

***SUPERIOR-GREENSTONE***

- 2.4 Upon request, principals shall make available in writing the educational objectives for each trip.
- 2.5 Field trips or excursions of any kind must make provision for appropriate levels of supervision by qualified and competent adults.

### **3.0 Basic Requirements**

Certain basic management requirements shall apply as follows:

- 3.1 Approval by Principal  
All field trips or excursions of any kind must have the prior approval of the Principal.
- 3.2 Approval by Supervisory Officer  
Various types of activities also require approval from a Supervisory Officer\*.
- 3.2 Prior Approval  
No organizing or discussion should precede approval.
- 3.3 Financing  
Financing of any activity must be clearly outlined AND APPROVED.
- 3.4 Participation Level  
Every student of a group must have the opportunity to participate regardless of economic circumstances.
- 3.5 Parental Involvement  
The parent must be informed and provide permission for involvement of their child.

### **4.0 Out-of-Country Activities**

Out-of-Country Activities require a great deal of planning to ensure appropriate safety measures are in place for students and staff and adequate time for fundraising. All proposed out-of-country activities must have the approval of the Director and meet the appropriate approval timelines.

### **5.0 Management Guideline**

Reference should be made to the Board's Management Guideline for all out-of-school activities before initiating any plans.