

Educational Extended Field Trip Pre-Approval

School: _____

1. Trip Description:

- 1.1 Destination:
- 1.2 Departure Date:
- 1.3 Return Date:
- 1.4 Purpose:
- 1.5 Curricular Relevance:

2. Supervision

No fewer than two supervisors shall accompany students on all extended field trips and at least one supervisor must be a staff member from the school.

Overnight field trips/excursions will be supervised by at least two adults representing the genders of the participating students and include at least one staff member from the school. Where male students are included, it is required that at least one male supervisor accompany the group. Where female students are included, it is required that at least one female supervisor accompany the group. If an overnight School Trip involves students who identify as non-binary, this should be taken into account when selecting adults to supervise.

Adult to student ratios shall be at minimum:

1:5 for JK, SK, Grades 1, 2, 3

1:10 for Grades 4, 5, 6, 7, 8

1:15 for Grades 9, 10, 11, 12

2.1 Brief Description of Participants: Total Number: Age / Grades / Genders

2.2 Number of adult supervisors: Total Number / Genders

Will this excursion occur with any other LDSB school at the same time? Yes / No

If so, list which schools and lead staff supervisor

It is required that you have supervisors who are of the same gender as the participants.

(6020 Extended Field Trip Procedures)

Type of Educational Field Trip

- Requires local transportation, Low Risk Activity
- Requires transportation, Moderate Risk to High- Risk Activity
- Outdoor Education Wilderness Experience (excludes Kingfisher Outdoor Education Centre)
- Out of Province extended field trip
- International Travel

Transportation Details:

Accommodation Details:

Outline of Funds Required and Source

Specific Safety Requirements to be considered:

Preliminary Itinerary Attached: Yes / No

Teacher	Principal	Superintendent
I am forwarding this Extended Field Trip form for approval after having considered all elements listed on Procedure 6020 including the risk assessment checklist, if applicable.	I have reviewed this Extended Field Trip and it meets the requirements as stated in Policy 6020.	I have reviewed this Extended Field Trip. <ul style="list-style-type: none"> ○ Approved ○ Not Approved
Signature: Date:	Signature: Date:	Signature: Date:

Note: Extended Field Trip approval FORM 2 must be submitted a minimum of thirty (30) days prior to departure. In order to provide adequate time for consultation and/or clarification, the form should ideally be submitted as follows:

- a) Canada trips – 60 days before the trip;
- b) United States trips – 90 days before the trip; and
- c) Outside Canada & United States – six months before the trip.

It is recommended that if you are planning an extended field trip for the fall, Approval FORM 1 should be submitted by June 15 of the previous school year.