

## APPENDIX 1

### FIELD TRIP CHECKLIST

This checklist is intended to be sequential. Depending on the nature of the field trip, some items may have to be adapted to suit your situation.

1. SMCDSB Application for Approval To Take Students on a Field Trip Part 1 submitted to Principal well in advance of proposed field trip date(s).
2. Principal's preliminary approval obtained.
3. If applicable: SMCDSB Application for Approval To Take Students on a Field Trip Part 2 submitted to Principal well in advance of proposed field trip date(s).
4. If applicable: SMCDSB Application for Approval To Take Students on a Field Trip Form submitted to Superintendent or Director well in advance of proposed field trip dates.
5. If applicable: Superintendent or Director approval obtained.
6. Parents/Guardians informed of details of trip.
7. Parental Approval Form sent out and received for all student participants.
8. Health Forms sent out and received for all student participants.
9. If applicable: proof of out of country medical insurance obtained.
10. Detailed programme developed (includes site visit if possible, pre-trip activities, itinerary, equipment/training needs, appropriate supervision, student checklists, reservations at sites) and verified by Principal.
11. Transportation arrangements are finalized and approved by the Principal.
12. If applicable: appropriate arrangements made to cover programme/supervision responsibilities at the school.
13. If applicable: Resource personnel contacted or contracted for assistance.
14. If applicable: Parent Information Meeting arranged (3 weeks before field trip).
15. List of students, bus roster(s), medical information, emergency contact with Teacher-In-Charge and at school office.
16. Post-trip activities, field trip evaluation.

**APPENDIX 2**

**SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD  
APPLICATION FOR APPROVAL TO TAKE STUDENTS ON FIELD TRIP**

School: **DOM/HTR/JVA/PET/PFO/SJO/STH/JOA/STS**      Date: **Tuesday Feb. 17, 2009**

Grade(s): **Gr 12**      Curricular/Co-Curricular: **Curricular – eLearning Courses, Student Senate**

Teacher(s): **Perry Cavarzan (CEC), Harold Regan (SJO), P. Milne (JOA), Deane Woods (STH), C. Bohdanowicz (HTR), Kelly Whittet (CEC)**

Number of Students:      Male: **N/A**      Female: **N/A**

Place/Destination:      **Academic Services Building, 80 Bell Farm Road, Barrie, ON**

Time:      **9:00 AM to 2:00 PM**

Date(s):      **Tuesday Feb. 17, 2009**

Means of Transportation:      **Bus from DOM (and PFO), bus from STS (and HTR), mini-bus or taxi from STH, mini-bus from JVA, bus or taxi from PET, SJO, and JOA**

**ADDITIONAL INFORMATION:**

1.      Number of Female Teachers:      **1**      Number of Male Teachers:      **5**  
         Volunteer Supervisors:      Male:      **0**      Female:      **0**
2.      Additional Staff Required: (Specify):      **N/A**
3.      Consideration for Special Needs Students:      **Wheel chair bus will be ordered if required**
4.      Expense:      (a) School's Share:      **\$0.00**      (b) Parent or Student:      **\$0.00**

**eLearning Course Project, to cover transportation, refreshments and lunch**

**COMMENTS:**

Curricular/Co-Curricular Rationale:      **The day is being organized to provide a face-to-face meeting for online students and their teacher.**

**I've read the Field Trip Policy Handbook and am familiar with administrative procedures.**

**Signature of Teacher:** \_\_\_\_\_

**Date:** **Feb. 17, 2009**

Printed Name of Teacher: \_\_\_\_\_

Principal's Comments: \_\_\_\_\_

Preliminary Approval Signature of Principal: \_\_\_\_\_

## APPENDIX 3

### PERMISSION FORM FOR ONLINE FACE-TO-FACE FIELD TRIP DAY

The Simcoe Muskoka Catholic District School Board is arranging a "field trip" for all online students and their teachers to Barrie, Ontario where they can meet each other face to face. This will be an exciting day where the students and **Five** teachers, who have been meeting online and working together in a virtual manner, can now put faces to each others names and get to interact in a more traditional environment.

Students will leave their home schools on or before classes begin on **Tuesday Feb. 17<sup>th</sup>, 2009**, to arrive in Barrie for **9:00 AM**. A number of different activities have been planned for the day including a meeting with the course teacher and fellow students in the same online course. The day will wrap-up by **2:00 PM**, and students will be taken back to their home schools.

This event is an integral part of the Simcoe Muskoka Catholic online learning experience, and it is expected that **ALL** online students will attend.

#### ELEMENTS OF RISK

Educational activity programmes, such as the activity described above involve certain elements of risk. Accidents may occur while participating in these activities. These accidents result from the nature of the activity and can occur without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to permit your son/daughter to participate in the activity you are assuming the risk of an accident occurring. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to allow your son/daughter to participate you must understand that you will bear the responsibility for an accident that might occur. The Simcoe Muskoka Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student Accident Insurance coverage may be purchased through Reliable Life Insurance Company (905) 523-5587.

#### ACKNOWLEDGEMENT

I have read the above. I understand that in permitting our child to participate in this activity, I am assuming the risks associated with doing so.

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Student's Signature

Date

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Parent/Guardian's Signature

Date

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Print Name of Alternate Emergency Contact

Phone Number of Alternate Contact

#### HEALTH FORM UPDATE

Please provide additional medical information not included on Student Health form currently on file with the school.

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#### PERMISSION

I have read the itinerary and I am familiar with the nature of the trip my son/daughter is proposing to take. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. I give permission to participate.

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Signature of Parent/Guardian

Date