ministry of Consumer and Commercial Relations current registration form;

- b) A Certificate of Insurance outlining the agent/agency's current comprehensive general liability coverage of at least one million dollars; and
 - c) A copy of the agent/agency's current student insurance policy.
- 17.8 To avoid acting in the capacity of a "travel salesperson" as defined in the *Travel Industry Act, RSO 2002*, the teacher must refrain from accepting cash, taking cheques or issuing receipts in his or her own name and from accepting remuneration from the travel agency for services. The teacher may, however, accept travel and accommodation on the trip with the students, provided all such benefits are approved by the principal.
- 17.9 The travel agency shall provide a responsible liaison person in Canada both prior to and during the tour, and this person's name, telephone number and address will be made known to the parents/guardians of the students on the tour and to the principal or designate.
- 17.10 Student fund-raising projects designed to raise money to send choirs, bands, drama groups, teams, or any other groups of students on a travel agency tour are recognized to be necessary.
- 17.11 Funds raised for travel agency tours are school generated funds and should not be credited to a board account. A separate and specific bank account shall be used and Administrative Procedure 513 Accounts: School Generated Funds followed.
- 17.12 All money collected must be accounted for. Cheques may be made payable to the licensed agency or company or school trust account, but not to the teacher, and not to Avon Maitland District School Board. All money received must be receipted.

INDEX OF FORMS AND CHECKLISTS FOR FIELD TRIPS AND EXCURSIONS

Form 266A	Field Trip/Excursion Proposal
Form 266B	Summary Financial Statement of Field Trips/Excursions
Form 266C	Parent/Guardian Information and Consent for Ongoing Curricular and Co-Instructional Field Trips
Form 266D	Parent/Guardian Information for Field Trips/Excursions
Form 266E	Parent/Guardian Consent for Field Trips/Excursions
Form 266F	Travel Agency Parent/Guardian Consent Form (required in addition to Form 266C and Form 266E)
Form 266G	Travel and Tour Service Vendor Performance Evaluation
Higher Risk Activities Organizational Checklists	
Form 266 HRA-1	Canoe/Watercraft Instruction Organizational Checklist
Form 266 HRA-2	Canoe/Open Watercraft Tripping Organizational Checklist
Form 266 HRA-3A	Aquatics Supervised Swimming Instruction Organizational Checklist
Form 266HRA-3B	Recreational Aquatics — Class A Pools Organizational Checklist
Form 266 HRA-3C	Recreational Aquatics — Class B Pools Organizational Checklist
Form 266 HRA-3D	Aquatics — Natural Settings Organizational Checklist
Form 266 HRA-4	Alpine Skiing/Snowboarding/Snowblading/Snow-tubing Organizational Checklist includes page 3 Skiers'/Snowboarders'/Snowbladers'/Snow-tubers' Responsibility Code
Form 266 HRA-5	Winter Activities - Remote/Off Campus Cross-Country Skiing, Snowshoeing Organizational Checklist
Form 266 HRA-6	Winter Camping Organizational Checklist
Form 266 HRA-7	Warm Weather Camping Organizational Checklist
Form 266 HRA-8	Cycling (Off Campus) Organizational Checklist
Form 266 HRA-9	Outside Organizations Organizational Checklist
Form 266 HRA-10	Inter-School Sports Organizational Checklist
Form266 HRA-11	Ice Skating
Form 266 HRA-12	Tobogganing

TRAVEL AND TOUR OPERATORS VENDOR OF RECORD LIST

Brightspark (Educatours Ltd.)
Chapman Cultural Tours Ltd.
Edu Travel Inc.
EF Educational Tours
Ellison Travel and Tours Ltd.
Evolve Tours
Explorica Canada Inc. – Keating
Great Adventure Tours Inc.
MacDonald Tours Inc.
Perspectives Eduscho Ltd.
Uniglobe - Enterprise Travel Ltd.
Uniglobe - Premier Travel Planners Inc.