

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

Departures from itinerary are generally not encouraged, particularly in the case of trips that are overnight and/or are a great distance from the school. Departures from the itinerary may be granted under exceptional circumstances, such as to visit with relatives, the pursuit of a special interest or when circumstances require that the student use alternative methods of transportation (e.g. walking or driving him or herself).

Requests to depart from an itinerary must be made in advance to the Teacher, Principal and Superintendent (for out-of-province trips), thereby placing the responsibility on the student and parent/guardian making the request.

The student **and** the parent must adhere to the following conditions when a Departure of Itinerary is requested, approved, and executed:

1. The student will be permitted to depart from the itinerary and leave the group only if the student's parents have provided, in writing, a letter addressed to the Teacher and the Principal or Superintendent, setting out the circumstances and clearly identifying the adult who will be taking responsibility for the student when the student leaves the group and the details of time and place the proposed transfer will take place.
2. The arranged transfer cannot inconvenience the trip supervisors and/or the student group.
3. The adult who has been approved to assume responsibility may do so for only one student to whom he or she is unrelated (unless otherwise approved by the Principal and Superintendent) or for as many students to which he or she is related.
4. The adult who has been approved to assume responsibility for the student must present appropriate picture identification to the supervising teacher for the transfer to occur.
5.
  - a) The arranged transfer must involve a direct transfer of the student by the supervising teacher to the adult who has been approved to assume responsibility for that student.
  - or
  - b) Arrangements have been made for the student to travel independently, for example, by car (in-province trips only). Note: additional student passengers requires the completion of Authorization For Volunteer Drivers - Appendix F.
6. If the adult who has been approved to assume responsibility for the student does not arrive at the pre-scheduled location and at the pre-arranged time or does not produce appropriate identification, the transfer will not take place and a trip supervisor will retain responsibility of that student. In this event, the parent(s) of the student are fully responsible to reimburse the Board for all additional costs associated with accommodations, meals, and transportation for BOTH the trip supervisor and the student arising from the need to make alternate arrangements.
7. The responsibility of the teacher(s)/trip supervisor(s), school, and Board for the student is immediately terminated at the time of the transfer.

All sections shall be completed by the student, in consultation with the parent/guardian and teacher, prior to departure. Copies shall be kept by the teacher and by the school for a period of one year following the date of transfer.

**Student Information**

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ School: \_\_\_\_\_

**Reason for Departing from the Itinerary**

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

**Complete Section A or B****A - Independent Student Travel (for in-province trips only)**

☐ by car: \_\_\_\_\_ ☐ other: \_\_\_\_\_

(make, model and license plate)

(e.g. bus, bicycle, walking, etc.)

Note: additional student passengers require the completion of  
Authorization For Volunteer Drivers - Appendix F

**B - Adult Assuming Responsibility For Student**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (am): \_\_\_\_\_ Phone (pm): \_\_\_\_\_  
Phone (cell) \_\_\_\_\_ Phone (alt): \_\_\_\_\_  
Meeting Place: \_\_\_\_\_  
Meeting Date & Time: \_\_\_\_\_

**Travel/Transfer Arrangements Agreed Upon With Supervising Teacher**

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

**Parent/Guardian and Student:** I am aware of and approve of the above arrangements and I agree to the terms and conditions, in particularly condition 6 that I/we pay to the Board all costs arising from the need to make alternative arrangements should the proposed transfer not take place.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervising Teacher Approval:** I am aware of and approve the above arrangements.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal and Superintendent Approval**Required for in-province trips

Principal Approval: I am aware of and approve the arrangements.

Principal  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Required for out-of-province/country trips

Superintendent Approval: I am aware of and approve the arrangements.

Superintendent  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_