

EDUCATIONAL TRIPS - LOCAL

Educational trips are an integral part of a student's education. Effective learning experiences often result from first hand observations, or participation in events or activities that occur out in the community away from school.

The District encourages and supports educational trips as part of the learning experience.

Procedures

1. Authorization for educational trips as is follows:
 - 1.1 One-Day Trips
 - Approval at the school level (the Principal), unless high risk
 - 1.2 Multiple-Day
 - Approval at the District level
 - 1.3 High Risk
 - Approval at the District level
2. The Principal must ensure that all educational trips are appropriately planned, authorized, organized and supervised.
3. In requesting approval for educational trips, the appropriate form(s) are required.
 - 3.1 [Form 260-01](#) Curricular and Extra Curricular trips - 2 to 4 days
 - 3.2 [Form 260-02](#) Curricular and Extra Curricular trips - 5 days or more
 - 3.3 [Form 260-04](#) High Risk Curricular and Extra Curricular trips
 - 3.4 [Form 260-05](#) High Risk Consent and Waiver form
4. The following items are required as part of the package that is to be sent to the Associate Superintendent for approval.
 - 4.1 Completed appropriate Curricular and Extra Curricular Trip Forms.
 - 4.2 Completed High Risk waiver form *if high risk is involved*.
 - 4.3 Brief memo from the Principal indicating: a.) support of the trip, b.) summary of the information in the package, and c.) assurances that **all** safety concerns have been assessed, and managed or eliminated.
 - 4.4 Itinerary/schedule.
 - 4.5 Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements.

- 4.5.1 If the trip is optional the letter should indicate that for students who do not participate in this trip, they will be provided with an educational program at school.
 - 4.5.2 If fees are charged, the hardship clause, for those who cannot afford to participate, should be clearly laid out in the letter.
- 4.6 Other additional items that might apply to your trip, such as:
 - 4.6.1 The requirement to provide a signed waiver.
 - 4.6.2 Company waiver forms.
 - 4.6.3 Safety plans, Life guard, certifications,
- 5. Once approval has been granted notification will be provided via email and the application will be filed at the District Office. Applications for Curricular trips that are 2 – 4 days in duration and not high risk, ([260-01](#)) will be returned.

Reference: Sections 17, 20, 22, 65, 75, 85 School Act
Motor Vehicles Act
Collective Agreements

Adopted: September 1, 2018

Revised: October 11, 2018