



ASD-W

Anglophone School District West

POLICY NO. ASD-W-550-5A

Effective August 2017

School Trips
Appendix A - Checklist

Checklist

- ☐ Principal shall contact District for tentative approval of an overnight trip no less than:
 - twenty (20) teaching days prior for trip within Province
 - forty (40) teaching days prior for trip outside of Province
- ☐ Provide the following to the Director of Schools and Office of the Superintendent (Director of Curriculum and Instruction)
 - educational purpose of trip
 - brief outline of planned orientation and follow up to the trip
 - detailed itinerary, including dates, arrangements for travel and accommodations
 - methods by which the trip is funded
 - list of students involved, including grade levels and Medicare numbers, and telephone numbers for parents/guardians
 - list of chaperones
 - budget details
- ☐ Provide the following to the parents/guardians
 - detailed itinerary, including dates, arrangements for travel and accommodations.
 - informed consent
- ☐ Completed Individual/Group Out-of-Province Travel and Request for Absence forms.
- ☐ Informed written consent received from parent(s) or guardian(s) prior to departure
- ☐ List of student participants, chaperones, itinerary, contact points and Medicare numbers left at school, Office of the Superintendent, and a copy kept in glove compartment of the vehicle(s) being used to travel.
- ☐ Final approval from Director of Schools / Director of Curriculum & Instruction and Superintendent.