

FORT LA BOSSE SCHOOL DIVISION

TITLE – **OFF-SCHOOL SITE PROGRAMS & ACTIVITIES** POLICY - **IJOA-E3**

Approval Date - 12/12/05

Cross Reference -

Resolution # - 449/05

Implementation - 12/12/05

Legal Reference -

Last Reviewed - 09/04/12

Form #3

Off-School Site Superintendent Approval Form

This form must be submitted in duplicate to the Superintendent for: travel excursions out of province; overnight excursions; residential camps; and wilderness trips, and high risk recreational activities at least two weeks prior to the event.

School _____

Dates of Program _____

Description of Program _____

Number of Students _____ Grade Level(s) _____

Name(s) of Teacher(s) _____

Name of other supervisors
(parents, volunteers) _____

Teacher in charge _____

Signature of Principal _____ Date of Application _____

1. Outline of program
(including detailed agenda with individual activities, location and route, student and staff preparedness)
2. Personnel and resources necessary
3. Costs
4. Transportation
5. Consideration of safety regulations
6. Emergency Action Plan

Policy **IJOA-E3**

For Superintendent Use

1. Prior to approval, the following information and/or changes to plans are requested.

2. Approval is granted on the condition that the program adheres to the Fort La Bosse School Division's Procedures for Off-School Site Education Guidelines.

Approval Date _____ Superintendent's Signature _____

