

APPENDIX E

International Educational Trips

1. Pre-Trip Review

- 1.1. Not less than one month prior to departure on an Out of Province or International Educational Trip, the sponsor teacher will meet with the Principal to review and revise, as appropriate
 - a. the critical incident plan to deal with health, financial or discipline emergencies, that includes a telephone tree and arrangements for two-way communication.
 - b. the supervision plan.
 - c. the list of student participants and volunteers.
 - d. the detailed itinerary.
 - e. the general state of readiness and preparedness for the trip.

2. Documentation

- 2.1. Prior to embarking upon the International Educational Trip, the sponsor teacher will provide the school administration a copy of all relevant documents for the trip (the "Trip File"), and specifically:
 - a. a list of all participants and volunteers, with medical and emergency contact information.
 - b. a copy of the informed consent form signed by the parent/guardian of each participating student.
 - c. a detailed itinerary, including transportation arrangements, accommodation, activities, with contact numbers and addresses.
 - d. emergency contact numbers for sponsor teacher and supervisors.
 - e. a copy of each student's valid passport and, if necessary, travel visa.
 - f. information about travel insurance and alternate destination planning.
- 2.2. A copy of the Trip File will be kept by the Principal and provided to the Associate Superintendent at least one week prior to the departure of the trip.

3. Health and Safety

- 3.1 All participants on an International Educational Trip, including students, volunteers and the sponsor teacher, must provide confirmation of adequate cancellation, health and hospital insurance coverage prior to departure.
- 3.2 All participants on an International Educational Trip must provide the sponsor teacher with information concerning any known medical or health condition that may require emergency attention on the trip.
- 3.3 The sponsor teacher must carry with them on the trip a copy of the relevant health information for students, including emergency contact information for parents/guardians and school district administration.

**INTERNATIONAL EDUCATIONAL TRIPS
APPLICATION INFORMATION
STEP ONE**

This form must be completed as part of a detailed approval process. It must be reviewed and approved by the Principal and Superintendent or designate (for trips outside of Canada and continental USA) at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to students and parents/guardians can commence.

Part A:

School: _____ Date Submitted: _____

Principal: _____

Supervisor (Educator in charge): _____

Destination of Trip: _____

Departure Date: _____ Return Date: _____

Grade level(s): _____ No. of students involved: _____

Part B:

SUPERVISION:

1 a) Name of Lead Supervisor: _____

b) Names of Supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.):

_____	_____
_____	_____
_____	_____
_____	_____

(Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies filed with school principal prior to trip departure.)

c) Names of Supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited:

TRAVEL:

2. Method of travel/transportation:

ITINERARY:

3. Brief Itinerary and Details (attach a detailed itinerary):

PLANNING DETAILS:

4. Educational Objectives:

- a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

- b. Follow-up activities for students.

5. Supervision:

- a. Proposed adult/gender/student ratio: _____ (minimum 1:10)

- b. Evidence of experience for supervising staff:

- c. Arrangements or coverage of supervising staff's assignment (if necessary):

- d. First Aid requirements: (e.g. level of first aid attendant and first aid kit):

6. Accommodation Arrangements:

☐ Billet ☐ Hotel/Motel ☐ Camping ☐ Other: _____

7. Student Participation

Selection process for participating students:

(Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.)

FINANCES

8. Total per student cost for the International Education trip: _____
9. Total per student cost to be paid by each student: _____
10. Source of funds (include amounts when there is a difference between total cost and amount paid per student): _____
11. TTOC time required? ☐ Yes ☐ No
12. Total per staff cost for International Field Trip: _____
13. Total per staff cost to be paid by each staff member: _____
14. Total overall cost of the International Educational trip: _____
15. Commercial tour company assisting with arrangements (if applicable):
- a. Company name: _____
 - b. Contact person: _____
 - c. Phone: _____
 - d. E-mail: _____

LIABILITY COVERAGE

16. Describe the arrangements that have been made to ensure that all applications have adequate health and cancellation insurance for travelling out of the country:
-
17. What provisions have been made regarding proof of citizenship or immigration status and/or required vaccinations?
-
18. Unique Risk/Safety Considerations:
-

(Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.)

INSURANCE AND ALTERNATE DESTINATION PLANS

Cancellation Insurance Options Communicated to Parents and Students Yes ☐

Medical and Trip Insurance Options Communicated to Parents and Students Yes ☐

Details (attach documentation):

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Information to Parents/Guardians:

Please include a sample of proposed letter or notices to parents/guardians.

Parental Consent Forms:

Please include a sample of proposed parental/guardian consent forms.

Supervisor's Signature & Print Name

Date

Principal's Signature & Print Name

Date

Associate Superintendent's Signature & Print Name

Date

**INTERNATIONAL EDUCATIONAL TRIPS
PLANNING UPDATE
STEP TWO**

NOTE: Planning for International Educational Trips is a two-step process which includes approval and detailed planning. This form must be completed as an update and is to be provided to the Principal and Superintendent or designate one month before the departure of the trip.

School

Date Final Form Submitted

GENERAL DESCRIPTION (complete items 1 – 6 and update any other information that has changed from the original application)

1. Supervisor (Educator in Charge): _____
2. Destination of Trip: _____
3. Departure Date: _____ Return Date: _____
4. Number of school days missed (recommended 3 days max.): _____
5. Names and grade levels of students participating. Please indicate male/female/other. Attach list current to (insert date here _____).
6. Final list of participants (names & phone numbers) must be submitted to the Associate Superintendent prior to departure.
Date submitted: _____
7. a) Name of Lead Supervisor: _____
b) Names of supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.)

Note: All volunteers must have obtained Criminal Record Checks (as per Policy E-118). Copies attached.

- c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.

8. Brief Itinerary and Details: Please attach a detailed itinerary that contains the following information. Please highlight any changes from original application.

Destination	Accommodation	Contact Person	Phone Number	Date

FINANCES

Costs:

1. What is the total per student cost for the International Educational trip? _____
2. Of the total per student cost, how much is each student required to pay? _____
3. What is the source of funds and amounts when there is a difference between 1 and 2?

4. How much is the staff required to pay? _____
5. What is the total cost of the International Educational trip? _____
6. Commercial tour company used to assist in the arrangements: Yes ☐ No ☐
 - a. Agency Name: _____
 - b. Contact Person:
 - Name: _____
 - Telephone Number: _____
 - E-Mail: _____

LIABILITY COVERAGE

1. Explain the arrangements that have been made to ensure that all applications have **adequate health and cancellation insurance for travelling out of the country.**

2. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations?

3. Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved. ☐ Yes ☐ No

INSURANCE AND ALTERNATE DESTINATION PLANS

RETENTION OF KEY DOCUMENTATION

Prior to departure, it is expected the Principal will retain on file all pertinent documentation. The Trip File will be available to the Superintendent or designate should it be required.

Included Trip File Information:

- a. Information to Parents/Guardians – include actual letter or notices to parents/guardians.
- b. Parental Consent Forms – include all signed parental/consent forms.

FINAL SIGN OFF FOR INTERNATIONAL EDUCATIONAL TRIP

School

Supervising Teacher

Travel Date

Destination: _____

Purpose: _____

Date Plan and Update Signed Off: _____

Superintendent's or Designate's Signature: _____

INTERNATIONAL EDUCATIONAL TRIP FILE FINAL CHECKLIST

This checklist must be submitted to School Administrator at least one week prior to departure.

Label folder/binder with school name, location and dates of travel.

- ☐ Copy of signed informed consent forms
- ☐ Detailed trip Itinerary – includes name of accommodation and contact numbers
- ☐ List and phone numbers of accommodations
- ☐ Transportation schedules, including any flight numbers, bus and/or train schedules. Please also include company names
- ☐ Insurance and Alternate Destination Plans
- ☐ List of students, gender, grade levels and home/cell contact phone numbers for time of travel
- ☐ List of all supervisors and chaperones
- ☐ If using a travel company, include name and contact numbers of tour guides.
- ☐ Confirm with students/parents/guardians all medical and necessary trip insurance.
- ☐ Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).
- ☐ Understanding of travel insurance and parent/guardian responsibility
- ☐ Completed First aid risk Assessment
- ☐ Completed Risk Assessment for Potential Violent Interactions with Public
- ☐ Completed Student Transportation in Employee Vehicle Risk Assessment Checklist, if applicable

MODERATE RISK FIELD TRIP – INTERNATIONAL EDUCATIONAL TRIPS
SCHOOL TRAVEL/ACTIVITY CHECKLIST

This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated “free time” and while being transported. (School district policies regarding student travel, student behaviour and the teachers’ duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C - Students.

Please ensure that all relevant documents are on file in the school office.

SCHOOL: _____ DATE OF TRIP: _____

DESTINATION: _____ PURPOSE: _____

SUPERVISORS: _____

NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.

NUMBER OF STUDENTS: _____ LENGTH OF TRIP: _____ DAYS

NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.

DEPARTURE FROM: _____ (AM) (PM) _____

ARRIVAL AT: _____ (AM) (PM) _____

LEAVE FROM: _____ (AM) (PM) _____

ARRIVE AT: _____ (AM) (PM) _____

First Aid Attendant with valid certificate (if applicable): _____

TEACHER’S SIGNATURE: _____

PRINCIPAL’S SIGNATURE INDICATING PLANNING COMPLETE: _____

DATE: _____

CHECK ✓ WHEN COMPLETE

RATIONALE

- ☐ 1. Is trip consistent with Board policy?
- ☐ 2. Has appropriate permission been received? (1. Principal 2. Board approval 3. Parent/guardian consent)
- ☐ 3. Have provisions been made for non-participating students who remain at school?

SAFETY KIT – TO BE BROUGHT BY TRIP LEADER

- ☐ 1. First Aid Kit
- ☐ 2. Charged cell phone Cell Number _____
- ☐ 3. Emergency contact numbers for school & emergency services on a separate sheet of paper
- ☐ 4. Medical information and contacts for each student
- ☐ 5. Emergency Plan for trip (what to do in the event of an emergency)
- ☐ 6. Have destination contact persons, addresses and phone numbers been:
 - a. a) carried on trip?
 - b. b) filed at school?
 - c. c) given to parents/guardians?

COMMUNICATION WITH PARENTS/GUARDIANS

- o a) Date of Parent Information Meeting: _____
- ☐ b) Are parental permission slips on file for participating students?
 - o Has a detailed trip itinerary been:
- ☐ a) filed at school?
- ☐ b) sent home?
- ☐ 3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip?
- ☐ 4. Have arrangements been made to cope with known individual medical situations?
- ☐ 5. Have students/parents/guardians been provided with equipment list?
- ☐ 6. Have provisions been made to check student preparation before trip date?
- ☐ 7. For lone or extended trips, has the supervisor a list of medical numbers and insurance coverage?
- ☐ 8. Have procedures for serious behaviour problems been communicated to the parent/guardian?

TEACHER-ON-CALL

- ☐ 1. Is a TTOC needed? Yes ☐ No ☐
- ☐ 2. Has a TTOC been booked? Yes ☐ No ☐
- ☐ 3. Has funding been approved by the Principal? Yes ☐ No ☐

SUPERVISION

- ☐ 1. Have all supervisors been briefed on their responsibilities and trip details?
- ☐ 2. Are supervisors provided with student/billet accommodation lists?
- ☐ 3. Have provisions been made for supervision during structured and unstructured time?
- ☐ 4. Curfew times/billets detailed?
- ☐ 5. Are supervisors of both sexes required? (sports constitution requirement)
- ☐ 6. Do supervisors have Criminal Record Checks?

SAFETY

- ☐ 1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip?
- ☐ 2. Have potential hazards been considered in your planning?
- ☐ 3. Complete First Aid Risk Assessment on [Engage](#) at to determine:
 - ☐ Correct level of first aid kit and
 - ☐ Correct level of First Aid Attendant on the trip.

School Travel Activity Checklist – Moderate Risk – Int'l Educational trips (cont'd)

- ☐ 4. Complete Risk Assessment for Potential Violent Interactions with Public from the Task Based Procedures – Interactions with the Public on [Engage](#) before the field trip.
Ensure a completed copy of this Assessment is brought on the field trip.
- ☐ 5. Is the Supervisor familiar with the route/destination?

FUNDING

- ☐ 1. Has funding for the trip been obtained in accordance with Board policy?
- ☐ 2. Are payment methods organized for the trip?
- ☐ 3. Has an itemized budget been filed?
- ☐ 4. Ensure all receipts are turned into the office.
- ☐ 5. I have looked into funding options/alternatives for students who can't afford this.

TRANSPORTATION

- 1. If you require a bus:
 - ☐ Fill out bus request form and then give it to Principal for signature. (*Form is located _____.*)
 - a. **The form needs an account number before it can be booked.**
 - b. The School Secretary will book the bus(es).
- 2. If you use Parent/Guardian drivers:
 - ☐ Request that insurance and licence be presented to the office.
They will be photocopied and placed in binder.
 - ☐ Check insurance for valid dates and minimum \$1,000,000.00 liability coverage (\$2,000,000.00 is preferred).
 - ☐ Send list of parent drivers to office at least three days before trip.
Teachers are responsible for checking binder to confirm parent/guardian drivers have filed license and insurance papers with the school.
- 3. If you use Staff drivers:
 - ☐ Complete Student Transportation in Employee Vehicle Risk Assessment Checklist from the Working Alone or From Home Safe Work Procedure on [Engage](#) prior to transporting student.
- ☐ 4. Has adequate supervision been provided?
- ☐ 5. Are drivers given clear directions regarding routes and stops?
- ☐ 6. If using Charter Buses/rental vehicles, has a safety inspection for school bus been approved and on file with SBO?
- 7. Travel:
 - ☐ If more than one vehicle is being used, is list on file showing who is in which vehicle?
 - ☐ If any student changes vehicles, a record of this change must be made and communicated to each supervisor.
- ☐ 8. Is list of students going, and home telephone numbers been filed in school office?
- ☐ 9. Does means of transport have adequate luggage/equipment storage?
- ☐ 10. Are arrangements made well in advance for meals enroute?
- ☐ 11. Will there be access to the school on departure or return?
- ☐ 12. Have provisions been made to deal with the:
 - ☐ a. alarm system?
 - ☐ b. fire gates?

**SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
INTERNATIONAL EDUCATIONAL TRIP**

Date: _____

Dear: _____

I hereby give my consent and acknowledge by my signature that:

Students will be going to _____ (location) and will be away from the school from _____
to _____ (times). They will be travelling by _____ (i.e. school bus, public transport, foot).

Initial

On this field trip, up to _____ (number) students will be: _____
(describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves,
tenting).

Initial

The students will be supervised by _____ (a typical response might be “school
employees and hopefully 2 – 4 parent volunteers”. It is important to indicate supervisory arrangements that will not
be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers,
or if a specific teacher is sick, but a substitute is available. ** With older grades you should add a sentence saying
“Your child will not necessarily be supervised by an adult at all times”).

Initial

My child has no illnesses, allergies, or disabilities that may require special attention, except as described here:

Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and
of the possibility of personal injury, death, property damage, or loss resulting from the activities. The dangers and
risks may include but are not limited to: _____

Initial

(provide specific and comprehensive information on any risks that are applicable. Some examples follow.)

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any
time.

Initial

I will supply suitable equipment and clothing for my child’s participation in all activities associated with the field
trip, including: _____

Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is
required for the activities or possible weather conditions of this field trip. My child and I understand that it is our
responsibility to ensure my child has all necessary equipment and clothing.

Initial

My child and I understand that the school’s Code of Conduct applies during this field trip. I will be responsible for
any costs caused by my child’s failure to abide by the Code of Conduct, including any costs to send my child home.

Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent.

Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators. executors and administrators.

Initial

Date:

Signature of Witness

Signature of Parent/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.