

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - ROUTINE LEVEL ONE

School: _____ Principal: _____
 Trip: _____ Date of trip: _____
 Sponsoring teacher: _____
 Name of group: _____ Number of students: _____

A. SUPERVISION

- ☐ Supervision ratio should comply with the appropriate **Level-One** requirements.
- ☐ Does the site have an additional supervision ratio?

B. PARENT INFORMATION

- ☐ Copy of **Parent Information Letter** is attached that informs parents of:
 - ☐ Purpose
 - ☐ Destination
 - ☐ Proposed activities
 - ☐ Method(s) of transportation
 - ☐ Costs
 - ☐ Risk
 - ☐ Itinerary
- ☐ **Level One Lower-Risk Parent Permission Form** is attached which specifies event(s), date(s) and method(s) of transportation.
- ☐ **Student Field Trip Medical Form** is attached.

C. COSTS - Be clear about all costs.

	Cost	# of Students	Cost per student
Cost of transportation (bus)			
Cost of admission			
Meal costs			
Incidental costs			
TOTAL COST			

D. TRANSPORTATION - is by:

- ☐ School bus
- ☐ Licensed bus
- ☐ Volunteer drivers
- ☐ Approved vans (up to 9-person capacity, including driver)

E. COMMUNICATION WITH ADMINISTRATION

- ☐ Principal received Checklist at least two (2) weeks prior to field trip departure
- ☐ Principal approves letter to parents
- ☐ Principal approves bus requests
- ☐ Principal gives final approval
- ☐ Principal receives list of field trip participants

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - ROUTINE LEVEL TWO

School: _____ Principal: _____
 Trip: _____ Date of trip: _____
 Sponsoring teacher: _____
 Name of group: _____ Number of students: _____

A. SUPERVISION

- ☐ Supervision ratio should comply with the appropriate **Level-Two** requirements.
- ☐ Does the site have an additional supervision ratio?
- ☐ Overnight trip (if applicable) - There is at least one like-gendered supervisor for multi-gendered groups.

B. PARENT INFORMATION

- ☐ Copy of **Parent Information Letter** is attached that informs parents of:
 - ☐ Purpose
 - ☐ Destination
 - ☐ Proposed activities
 - ☐ Method(s) of transportation
 - ☐ Costs
 - ☐ Risk
 - ☐ Itinerary
 - ☐ Sleeping accommodation/arrangement
- ☐ **Level Two Lower-Risk Parent Permission Form** is attached which specifies event(s), date(s) and method(s) of transportation.
- ☐ **Student Field Trip Medical Form** is attached.

Overnight Trip - Parent and Student Information

- ☐ There is evidence that parents and students have been informed of accommodation arrangements.
- ☐ There is evidence/assurance that parents and students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.
- ☐ Telephone number provided where the student can be contacted.

C. COSTS - Be clear about all costs.

	Cost	# of Students	Cost per student
Cost of transportation (bus)			
Cost of admission			
Meal costs			
Incidental costs			
TOTAL COST			

D. TRANSPORTATION - is by:

- ☐ School bus
- ☐ Licensed bus
- ☐ Volunteer drivers
- ☐ Approved vans (up to 9-person capacity, including driver)

E. COMMUNICATION WITH ADMINISTRATION

- ☐ Principal received Checklist **at least two (2) weeks prior** to field trip departure
- ☐ Principal approves letter to parents
- ☐ Principal approves bus requests
- ☐ Principal gives final approval
- ☐ Principal receives list of field trip participants

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - ROUTINE LEVEL THREE

School: _____ Principal: _____
 Trip: _____ Date of trip: _____
 Sponsoring teacher: _____
 Name of group: _____ Number of students: _____

A. SUPERVISION

- ☐ Supervision ratio should comply with the appropriate **Level-Three** requirements.
- ☐ Does the site have an additional supervision ratio?
- ☐ There is at least one teacher supervisor.
- ☐ Overnight trip (if applicable) - There is at least one like-gendered supervisor for multi-gendered groups.

B. PARENT INFORMATION

- ☐ Copy of **Parent Information Letter** is attached that informs parents of:
 - ☐ Purpose
 - ☐ Destination
 - ☐ Proposed activities
 - ☐ Method(s) of transportation
 - ☐ Costs
 - ☐ Risk
 - ☐ Itinerary
 - ☐ Sleeping accommodation/arrangement
- ☐ **Level Three Higher-Risk Parent Permission Form** is attached which specifies event(s), date(s) and method(s) of transportation.
- ☐ **Student Field Trip Medical Form** is attached.

Overnight Trip - Parent and Student Information

- ☐ There is evidence that parents and students have been informed of accommodation arrangements.
- ☐ There is evidence/assurance that parents and students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.
- ☐ Telephone number provided where the student can be contacted.

C. COSTS - Be clear about all costs.

	Cost	# of Students	Cost per student
Cost of transportation (bus)			
Cost of admission			
Meal costs			
Incidental costs			
TOTAL COST			

D. TRANSPORTATION - is by:

- ☐ School bus
- ☐ Licensed bus
- ☐ Volunteer drivers
- ☐ Approved vans (up to 9-person capacity, including driver)

E. COMMUNICATION WITH ADMINISTRATION

- ☐ Principal received Checklist **at least two (2) weeks prior** to field trip departure
- ☐ Principal approves letter to parents
- ☐ Principal approves bus requests
- ☐ Principal gives final approval
- ☐ Principal receives list of field trip participants

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - OUTDOOR

School: _____ Principal: _____
 Trip: _____ Date of trip: _____
 Sponsoring teacher: _____
 Name of group: _____ Number of students: _____

A. SUPERVISION (plan attached to this application)

- ☐ Supervision ratio should comply with the appropriate **Outdoor Field Trip** requirements.
- ☐ There is at least one teacher supervisor.
- ☐ There is evidence provided that supervisors have the required first aid qualifications.
- ☐ There is evidence that supervisors possess the necessary skills and fitness to lead this activity.
- ☐ Overnight trip (if applicable) - There is at least one like-gendered supervisor for multi-gendered groups.

B. PARENT INFORMATION

- ☐ Copy of **Parent Information Letter** is attached that informs parents of:
 - ☐ Purpose
 - ☐ Destination
 - ☐ Proposed activities
 - ☐ Method(s) of transportation
 - ☐ Costs
 - ☐ Risk
 - ☐ Itinerary
 - ☐ Sleeping accommodation/arrangement
- ☐ **Level Three Higher-Risk Parent Permission Form** is attached which specifies event(s), date(s) and method(s) of transportation.
- ☐ **Student Field Trip Medical Form** is attached.

Overnight Trip - Parent and Student Information (attached to this application)

- ☐ There is evidence that parents and students have been informed of accommodation arrangements.
- ☐ There is evidence/assurance that parents and students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.
- ☐ Guardians have been instructed that there is no on-going contact from the trip leader, but schedule contact between the school and trip leader may occur, i.e. trip leader messages parents for return final pick-up time.

C. COSTS - Be clear about all costs.

	Cost	# of Students	Cost per student
Cost of transportation (bus)			
Cost of admission			
Meal costs			
Incidental costs			
TOTAL COST			

D. TRANSPORTATION - is by:

- ☐ School bus
- ☐ Licensed bus
- ☐ Volunteer drivers
- ☐ Approved vans (up to 9-person capacity, including driver)

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - OUTDOOR (CONTINUED)

E. COMMUNICATION WITH ADMINISTRATION

- ☐ Principal received Checklist **at least one (1) month** prior to field trip departure
- ☐ Principal approves letter to parents
- ☐ Principal approves bus requests
- ☐ Principal gives final approval
- ☐ Principal receives list of field trip participants
- ☐ Principal informs the Director of Instruction - Curriculum, Instruction & Assessment as per AP 2300 section 10.10.5 **at least one (1) month** prior to field trip departure.
- ☐ Principal **emails forms to innovative.learning@sd8.bc.ca** to begin final approval process
- ☐ Trip is **not** prohibited as AP 2300 section 10.21. Principal initials _____ Trip leader initials _____

APPROVAL PROCESS

Reviewed:	Recommendations:	Director's Initials:
<input type="checkbox"/> Supervision Plan		
<input type="checkbox"/> Parent Information		
<input type="checkbox"/> Student Information		
<input type="checkbox"/> Overnight Plan		
<input type="checkbox"/> Transportation Plan		

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - OUT-OF-PROVINCE/INTERNATIONAL

School: _____ Principal: _____
 Trip: _____ Date of trip: _____
 Sponsoring teacher: _____
 Name of group: _____ Number of students: _____

A. SUPERVISION (plan attached to this application)

- ☐ Supervision ratio should comply with the appropriate **Outdoor Field Trip** requirements.
- ☐ There is at least one teacher supervisor.
- ☐ There is evidence provided that supervisors have the required first aid qualifications.
- ☐ There is evidence that supervisors possess the necessary skills and fitness to lead this activity.
- ☐ Overnight trip (if applicable) - There is at least one like-gendered supervisor for multi-gendered groups.

B. PARENT INFORMATION

- ☐ Copy of **Parent Information Letter** is attached that informs parents of:
 - ☐ Purpose
 - ☐ Destination
 - ☐ Proposed activities
 - ☐ Method(s) of transportation
 - ☐ Costs
 - ☐ Risk
 - ☐ Itinerary
 - ☐ Sleeping accommodation/arrangement
- ☐ **Level Three Higher-Risk Parent Permission Form** is attached which specifies event(s), date(s) and method(s) of transportation.
- ☐ **Student Field Trip Medical Form** is attached.

Overnight Trip - Parent and Student Information (attached to this application)

- ☐ There is evidence that parents and students have been informed of accommodation arrangements.
- ☐ There is evidence/assurance that parents and students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.
- ☐ Guardians have been instructed that there is no on-going contact from the trip leader, but schedule contact between the school and trip leader may occur, i.e. trip leader messages parents for return final pick-up time.

C. COSTS - Be clear about all costs.

	Cost	# of Students	Cost per student
Cost of transportation (bus)			
Cost of admission			
Meal costs			
Incidental costs			
TOTAL COST			

D. TRANSPORTATION - is by:

- ☐ School bus
- ☐ Licensed bus
- ☐ Volunteer drivers
- ☐ Approved vans (up to 9-person capacity, including driver)
- ☐ Train
- ☐ Airline

AP 2300 APPENDIX C: STUDENT FIELD TRIP CHECKLISTS - OUT-OF-PROVINCE/INTERNATIONAL (CONTINUED)

E. COMMUNICATION WITH ADMINISTRATION

- ☐ Principal received Checklist **at least three (3) months prior** to field trip departure
- ☐ Principal approves letter to parents
- ☐ Principal approves bus requests
- ☐ Principal gives final approval
- ☐ Principal receives list of field trip participants
- ☐ Principal informs the Director of Instruction - Curriculum, Instruction & Assessment as per AP 2300 section 10.10.6 & 10.10.7 **at least three (3) months prior** to field trip departure.
- ☐ Principal **emails forms to innovative.learning@sd8.bc.ca** to begin final approval process
- ☐ Trip is **not** prohibited as AP 2300 section 10.21. Principal initials _____ Trip leader initials _____

APPROVAL PROCESS

Reviewed:	Recommendations:	Director's Initials:
<input type="checkbox"/> Supervision Plan		
<input type="checkbox"/> Parent Information		
<input type="checkbox"/> Student Information		
<input type="checkbox"/> Overnight Plan		
<input type="checkbox"/> Transportation Plan		