

Administrative Procedure 260 Appendix A

International Field Trips/Excursions - Procedures to Obtain Board Approval

Following approval by the principal at the school level:

1. Principal to request Board '*approval in principle*' for an international trip **ten (10) months** prior to the date of departure. The request must be accompanied with the following:
 - letter of his/her support for the trip;
 - proposed itinerary (including provisions for students to attend Mass);
 - associated costs of trip (including insurance policies to provide coverage in the event of Board cancellation);
 - clarification that the trip is 100% user pay and is open to students who meet eligibility requirements;
 - assurance that parents will be informed that the Board assumes no financial liability to students and/or their parents should the Board cancel an approved trip
 - purpose, educational value, learning opportunities and curriculum studies of trip (if applicable); and
2. Once '*approval in principle*' is given, the principal will be notified of approval by the Executive Assistant
3. Principal to request Board '*final approval*' for the trip minimum **two (2) months** prior to the date of departure. The request must be accompanied with the following:
 - letter from the principal requesting final approval (2 months prior to the date of departure) for trip which outlines trip details
 - list of approved supervisors and confirmation that the supervisor to traveler ratio meets the requirements listed in AP 260 (8), and meets the male/female requirement
 - fully completed* Parent Permission Letter (On-line Field Trip Form Creator)
 - detailed travel itinerary (including provisions for students to attend Mass)
 - consent letter for student travelling without parent or guardian
 - flight schedule and hotel information
4. Once '*final approval*' is given, the principal will be notified of approval by the Executive Assistant
5. If approved trip is cancelled for any reason, the approval is void and the principal must submit for reapproval if the trip is rescheduled.