

# Board Agenda Item



---

## **Topic: Field Study Request**

**Presenter: Dan Lower**

**Meeting Date: February 12, 2025**

### **Background**

---

Westpark Middle School has submitted a request to undertake a field trip to Central Florida, United States of America from February 14-26, 2026, under AP 260, the proposed field trip is classified as a Category 3 Field Trip and therefore requires Board consent in order to proceed.

In submitting requests for approval schools are required to provide information regarding the following components of the proposed trip:

- Purpose of the proposed field trip
- Destination
- Educational value and curriculum relevance
- Itinerary
- Supervision
- Transportation
- Accommodation
- Costs and funding arrangements
- Risks associated with the proposed field trip, particularly if the trip involves a degree of risk beyond that associated with normal day-to-day activities
- 

Attached is correspondence from Kelly Brand, Principal, Westpark Middle School that provides details regarding the proposed field trip. In accordance with the requirements of AP 260—Purchasing, competitive quotes have been obtained for the proposed field trip and a provisional vendor has been identified, subject to the approval of the field trip by the Board of Trustees.

### **Recommendation**

---

The Superintendent of Schools recommends THAT the Board of Trustees approve the proposed Westpark Middle School trip to Central Florida, United States of America from February 14-21, 2026.