

Student Travel Checklist for Excursions/Tours/Sporting Events that Require an Overnight Stay

Please see the attached checklist regarding student travel. Although this list is extracted from the policy, it is not exhaustive. In all instances, the student travel policy IJOAB (A) and regulations should be read carefully and followed diligently.

- ? If traveling outside the province, prior approval from the Senior Education Officer for the family of schools has been received.
- ? Arrangements for appropriate/adequate supervision of students as outlined in Policy IJOAB(A) have been made. This supervision includes a teacher employed by the Eastern School District.
- ? Arrangements for appropriate accommodations for students have been made and parents have been informed in writing of the details of the trip/event, including where students are staying and anticipated times and mode of travel. Prior written parental consent for each child's participation in this trip/event has been obtained.
- ? Students have been informed of expectations relative to conduct, site conditions, and safety measures, if applicable.
- ? Students have been advised that they are responsible for work missed.
- ? Teachers have been notified that students will be missing their classes.
- ? Accommodations have been made for students who are not participating in the excursion/tour/sporting event.
- ? Special medical arrangements, including administration of medication, have been made for those who require them.
- ? **All necessary documentation is kept on file at the school.**
 - ? The itinerary of the trip and contact numbers for the group while traveling. (Copy of itinerary should be forwarded to the appropriate SEO.)
 - ? A completed student travel/emergency medical consent form for all students (Appendix B).
 - ? Evidence of extra medical insurance for students traveling outside the province.