

Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for various insurances, and e) assurances that **all** safety concerns have been assessed, and managed or eliminated.

Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements (i.e.):

- 10.1.2.1 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.
- 10.1.2.2 If fees are charged, the hardship clause, for those who cannot afford to participate, should be clearly laid out in the letter.

10.1.3 Step B Final Approval

Requires final review by Associate Superintendent and Superintendent to sign off 60 days prior to trip.

10.1.4 The following items are required as part of the package that is to be sent to the Associate Superintendent for pre-approval.

Completed Curricular and Extra Curricular Out of Province/Country Travel form.

Completed High Risk waiver form if risk is involved.

Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for various insurances, and e) assurances that all safety concerns have been assessed, and managed or eliminated.

Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements (i.e.):

Copy of Final itinerary/schedule.

Other additional items that might apply to your trip, such as:

- 10.1.4.1 Copy of group tour and/or other insurances.
- 10.1.4.2 Ground and Airline travel arrangements.
- 10.1.4.3 Medical insurance forms.
- 10.1.4.4 Cancellation insurance forms.
- 10.1.4.5 Company waiver forms.
- 10.1.4.6 Budget information

10.2 Curricular and Extra Curricular Trips Out of Country/International

10.2.1 Step A

visas, passports etc. and medical/trip insurance etc., as well as e) assurances that all safety concerns have been assessed, and managed or eliminated.

Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements.

10.2.3 Recommendation for approval in principle will go to the Board from the Superintendent.

10.2.4 *No fundraising or meetings with parents are to happen until after receiving approval in principle.

10.2.5 Please note for International Student Travel: Present all forms in English. We are aware forms will be translated into other languages as required.

10.2.6 Step B Final Approval

Requires final review by Associate Superintendent, Superintendent to sign off and the Board to approve 60 days prior to trip.

10.2.7 The following items are required as part of the package that is to be sent to the Associate Superintendent for pre-approval.

Completed Curricular and Extra Curricular Out of Province/Country Travel form.

Completed High Risk waiver form if risk is involved.

Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for parents to sign off on required forms, obtain required visas, passports, etc. and medical/trip insurance, etc. as well as e) assurances that all safety concerns have been assessed, and managed or eliminated.

Copy of finalized consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements.

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Copy of group tour and/or other insurances.
Copy of medical forms.
Copy of travel insurance.

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

Adopted: October 11, 2018

Revised: October 24, 2023