

School District No. 22 (Vernon) **PROCEDURE**

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.8.0

Adopted: 13 Nov. 1990

Amended: 20 Feb. 2007

STUDENT TRAVEL – FIELD TRIPS

Introduction

The Board of School Trustees believes student field trips should supplement the curricular, co-curricular or extra-curricular programs and as they may utilize time from the instructional day, the public must be assured that the student field trips:

- Have direct relevance to the tasks the school is expected to perform (given the limited instructional time in the school year);
- Have educational benefits that outweigh any time loss from school;
- Have been planned to achieve specific educational goals.

Most field trips can be accomplished without extended travel and overnight stays. The objectives of the curriculum should be addressed, where appropriate, without extended travel/overnight stays.

Education is a partnership involving the school and the home. In order to ensure there is strong parental support for student field trips being planned, the Board directs that:

- a. Informed Parent Consent forms for each student must be completed for every student field trip to ensure that parents are aware of the activity (including thorough descriptions of the trip, any inherent risks, any unusual or potential hazards and the possible consequences) and are supportive of the student's participation.
- b. There shall be five levels of student field trips, depending upon the activities to be undertaken. Approval procedures for each student field trip are categorized according to duration, destination, and/or cost of the student field trip.
- c. For student field trip levels four and five, parents must be consulted well in advance of any trip planning taking place with the students. Trips must be planned well in advance to ensure educational purposes; parental support and safety issues are addressed.
- d. Schools must be extremely sensitive to the financial burden and the potential conflict between parents and students by possible expensive student field trips; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not

exclude students from participation on a student field trip.

- e. For all student field trips an appropriate medical response plan must be in place.

The Board recognizes that these educational experiences require many additional hours of staff time, and affirms staff for organizing these trips.

If, as a result of bulk ticket purchases, some benefit such as free travel tickets are provided, that benefit must be shared by all those involved in the trip, and not taken solely by a supervisor or chaperone.

The Board neither approves nor sanctions any trips that are organized as vacations. The Board recognizes that there are some businesses that promote student travel and offer incentives of free airline tickets to adult supervisors who accompany students. If such trips occur, they are outside any recognized activity of the school district and the Board accepts no responsibility.

The school district and school codes of conduct will apply to all student field trips.

Definitions

Curricular Field Trip:

The student field trip is an integral component of a course of study (e.g. Grade 6 Science field trip to the Allan Brooks Nature Centre).

Co-Curricular Field Trip:

The student field trip is an extension of a course of study, but is not an integral component of the course (e.g. French Immersion field trip to Quebec).

Extra-Curricular Field Trip:

The student field trip is a part of the extra-curricular program offered by the school (e.g. school volleyball team field trip to a tournament).

I. PLANNING STUDENT TRAVEL

The following guidelines should be observed when planning for student travel:

- The safety, security, supervision, and well being of students must be the prime consideration when planning an excursion.
- Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities.
- The school office, the teacher or supervisor traveling with the students must have a student roster list including home and emergency contact telephone numbers.
- The teacher must carry or have access to a first aid kit during the field excursion, and ensure that first aid certified personnel are available to respond in the case of an emergency.
- A copy of each student's medical form must be available to staff on overnight or multiple-day field excursions in case of medical emergencies or incidental delays.
- Mandatory group medical/hospital insurance coverage, Informed Parent Consent form for treatment by a doctor in a foreign country to treat an under-aged student, and excursion cancellation insurance must be in place for all out-of-country field excursions.
- Appropriate preparatory and follow-up instruction related to learning outcomes should be a part of the field excursion plan.
- Field excursions will operate at no additional cost to the Board, except where approved beforehand by school or district based administrators.
- The Board is not responsible for any losses that may arise from cancellation or alteration of a field excursion itinerary.
- Field excursion itineraries must not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory indicating safety is an issue.
<http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>
- The principal must approve fund-raising activities for student travel.
- The cost of teacher(s)-on-call shall be included in the cost of the student travel.
- Related expenses of the supervisor(s) may be included in the total cost of the student travel.
- Revenues and expenditures for the student travel are to be accounted for in a budget statement.

The School's Code of Conduct will apply at all times during field excursions.

Student Travel is categorized into the following five (5) levels:

1. **Level One**

Examples:

Parks, farms, museums, concerts, plays, sporting events, water slides, indoor climbing, City Hall, swimming in supervised pools with certified lifeguards such as the Recreation Centre pool and other municipal pools.

1. These field trips will have the following characteristics:

- Have a duration of one day or less;
- Take place within the general Okanagan Valley Schools Athletic Association (OVSAAs) region;
- Do not involve activities such as adventure hiking, snowshoeing, canoeing, kayaking, snowboarding, skiing, rock climbing, mountain biking, road cycling or residential camping.

2. The teacher/supervisor shall:

- a) Submit a Student Field Trip Application form to the principal or designate prior to the activity;
- b) Inform parents in writing of the details, the types of activities and inherent risks of the proposed trip.
- c) Obtain signed copies of the Student Field Trip - Informed Parent Consent form for each student involved. A single, overall parental consent may be obtained for the following types of multiple or serial field trips:
 - a series of activities within the immediate vicinity of the school (elementary sports, walking, school concerts)
 - a series of student field trips of the same nature (instructional ski program or a Physical Education course of study).
- d) Give consideration to having a male and female supervisor along on co-ed field trips (this could include a parent/adult supervisor). Criminal records authorizations will be completed per policy 5.7.0 in advance of the trip commencing for any volunteers.
- e) Provide alternative meaningful “in-school” experiences for students who do not participate in the field trip.

3. The principal shall consider the educational merit of the proposed activity in relation to the time and expense of the activity. The principal will ensure that the above requirements are completed before giving final approval.

2. Level Two

Examples:

Overnight sports tournaments or games, overnight field trips, e.g. Aquarium, Science World, band retreats, music tours, overnight stays in school gymnasiums or libraries, retreats that do not involve outdoor adventure activities within BC.

1. These student field trips will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - do not involve activities such as adventure hiking, snowshoeing, canoeing, kayaking, swimming in natural settings, backcountry skiing, rock climbing, mountain biking, road cycling, camping and skiing.
2. The teacher/supervisor shall:
 - a) submit the Student Field Trip Application to the principal or designate for preliminary approval;
 - b) inform parents, in writing, of the specific nature of the trip/activity and its inherent risks. Also included will be information relative to cost of the trip and fundraising or fee expectations of the student, accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum.
 - c) provide alternative meaningful "in-school" experiences for students who do not participate in the field trip.
 - d) obtain signed copies of the Student Field Trip - Informed Parent Consent form for each student involved. A single overall Parental Consent may be obtained for the following types of multiple or serial field trips (e.g. school sports teams).
 - e) ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If it is not possible to have supervisors of both genders, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor. Criminal records authorizations will be completed per policy 5.7.0 in advance of the trip commencing for any volunteers.
 - f) ensure that students are appropriately prepared for specific activities;
 - g) submit the completed Student Field Trip Application form to the principal or designate at least five days before the activity for final approval;
 - h) take a copy of the signed Student Field Trip - Informed Parent Consent form for each student on the trip and leave the original forms in the school office.
3. The principal shall consider the educational merit of the proposed activity in relation to the time and expense of the activity. The principal shall ensure that the above requirements are completed before giving final approval.

3. Level Three

Examples:

Ice skating, road cycling, mountain biking (no extreme riding), cross country skiing within controlled ski areas, downhill skiing and snowboarding (as per guidelines specified in #2 below), swimming within designated swim areas at local beaches in the presence of a qualified lifeguard, *Learn to Sail* and other similar sailing lessons at approved facilities with certified instructors; introduction to canoeing and kayaking with a qualified instructor on local lakes; dragon boating with an approved trainer on local lakes.

1. These field trips will have the following characteristics:
 - May be of more than one day in duration;
 - Take place within the Province of BC;
 - Downhill skiing and snowboarding, ice skating, road cycling and mountain biking require the usage of an activity specific helmet.
2. In the case of downhill skiing and snowboarding, as recommended by the Schools Protection Program, the following requirements must be met:
 - a. Pre-Trip
 - i. Parents must receive detailed information regarding the destination, itinerary and inherent risks.
 - ii. A school safety visit must take place in which ski hill area representatives review issues relating to safety, ability levels, clothing, lessons and other factors pertaining to the mountain-visit.
 - iii. A contingency plan must be established for dealing with either student injury or misbehavior.
 - b. Trip Information
 - i. Students should travel, arrive and leave the mountain as a group.
 - ii. The wearing of activity specific helmets is mandatory for all ski/snowboarding participants and supervisors.
 - iii. Supervision of participants is a shared responsibility between ski hill operators and District staff.
 - iv. Students should either be involved in a structured lesson, or under the supervision of a teacher/supervisor or volunteer. Students should not be provided with unstructured time that is not supervised
3. The teacher/supervisor shall:
 - a) Submit the Student Field Trip Application form to the principal or designate at least five days before the activity;
 - b) Inform parents, in writing, of the specific nature of the activity and its inherent risks. Also included will be information relative to cost of the trip and fundraising or fee expectations of the student,

accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum.

- c) Obtain signed copies of the Student Field Trip - Informed Parent Consent form for each student involved;
 - d) Ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If it is not possible to have supervisors of both genders, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor. Criminal records authorizations will be completed per policy 5.7.0 in advance of the trip commencing for any volunteers.
 - e) Ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved. Activity specific helmets are used as required (see No. 1 above).
 - f) Take a copy of the signed Student Field Trip - Informed Parent Consent form for each student on the trip and leave the original forms in the school office.
4. The principal shall consider the educational merit of the proposed activity in relation to the time and expense of the activity. The principal shall ensure that the above requirements are completed before giving final approval.

4. Level Four (OUTDOOR ADVENTURE)

Examples:

Adventure hiking, canoeing, kayaking, retreats which involve outdoor activities, swimming in natural settings with certified lifeguards, wilderness orienteering, camping, rock climbing (top rope) or rope courses.

1. These field trips will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - involve outdoor adventure type activities.
2. The teacher/supervisor shall:
 - a) Inform parents, in writing, of the specific nature of the activity and its inherent risks. Also included will be information relative to cost of the trip and fundraising or fee expectations of the student, accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum.
 - b) Meet and inform the parents in writing of the hazards, inherent risks and potential consequences through required parent information meetings;
 - c) Obtain signed copies of the Student Field Trip - Informed Parent Consent form for each student involved;

- d) Ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If it is not possible to have supervisors of both genders, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor.
 - e) Ensure that at least one supervisor has a current St. John's Emergency First Aid Certificate, or equivalent for urban field trips; current St. John's Standard First Aid Certificate, or equivalent for outside urban area field trips where ambulance response is available within one hour; and a current Basic Wilderness First Aid Certificate (36-40 hours) for backcountry field trips where emergency response is more than one hour away.
 - e) Ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved. Criminal records authorizations will be completed per Policy 5.7.0 in advance of the trip commencing for any volunteers.
 - f) Take a copy of the signed Student Field Trip- Informed Parent Consent form for each student on the trip and leave the original forms in the school office.
 - g) Alternative meaningful "in-school" experiences shall be provided for students who do not participate in the field trip.
3. The principal shall consider the educational merit of the proposed activity in relation to the time and expense of the activity. All Level Four student travel is to receive preliminary approval by the principal of the school.
4. Principals shall send a copy of the completed Student Field Trip – Application form, the parent information letter and a checklist to the Superintendent or designate at least 30 days prior to the commencement of the trip for final approval.

5. Level Five (OUT OF PROVINCE)

Level Five includes, any student travel that takes place outside the Province of British Columbia (including international travel).

1. The teacher/supervisor shall:
 - a) Prior to any fund raising or collection of money for a specific trip, submit the Student Field Trip Application to the principal or designate for preliminary approval.
 - b) A meeting with the parents, informing of the specific nature of the activity and the hazards, inherent risks and potential consequences, must take place. Also included will be information relative to cost of the trip and fundraising or fee expectations of the student, accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum.
 - c) Obtain signed copies of the Student Field Trip - Informed Parent Consent form for each student involved, including any medical concerns, allergies and medication requirements;
 - d) Ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If it is not possible to have supervisors of both genders, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor. Criminal records authorizations will be completed per policy 5.7.0 in advance of the trip commencing for any volunteers.
 - e) Ensure that at least one supervisor has a current St. John's Emergency First Aid Certificate, or equivalent for urban field trips; current St. John's Standard First Aid Certificate, or equivalent for outside urban area field trips where ambulance response is available within one hour; and a current Basic Wilderness First Aid Certificate (36-40 hours) for backcountry field trips where emergency response is more than one hour away.
 - f) Ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved;
 - g) Take a copy of the signed Student Field Trip Informed Parent Consent form for each student on the trip and leave the original forms in the school office. A manifest of participants and the itinerary must be left in the school office.
 - h) Confirm that adequate out-of-province/country medical coverage is obtained. Supervisors are required to carry a copy of the medical coverage plan and policy number with them for each and every student. This information should also contain the policy contact number.

- i) Provide alternative meaningful “in-school” experiences for students who do not participate in the field trip.
2. The principal shall consider the educational merit of the proposed activity in relation to the time and expense of the activity. All Level Five student travel is to receive preliminary approval by the principal of the school.
3. Approval of Level Five student travel must be submitted to the Board of School Trustees six (6) months prior to the proposed date of the trip for final approval.
4. Principals shall send a copy of the completed Student Field Trip Application form, the parent information letter and a checklist to the Superintendent or designate at least five months prior to the anticipated departure date.

II GENERAL CRITERION FOR ALL LEVELS

A. Cost of Student Field Trips/Accessibility to Students

1. Ability to pay shall not unduly limit a student’s opportunity to participate in a student field trip.
2. All eligible students shall have opportunity to participate in curricular student field trips. For co-curricular and extra-curricular student field trips, it may be necessary to implement a selection process to determine eligibility.
3. In most cases, the entire cost of a curricular student field trip shall be borne by the budget of the sponsoring school. In some cases, students may be required to contribute to the cost. However, no student shall be excluded from curricular student field trips due to lack of funds.
4. If a student field trip involves a financial contribution from the student all efforts shall be made to keep it to a minimum. Students and parents also deserve as much advance notice as possible. The following are recommended guidelines:
 - a) Student contribution of \$500.00 - \$1000.00: a minimum of five months notice prior to the trip and two months prior to any installment payment.
 - b) Student contribution above \$1000.00: a minimum of twelve months notice in advance of the trip and four months prior to any installment payment.
 - c) The principal and teacher responsible must report to the students and guardians the financial outcomes of the school field trip.

B. Supervision

1. All student travel shall be under the direct supervision of a School District employee, with the following exception: The principal may approve an adult other than a teacher/school district employee when fewer than ten students are involved in the student travel or when a school team is coached by a non-school district employee. In these circumstances, the parents of all participating students shall be advised of the principal's decision.
2. Supervisory personnel including parents and other volunteers are agents of the Board for the purpose of this policy.
3. Suggested supervision guidelines for many activities associated with student travel are included in the publication, *Youth Safe Outdoors*. The principal is responsible for the level and quality of supervision on each student travel and is authorized to approve details regarding supervision, giving consideration to the following factors:
 - a) The number of participants
 - b) The age, maturity and competency of the participants
 - c) The distance involved
 - d) The duration of the field trip
 - e) The nature of the venue(s) being visited
 - f) The type of vehicle(s) being used for transportation
 - g) The nature of the activities to be undertaken and the risks associated with them
 - h) The extent to which the teacher and/or supervisor is familiar with the venue(s)
 - i) The supervision guidelines suggested in the publication, *Youth Safe Outdoors*.
 - j) Other factors which, in the judgment of the principal, are important to the successful and safe implementation of the student travel.
4. Additional adult supervision must be considered for travel that involves:
 - a) Supervisors who are members of the same family
 - b) Student participants of a single gender, where the designated adult supervisor is of the opposite gender.
5. In the event that supervision guidelines are not provided in Safety Guidelines, principals shall give consideration to the factors listed in #3 above and to the following suggested guidelines in determining the most appropriate level of supervision for each field trip.
 - a) A suggested guideline of supervision for student field trips to destinations of 25 kilometres or less from the City of Vernon is:
 - i. For students in kindergarten to grade five, one adult to ten students.

- ii. For students in grades six to twelve, one adult to fifteen students.
 - b) A suggested guideline of supervision for student field trips to destinations of more than 25 kilometres from the City of Vernon is:
 - i. For students in kindergarten, one adult to five students.
 - ii. For students in grades one to three, one adult to eight students.
 - iii. For students in grades four to eight, one adult to ten students.
 - iv. For students in grades nine to twelve, one adult to fifteen students
6. Both male and female supervisors shall accompany student travel, involving a co-educational overnight stay.
7. An adult supervisor must be available to students at all times (24 hours per day) on all student travel.
8. Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate qualifications to carry out specialized activities (e.g. canoeing, backpacking into remote wilderness areas, activities undertaken during subzero temperatures).
9. Principals shall determine the extent to which it is necessary for student travel supervisory personnel to possess a basic, current knowledge of first aid, cardio-pulmonary resuscitation, and/or other emergency procedures.
10. Consideration shall be given to taking a cellular phone, or a satellite phone on field trips that include destinations beyond the reach of cellular phone service, on each student field trip. Factors such as destination, route being traveled, road conditions, time of day and time of year shall be included in such consideration.

C. Parental Consent

1. Parents/guardians must be provided with written information regarding all student field trips.
2. Parents/guardians are required to grant informed, written consent for their child's participation in all student field trips. In exceptional circumstances, and with the approval of the principal, verbal parental consent may be accepted in lieu of written parental consent.
3. With the exceptions listed in (a) and (b) immediately below, parental consent must be received for each student field trip on an individual trip

basis. A single, overall parental consent may be obtained for the following types of multiple or serial student field trips:

- a) A series of walking/running trips within the immediate vicinity of the school.
 - b) A series of student field trips of the same nature (e.g. Instructional ski program, field trips associated with a Physical Education course of study, football team schedule of games).
4. Special provision may be required when seeking consent from parents if language, literacy, or cultural barriers exist. The principal is responsible to ensure that these special provisions are in place when needed.

D. School Absences

1. If at all possible, student field trips should be planned to occur at times that would not negatively affect the student's school program. It is recognized that some student field trips may infringe upon the instructional time of other subject areas. In such instances, every effort must be made to have the student catch up on the classes that were missed. The teacher in charge of each student field trip is responsible to advise, in advance, all other teachers whose students will be absent from class due to their participation in a field trip.

E. Safety

1. The primary reference for safety expectations and precautions shall be Youth Safe Outdoors and Schools Protection Plan. In the case of a difference between guidelines set out in that publication and Board policy or other approved references, the guidelines that set out the most stringent expectations and precautions shall take precedence.
2. The teacher/supervisor in charge of a student field trip is responsible to carry a list of the following on each field trip:
 - a) Names of participants
 - b) Telephone contact numbers for participants
 - c) British Columbia Care Card numbers for participants
 - d) Medication and medical alert needs for participants, as needed
 - e) Correspondence which enables the emergency filling of a prescription for medication, on behalf of each trip participant who is using prescribed medication
3. The teacher/supervisor in charge of the student field trip is responsible for acquiring sufficient awareness of and information about each venue and about the activities to be undertaken during the field trip, so as to

maximize the safety of all student field trip participants.

4. The use of alcohol or illegal drugs by all participants, including staff members and volunteer supervisors, is prohibited during all student travel.

F. Medical Coverage

1. All students participating in student field trips must have health care coverage.
2. Students participating in student field trips to destinations outside Canada shall provide evidence to demonstrate that appropriate out-of-country medical coverage has been obtained.

G. Emergency Planning/Responses

1. All personnel involved in student field trips shall be familiar with the doctrine of in loco parentis, as outlined in Board Policy 9.6.0 (Medical Needs of Students).
2. Principals shall determine the extent to which it is necessary for student field trip supervisory personnel to possess a basic, current certification by St. John's for first aid based on the type of field trip, cardio-pulmonary resuscitation, and/or other emergency procedures.
3. The teacher/supervisor in charge of a student field trip is authorized to change field trip plans in the event of an emergency.
4. The teacher/supervisor responsible for planning and supervising a student field trip shall ensure that, where necessary, a first aid kit is available for use in response to an emergency medical situation.
 - a. If an accident occurs during a student field trip, the teacher/supervisor shall:
 - a) Assess the situation and, if injuries have occurred,
 - b) Attend to the immediate medical concerns, and call or make arrangements to call for rescue, assistance or ambulance, as required
 - c) Determine whether or not the trip will continue based upon all the circumstances,

- d) Notify the principal at the earliest opportunity if serious injuries have occurred, so that the principal may inform the superintendent and parents/guardians, and
- e) Complete an accident report within 24 hours of the incident, as per Board policy.

H. Liability and Insurance

- 1. The principal shall ensure that each proposed student field trip is covered under policies of insurance held by School District No. 22 (Vernon).
- 2. When private vehicles are used to provide transportation for field trips, the student field trip organizer shall ensure that the owner is informed of the liability insurance coverage carried by the Board and the requirement of the Board that vehicles be adequately insured when used for conveying students on field trips.
- 3. When volunteer drivers are engaged in transporting others on field trips, a volunteer driver authorization form shall be completed and submitted to the principal prior to the field trip. Criminal records authorizations will be completed as per policy 5.7.0 in advance of the trip commencing.
- 4. At the beginning of the school year, all students shall be provided with the opportunity to purchase student accident insurance.

I. Transportation

- 1. The Board encourages the use of public licensed carriers, including school buses, whenever possible. TD 1 and TD5 forms to be forwarded to the Transportation Department for each trip.
- 2. Reference Policy No. 9.8.1 regarding the use of private vehicles.



SCHOOL DISTRICT NO. 22 (VERNON)

Student Field Trip – Informed Parent Consent

SCHOOL: _____ STUDENT'S NAME: _____

REGARDING TRIP TO: _____

PURPOSE OF TRIP: _____

TYPE OF VEHICLE: _____ DATE OF TRIP _____ TO _____

These activities, which are approved by the school, will be under the supervision of the school staff or person(s) designated by the Principal. I understand that my child will be required to adhere strictly to the rules and regulations as determined by the school.

I understand that the School District accepts no liability in connection with this activity beyond that which might arise from my child's attendance at school during normal operating hours.

I agree to appoint the teacher or other supervisory personnel – as my agent to engage medical attention or hospitalization if in their consideration, my child requires same.

To the best of my knowledge, other than as noted below, my child has no physical or medical disability that would present any problem on this trip.

THE FOLLOWING TO BE COMPLETED FOR OVERNIGHT AND LONGER TRIPS:

Please list below any allergies or ailments your child is subject to and precautions to be taken:

INFORMED CONSENT

Detailed written description of proposed trip to parents (please attach letter to parents if necessary):

Nature and Scope of Risks Inherent in Activity: _____

My child is covered by (Please check where applicable)

Medical Insurance	MSP _____	Care Card # _____
	EHB _____	
	Other _____	
BC Hospital Insurance	Yes _____	No _____
Student Accident Insurance	Yes _____	No _____

I hereby voluntarily give my consent to School District No. 22 (Vernon) for my child to participate in the above trip.

Date

Signature of Parent or Guardian



SCHOOL DISTRICT NO. 22 (VERNON)

SCHOOL: _____

Student Field Trip – Application

(To be completed by supervising teacher(s) and submitted to the Principal prior to activity). Keep on file for Levels One, Two and Three. Forward to Superintendent for Level Four trips. Level Five trips must be submitted to the Superintendent for Board approval.

Description and Objectives of Activity:

Level: _____

Activity fits into the _____ curriculum.

Date(s) of Activity: _____

Cost of Activity: _____

Source of Funds: _____

Planned Lead-Up Activities:

Planned Follow-up Activities:

Names of Supervisors

Qualifications

Responsibilities

Student Behavioral Expectations: It is expected that students will:

Number of students participating: _____ Grades: _____

Teacher Coordinator: _____

Number of Students per Supervisor: _____

Parent permission forms will be distributed on: _____

Returned by (date): _____

Parents notified of risks involved: ___ Yes ___ No

LEVEL 1-3 FIELD TRIPS ARE SUBMITTED TO SCHOOL PRINCIPAL FOR APPROVAL.

Request prepared by:

Recommended for approval:

Sponsoring Teacher(s)

School Principal

LEVEL 4 FIELD TRIPS ARE SUBMITTED TO SCHOOL PRINCIPAL AND THEN TO SUPERINTENDENT.

Request prepared by:

Recommended for approval: Recommended for approval:

Sponsoring Teacher(s)

School Principal

Superintendent

LEVEL 5 FIELD TRIPS ARE SUBMITTED TO SCHOOL PRINCIPAL AND THEN TO THE SUPERINTENDENT AND BOARD OF EDUCATION FOR REVIEW AND APPROVAL.

Request prepared by:

Recommended for approval: Recommended for Board approval:

Sponsoring Teacher(s)

School Principal

Superintendent

APPROVED BY THE BOARD OF EDUCATION: _____

NOTE: IT IS UNDERSTOOD THAT SPONSOR TEACHERS WILL ACCOMPANY AND PROVIDE SUPERVISION FOR STUDENTS ON ALL FIELD TRIPS.