

Carson Graham Secondary School
2145 Jones Avenue, North Vancouver, B.C., V7M 2W7

Ph: 604-903-3555

Carsongraham.ca

One-Day Field Trip Informed Consent

For: Braemar/Queen Mary/Norgate/Carisbrooke/Larson/Westview Elementary School
Performances on February 17th and February 20th

Dear Parents/Guardians:

The written, informed consent of parents/guardians is required for participation of students in all One-Day field trips in North Vancouver School District No. 44. The purpose of the Informed Consent document is to provide students and parents/guardians with information that is related specifically to the field trip. The parent/guardian consenting signatures on this document indicate acknowledgement and acceptance of the information contained herein inclusive of risks and potential consequences. **NOTE: This school field trip is optional. Alternate arrangements will be made for students who do not participate.**

The legal requirement of implementing the Informed Consent document is the direct result of a number of tragic outcomes that have occurred on school field trips in other school district jurisdictions. The intent here is to prevent the occurrence of tragedy, to attempt to ensure safety, to inform students and parents/guardians of the field trip itinerary and purpose(s), and to brief students and parents/guardians on the inherent risks of travel.

Within this package, you will find information relating to:

- Description of how the field trip supplements the educational program
- Notice that the field trip is optional, and that arrangements will be made for students who are not participating
- Notification of student/parent Pre-Trip meeting. A Pre-Trip meeting is required for all Multiple-Day and/or Out-of-Province field trips.
- Description of supervisors: teachers, employees of the Board and other adult volunteers, along with contact information
- Transportation and accommodation arrangements
- Itinerary consisting of date(s), departure and return times, and schedule of planned activities
- Description of planned activities and levels of direct and indirect supervision
- Description of inherent risks and potential consequences
- Assessment of student skills and abilities as pertaining to the field trip activities (*if applicable*)
- *Student Awareness of Risk and Responsibility Form* completed by student (*if applicable*)
- Behavioural expectations of students plus rules and regulations
- Emergency Planning/Cancellation of Trip information, including cancellation provisions, collection/disclosure of student medical and personal information, first-aid arrangements, and the Emergency Communication and Return Plan
- Description of budget consisting of revenue (cost to student) and expenditures (cost of trip) (*optional trips only*)
- Parent/guardian responsibility to arrange student accident or liability insurance
- Parent/guardian responsibility to determine whether the student may participate in the field trip



PURPOSE(S):

The purpose of all field trips is to provide experiences that are virtually impossible to achieve in a school setting. The following is a summary of our planned field trip to Braemar Elementary School, Queen Mary Elementary School, Norgate Elementary School, Carisbrooke Elementary School, Larson Elementary School, and Westview Elementary School which is intended to supplement our educational program in Concert Band, Jazz Band, and Concert Choir.

By virtue of being out of the school setting, students on a field trip learn to be ambassadors for their school, their community and even their country. They learn the realities of travel, the responsibilities and independence of self-governance, the communication skills and leadership skills necessary for teamwork, and the social skills necessary for a variety of circumstances.

SPONSORS(S) AND CHAPERONE(S):

<u>Name</u>	<u>M/F</u>	<u>Position</u>	<u>Phone Number(s)</u>	<u>Email address</u>
Kevin Yang	M	Teacher	604-903-3555	kyang@nvstd44.bc.ca
Jocelyn Liu	F	Teacher Candidate	604-903-3555	
SEA (TBD)	F	Special Education Assistant		
SEA (TBD)	F	Special Education Assistant		

LEVELS OF SUPERVISION:

The level of supervision is divided into direct and indirect. Direct supervision is the time students spend with the trip sponsor(s) and/or chaperone(s) participating in the trip's planned activities. Indirect supervision is the time students may spend as "free time" in between scheduled group activities. Under indirect supervision, the students may not necessarily be in the company of a sponsor or chaperone. It is expected that students, while under indirect supervision, will act with common sense in accordance with school and field trip behaviour expectations, stay within the articulated geographical boundaries, and act with the best interests of all concerned parties utmost in their minds and actions. Sponsors and chaperones will determine "free time", check-in times and methods, and clearly articulate them to students. Students, when under indirect supervision, will be informed of how to reach a sponsor or chaperone in the case of an emergency.

TRANSPORTATION:

Field trip sponsors will arrange for transportation that best meets the needs of the trip in question. Transportation of students by private vehicles shall be in accordance with Board Policy 607: Transportation of Students and School District transportation procedures. All field trip transportation is subject to the regulation and law of the relevant municipal, provincial, federal or international jurisdiction. Students must use the transportation method arranged by the trip sponsors to ensure safety, timely arrival, and reasonable accident liability. Following are the specific details for the particular trip your child is attending:

School Bus, Walking

Students travelling by private vehicle who are under the age of 9 years and not yet 145 cm (4'9") tall will require a booster seat.

ITINERARY:

Feeder Elementary School Performances (Monday, February 17th, 2014)

Junior Concert Band + Junior Jazz Band + Concert Choir

8:15 am	Meet in the music room
8:20 am	Load bus for performances
8:30 am	Departure to Braemar Elementary
8:40 am	Arrival and Set-up at Braemar Elementary
9:00 am	Warm-up
9:10 am	<i>Perform @ Braemar Elementary</i>
9:40 am	Take Down
10:00 am	Departure to Queen Mary Elementary
10:15 am	Arrival and Set-up at Queen Mary Elementary
10:40 am	Warm-up
10:50 am	<i>Perform @ Queen Mary Elementary</i>
11:20 am	Take Down
11:40 am	Lunch
12:15 pm	Departure to Norgate Elementary
12:30 pm	Arrival and Set-up at Norgate Elementary
12:50 pm	Warm-Up
1:00 pm	<i>Perform @ Norgate Elementary</i>
1:30 pm	Take Down
1:50 pm	Departure to Carisbrooke Elementary
2:00 pm	Arrival and Set-up at Carisbrooke Elementary
2:15 pm	Warm-up
2:20 pm	<i>Perform @ Carisbrooke Elementary</i>
2:50 pm	Take Down
3:05 pm	Departure to Carson Graham

Feeder Elementary School Performances (Thursday, February 20th, 2014)

Junior Concert Band + Junior Jazz Band + Concert Choir

10:10 am	Meet in the music room
10:15 am	Load bus for performances
10:30 am	Departure (walk) to Westview Elementary

10:50 am	Arrival and Set-up at Westview Elementary
11:20 am	Warm-up
11:30 am	<i>Perform @ Westview Elementary</i>
12:00 am	Take Down
12:30 am	Departure (walk) to Larson Elementary
1:00 pm	Arrival and Set-up at Larson Elementary
1:20 pm	Warm-up
1:30 pm	<i>Perform @ Larson Elementary</i>
2:00 pm	Take Down
2:20 pm	Departure (walk) back to Carson Graham

RISKS AND CONSEQUENCES:

There is a degree of risk in all daily activities. The risk is increased to varying degrees when students are away from the safety and supervision of the school setting. It is impossible to itemize every possible element of risk associated with a field trip. Generally speaking, this field trip may include, but not be limited, to the following inherent risks and all risks associated with:

- Loading/unloading instruments and stands
- Bus ride

Sponsors, chaperones, and students will do all they can to ensure a safe and controlled experience to reduce inherent risk. The consequences of risk are, again, myriad and dependent on the situation. Students and parents/guardians need to be aware that injury can occur from risk, and that injury can range from minor to fatal. Again, sponsors, chaperones, and students will do all they can to ensure a safe and controlled experience. By virtue of signing this *Informed Consent* form, you are acknowledging your understanding and acceptance of the inherent risks and possible consequences associated with this field trip.

ASSESSMENT OF STUDENT SKILLS AND ABILITIES:

Before students may participate in any planned experience while on a field trip, they must assure the field trip sponsor(s) and chaperone(s) that they have the necessary and required skills, training and common sense to participate in the experience. Again, there is a range of skill level dependent on the activity. For example, during free time students may have access to an activity that may in itself have certain risks. For example, students who do not possess swimming skills should not attempt any activity in or around water that may result in or require swimming. Common sense must prevail.

If a risk activity, such as skiing, is the purpose of the field trip, the sponsor(s) and chaperone(s) must assess and be assured that students have the necessary and required skills, training, and common sense to realistically participate in the activity at varying degrees of competence. Students are solely responsible for being forthright and honest in declaring their level of skills in the "self-assessment" section of the *Student Awareness of Risk and Responsibility Form* entitled "My level of skills and abilities".

In order to comply with these expectations, for trips that involve international travel and/or a relatively high level of risk, students must complete the *Student Awareness of Risk and Responsibility Form*.

BEHAVIOURAL EXPECTATIONS, SAFETY RULES AND REGULATIONS:

While on any field trip, it is important that students remember that they are on a school outing and behavioral expectations are consistent with all school rules. Students come under the jurisdiction of both the School District Code of Conduct and the Code of Conduct of their school for the full duration of the field trip. It is very important for students to remember that when they are on a field trip, they are representatives of their school and the North Vancouver School District and are expected to behave accordingly.

1. The safety of the group must be of utmost priority. Students must always be concerned about the welfare of all members of the field trip.
2. Students who commit a criminal offence or who are found with or under the influence of illegal drugs may be subject to the demands of the local law enforcement agency involved. This may result in serious consequences that may include, but not be limited to, being sent home with a chaperone at the parent/guardian(s) expense.
3. The purchase or consumption of alcoholic beverages is not allowed at any time, regardless of the age of the student, or the legal drinking age of the location that is being visited. Failure to comply will result in serious consequences that may include, but not be limited to, being sent home with a chaperone at the parent/guardian(s) expense.
4. Smoking is not permitted on field trips.
5. Students must abide by all restrictions set by supervisor(s)/chaperone(s) with respect to "off-limits" areas and activities.
6. Approved transportation or chartered vehicles must be used at all times.
7. Students whose behaviour is deemed inappropriate and/or in contravention of these rules will be subject to disciplinary action on the trip as determined by the chaperones, and upon return, as determined by the school administration.

EMERGENCY PLANNING:

A "basic needs" first aid kit will travel with the group. Student Emergency Procedure Plans/medical supplies will be brought for students with life-threatening medical conditions (e.g., anaphylaxis). Students with specialized medication(s) or conditions must be able to responsibly look after their "regular, daily" medical needs without specialized assistance. Where regular urban emergency medical assistance is available, it will be used when necessary. Where regular urban emergency medical assistance is not available, special provisions for emergencies will be addressed by available staff.

At least one supervising adult will have access to a cell phone.

In the event of student injury, parents/guardians will be notified. For all incidents involving injury, supervising school personnel will record details of the incident and, as soon as practicable, complete an *Incident Report* submission.

BUDGET:

- \$10 Bus fee/student

POLICY REGARDING CANCELLATION OF EVENTS/REFUNDS:

NOTE: If a field trip budget requires the payment of a deposit and/or monies either in advance of the field trip or during the field trip and the field trip is cancelled either in part or in whole, or the itinerary altered, neither the school nor the Board shall

04-Feb-2014



SCHOOL SERVICES

Ph: 604-903-3489

Fax: 604-903-3445

be liable for any refund either in part, or in whole.

MEDICAL/TRAVEL/ACCIDENT INSURANCE:

The field trip your child is participating in may arrange group insurance policies for medical, travel cancellation, accident, and/or liability insurance. If group coverage is not applied, then it is up to parents/guardians to ensure that their child has the necessary medical, accident, cancellation and/or liability insurance.

Individual student accident insurance can be obtained from companies such as www.iapkidsplus.com.

Sincerely,

Kevin Yang



Return this Informed Consent Approval to School

ONE-DAY FIELD TRIP
INFORMED CONSENT APPROVAL

For: Braemar/Queen Mary/Norgate/Carisbrooke/Larson/Westview Elementary School on Feb. 17 & 20

Class or Division: Kevin Yang

PLEASE RETURN THIS FORM WITH A \$10 BUS FEE

PARENT/GUARDIAN PERMISSION

A student must have parent/guardian written and signed permission in order to participate in any field trip. Without this signed consent, students will not participate in this field trip.

PARENT/GUARDIAN CONSENT

I, , have read the full Informed Consent document that pertains to my son/daughter 's field trip to _____. I am aware of the behavioural expectations of my child while attending this field trip, and that there will be consequences for non-compliance, which may include, but not be limited to, being sent home with a chaperone escort at my/our expense. I am aware of the inherent risks and potential consequences that may occur on this field trip. My signature here indicates that my child has my informed consent to attend the field trip.

Signed _____

Dated: _____



Student Awareness of Risk and Responsibility Form

_____, is arranging
Name of School

_____ for
Description of Activity

_____ on _____
Name of Class/Group *Date(s)*

I, _____, understand that activities of this type may expose me to
Name of student
elements of risk. I have been briefed on the possible risks involved and the precautions that are to be taken.

The risks and precautions were explained to me by _____

Please comment:

- Expectations for my behaviour _____

- My individual and group responsibilities _____

- My level of skills and abilities _____

- My understanding of the destination area and boundaries _____

- I understand the possible risks and consequences (i.e., injury or death) _____

- My right to be excused from an activity if I feel my safety to be at risk _____

- Safety precautions _____

- Safety equipment _____

I have been made aware of the possible risks and consequences (i.e. injury or death) related to the identified activity and freely agree to participate in the training and competition and to act in a safe and responsible manner according to *School District Policy 302: Student Conduct* and the *School Code of Conduct*.

Signature of Student _____ Date _____

Printed Name of Student _____ Teacher's Initials _____

Note: In addition to the Student Awareness of Risk and Responsibility Form, a written informed consent signed by the parent/guardian is required for student participation in this activity.