



**Horizon School Division  
Policy HICA  
(Attachment I)  
*International Field Trip Planning Guide  
Superintendent Approved***

	<b>Yes</b>	<b>No</b>
• Destination countries are socially and economically unstable (a potential for civil strife exists)	<input type="checkbox"/>	<input type="checkbox"/>
• Travel advisories for destination countries is (check <a href="http://travel.gc.ca/travelling/advisories">http://travel.gc.ca/travelling/advisories</a> )		
• Exercise normal security precautions	<input type="checkbox"/>	
• Exercise a high degree of caution	<input type="checkbox"/>	
• Avoid non-essential travel	<input type="checkbox"/>	
• Avoid all travel	<input type="checkbox"/>	
• Health warnings or vaccination requirements exist	<input type="checkbox"/>	<input type="checkbox"/>
• Good hospitals/medical facilities/emergency care may be unavailable or difficult to access in the destination countries	<input type="checkbox"/>	<input type="checkbox"/>
• Non-commercial or unlicensed transportation will be used	<input type="checkbox"/>	<input type="checkbox"/>
• Non-commercial or unlicensed accommodations will be used	<input type="checkbox"/>	<input type="checkbox"/>
• The proposed schedule occurs during a time of the year when extreme weather may be a concern	<input type="checkbox"/>	<input type="checkbox"/>
• We will be in some locations where parents and students will not have access to each other via phone or will be in locations where home contacts will not always be possible	<input type="checkbox"/>	<input type="checkbox"/>
• We will travel in areas that may lack access to fresh, clean water and/or basic plumbing	<input type="checkbox"/>	<input type="checkbox"/>
• We are travelling with one or more students/supervisors who have a severe allergy, medical issue, or who take medication (possesses a Medical Management Plan – attachment A, policy IHCD)	<input type="checkbox"/>	<input type="checkbox"/>

**For each item above in which you answered “yes”, you MUST provide a detailed written explanation for**

- The circumstances for your trip that caused you to choose “yes” as an answer, and
- The plan you have in place to mitigate any risk created by these circumstances

• Has all the information regarding the various locations to be visited been obtained?  Yes  No

If no, provide comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- If applicable, have local sources been contacted for the local perspective on the location or activities?  Yes  No

If no, provide comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Is a local guide appropriate under the circumstances?  Yes  No

If no, provide comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Have passports been obtained for students?  Yes  No

If no, provide comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Who is responsible for passports once students arrive at their destination?

\_\_\_\_\_  
\_\_\_\_\_

- Has informed consent forms been obtained from parents?  Yes  No

If no, provide comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Have appropriate insurance requirements been met?  Yes  No

If no, provide comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What are the sleeping arrangements?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_