

Application for Approval of School Out-of-Province Field Trips

It is recognized that field trips can contribute to the overall educational, cultural, social and recreational development of students and are considered part of the regular school environment. They provide learning experiences that contribute to curriculum, learning and a quality school experience, are complementary to classroom instruction and/or are not possible to offer in the school.

PLEASE ENSURE...

- ✓ **Approval for any out-of province field trip is obtained from the Assistant Director of Education (Programs) before any fundraising, collection of student fees, travel arrangements/booking or contracting with outside agencies occurs. (as per Policy 800.7 Field Trips)**

 - ✓ **You have reviewed the following policies that relate to student travel:**
 - 800.5 Safe and Caring Schools Policy
 - 400.1 Student Transportation Policy
 - 400.7 Use of Private Vehicles Policy
 - 400.2 Use of Fifteen (15) Passenger Van Policy (if applicable)
 - 800.1 Student Participation in Alpine Skiing/Snowboarding Policy (if applicable)

 - ✓ **The proposed trip itinerary, including travel details is attached.**

 - ✓ **All correspondence to be provided to students and parents is attached.**
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PROCESS for APPROVAL:


- a) Submit “**School Out-of Province Field Trip Approval Application**” and all required documentation to the relevant Senior Education Officer.

- b) Submit “**Administrator Checklist for School Out-of Province Field Trips**” two weeks prior to the date of the trip.

School Out-of Province Field Trip Approval Application				
School Name:			Principal:	
Proposed Trip:				
Date of Trip (date range):			Grade Level/s of Group:	
Total # of Students	# of Male Students	# of Female Students	# of Instructional Days to be Missed	# of Chaperones
Teacher Sponsors:			Organizing Committee/Agency:	

Emergency Contact Information		
<i>Person</i>	<i>Phone #'s</i>	<i>Email Address</i>
Principal		
Vice-Principal		
Teacher Sponsor		

Purpose of Proposed Trip
Value to Student: <i>Comment on relevance of the learning experience of this trip to the overall development of the students involved. Include direct links between activities in the trip itinerary and the curriculum.</i>
<i>Educational:</i>
<i>Cultural:</i>
<i>Social:</i>
<i>Recreational:</i>
<i>Additional Comments:</i>

Chaperone Information			
Name	Role (Teacher, Parent, Coach...)	Male or Female	Criminal Reference Check (CRC) on File 

Funding of Trip		
<i>Cost of Trip</i>		
Type of Costs	Describe	Total Cost
Travel		
Accommodations		
Meals		
Activities		
Other (specify)		
	Total Cost of Trip	
	Total Cost Per Student	
<i>Sources of Funding</i>		
Source of Funds	Describe	Estimated Funds
School Fundraisers		
Grants/Donations		
Other		
Contribution of Parents (per student)		

Travel Details	
Date of Departure:	Time of Departure:
Date of Return:	Time of Return:

Mode of Travel Inside and Outside Province

1. Describe how students will travel to and from their destination (*ie. air travel company... ensure travel itinerary is attached*).

2. Describe how and when student will travel to connections to travel outside of the province, (*i.e., getting to and from airports or ferries*).

3. Describe how students will travel to and from activities/events at their destination.


4. Describe the arrangements that are in place if a student must return home due to illness, accidents, inappropriate behavior or other causes (*7.5.7 Field Trip Policy*)

Administrator Signature

Date

SEO or ADE (Programs) Signature

Date

Administrator Checklist for School Out-of Province Field Trips <i>(to be submitted to SEO <u>two weeks</u> prior to commencement of field trip with attached required information)</i>	
Administrative Task	Completed
All student consent forms submitted, approved and on file (800.7 (7.1.5) Field Trips Policy).	
All contact information for adults and students participating in the trip compiled and on file (attached).	
Written approval and protocol for any student requiring the administration of medication completed and on file (800.7 (7.4.5) Field Trips Policy).	
Criminal Reference Check forms for all chaperones are on file.	
School code of conduct has been communicated to all students, parents and chaperones involved in the trip.	
Procedures for private vehicle travel has been completed (400.7(7) Use of Private Vehicles for the Transportation of Students.	
Adequate supervision schedule, including appropriate number of male and female chaperones and the supervision expectations is in place and has been clearly communicated to ALL students, chaperones and parents (800.7 (7.4) of Field Trip Policy and 13.9 of Safe and Caring Policy).	
Emergency protocols has been communicated to parents, chaperones and students (800.7 (7.5.7) Field Trips Policy).	
Protocols for the cancellation of the trip has been communicated to parents (800.7 (7.5.8 and 7.5.9) Field Trips Policy Procedures).	
Contracts with outside agencies (airlines, SEVEC...) are confirmed, meet district guidelines and are on file.	
The finalized travel itinerary is in place (attached).	
All relevant NCSD policies and procedures relating to student travel have been referenced and communicated to all participants involved in the trip.	

Administrator Signature

Date

SEO or AD of Programs Signature

Date