



School District 8  
Kootenay Lake

# SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE) FIELD TRIP ADMINISTRATIVE PROCEDURES



# TABLE OF CONTENTS

Definitions / responsibilities	1
General procedures / communication	2
Parent permissions / consent	2-3
Waiver information	3-4
Field trip category of risk	5
Curriculum objectives / eligibility	7-8
Approval process / supervision	8-9
Supervision ratio chart	10
Specific supervision for outdoor trips	10-11
Risk mitigation	11
Safety protocols / safety equipment	12
Ski activities safety protocols	12-13
Swim activities safety protocols	13-15
Transportation	15-17
Severe weather	17
Prohibited activities / Commercial trips /Dry Grads	17-18
Local Neighbourhood Consent form (yearly use)	20-21
Level 1 field trip checklist	22
Level 2 field trip checklist	23-24
Level 3 field trip checklist	25-26
Outdoor field trip checklist	27-28
Out of province field trip checklist	29-30
Field trip application form	31
Field Trip Medical Consent Form	32
Parent Information Letter	33
Parent Information Letter (Primary)	34
Level 1 or 2 Parent Permission Form	35
Level 1 or 2 Parent Permission Form (Primary)	36
Parent Consent and Permission Form for Skiing /Snowboarding	37-40
Level 3 Parent Permission Form	41
Volunteer Automobile Driver Authorization	42
Volunteer Automobile Driver Authorization (Primary)	43
Parent Consent and Permission Form for International Trips	44-47
Field Trip Incident Reporting Form	48
Private Vehicle Passenger List	49

## AP 2300: Student Field Trips

School District No.8 (Kootenay Lake) recognizes that extracurricular and co-curricular field trips enhance the educational program by supporting a student's intellectual, human and social development, as well as their career development. To ensure an orderly procedure for approvals and to ensure student safety, the following regulations are to be implemented:

### Definitions:

**Curricular field trip:** Any learning activity that occurs outside the school facility and is specifically designed to supplement the course learning (e.g., golfing on the local golf course as part of Active Living 12).

**Co-curricular field trip:** Any planned student excursion away from the school during school time, under the direction or supervision of the educator-in-charge, to enrich and extend the classroom instructional program.

**Extracurricular field trip:** any planned student excursion away from the school outside of school time under the direction or supervision of the educator-in-charge in support of academics, athletics, performing or fine arts, or other school-sponsored student field trips.

**Educator:** These are staff employed by the district that have a BC teaching certification and are employed as a teacher or administrator.

### Responsibilities:

1. **Parent Responsibility:** Parents are responsible for determining whether their child may participate in a student field trip. Comprehensive student field-trip information that clearly describes the educational benefits and safety risks must be communicated to parents so they can provide informed consent.
2. **Student Responsibility:** Students participating in a field trip are responsible to comply with the school rules, student code of conduct, board policies and administrative procedures, as well as fulfill the preparatory requirements and cooperate with all supervisors.
3. **Educator-in-Charge Responsibility:** The educator-in-charge is responsible for
  - 3.1. ensuring the field trip is appropriately planned, authorized and organized;
  - 3.2. ensuring parents have been provided with comprehensive student information that clearly describes the educational benefits and safety risks of the field trip, as well as the safety plans;
  - 3.3. exercising supervision that is appropriate to the age and needs of the students and the nature of the activity;
  - 3.4. ensuring detailed contact and trip information is left with the principal and communicated to parents;
  - 3.5. taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of students.
4. **Field-Trip Supervisor Responsibilities:** Supervisors (teachers, volunteers and contracted instructors) are responsible for supervising students at all times, serving as role models to students, acting as ambassadors of the district, and conducting themselves within the expectations of the Policy 310: Student Code of Conduct and the school's code of conduct. No alcohol or recreational drugs are to be consumed before or while supervising students, as supervisors must be capable of reasoned judgment at all times in case of an unexpected emergency during the field trip. This expectation includes international locations where the cultural norms may vary.



## Procedures:

### 1. General

- 1.1. Student participation in a field trip, which involves extracurricular or co-curricular activities, is optional, and there may be a charge to cover the costs of transportation, accommodation, meals, entrance fees and equipment rentals. However, a field trip shall not be considered optional if it is required for students to complete specified learning outcomes or assessment requirements for a course.
- 1.2. When an extra charge is levied, parents should be notified of the Administrative Procedure
- 1.3. 5060: Fees, Deposits and Financial Hardship.
- 1.4. Where necessary, a student not participating in field trips could have an alternative delivery for the required learning outcomes managed by the parent after discussion with the principal.
- 1.5. In the case of optional field trips, alternative activities shall be provided to students who choose not to participate in the field trip. Students attending an optional field trip are not to be charged for the cost of providing a teacher teaching on-call for the students who choose not to participate in the field trip. Furthermore, the principal shall facilitate the inclusion of students who might otherwise be excluded due to financial hardship.
- 1.6. Extended or out-of-province field trips shall normally be scheduled during vacation breaks in the school year. School field trips need to be managed so the disruption to student learning for those on trips and for students who remain at the school is minimized.
- 1.7. Policy 310: Student Code of Conduct, and the School Act shall apply to all school- organized trips and activities.
- 1.8. An active cellphone or satellite phone shall be with the group leader(s).
- 1.9. Volunteer supervisors shall complete a Volunteer's Application Form and be approved by the principal, in compliance with Administrative Procedure 4402: Volunteers.
- 1.10. Transportation shall be in accordance with all transportation guidelines and procedures outlined in this administrative procedure (2300 Student Field Trips), as well as comply with the CUPE collective agreement.
- 1.11. All field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in this administrative procedure are followed.

### 2. Parental Communication and Authorization

- 2.1. In all cases, parents must be informed and provide consent when students are to be absent from school premises through a customized school-based field-trip parent consent form.
- 2.2. The information conveyed to parents through the parent information letter must appropriately disclose all details of the field studies and provide information Administrative Procedure
- 2.3. 5060: Fees, Deposits and Financial Hardship.
- 2.4. An annual consent may be appropriate for a series of common activities. For example, a basketball team travelling to a series of local tournaments or an elementary class partaking in regular nature-walking trips in the local neighborhood may be covered by one consent form.
- 2.5. An annual consent (i.e., one form for the whole year) outlined in the Parent/Guardian Local Neighborhood Excursion Consent Form provides the parent the opportunity to list the activities from which the student is to be excluded, but the onus of responsibility is on the educator-in-charge to see that the student does not participate in those activities for the remainder of the school year.

### 3. Parent/Guardian Permission and Consent Forms: The contents of parent/guardian permission and consent forms must include the following:

- 3.1. Educational rationale and curricular objectives
  - 3.1.1. Provide a description of the educational purpose and learning objectives of the field trip.



### 3.2. Trip Details:

- 3.2.1. Provide a full disclosure of all activities to be undertaken during the field trip. Supervision, student accommodation, emergency contact information and travel arrangements must also be disclosed through the trip consent form. Specific details, such as the name of the educator-in-charge and their telephone number, the date, destination, departure time, mode of transportation, return time and date, names of all supervisors and, the date and time of a parent meeting about the trip if required.

### 3.3. Known Risks:

- 3.3.1. The parent consent form must clearly outline all potential known risks of the field trip to ensure informed consent is being obtained from the parent.

### 3.4. Trip Safety Plan:

- 3.4.1. Consent forms must indicate to parents that an appropriate safety plan is in place, and the particulars of that safety plan need to be made available to parents for higher-risk outdoor pursuits.

### 3.5. Behaviour Expectations:

- 3.5.1. All students participating in a field trip are expected to comply with the school's expectation for students and the school's code of conduct; cooperate fully with all supervisors of a field trip and participate in a responsible and cooperative manner at all times during the field trip.
- 3.5.2. Both parents and students are to be advised of behavioural expectations for any field trip, which includes specific consequences for breaches to the school's code of conduct. For example, if a student needs to be sent home from a field trip at the parent's expense, this consequence must be communicated on the parent consent form.
- 3.5.3. Consent forms are to be used to outline student conduct expectations and consequences or, at minimum, must require parent acknowledgment that their child has been informed that they must abide by the rules and regulations of the field trip.
- 3.5.4. For overnight field studies, teachers are to consider having students, especially those in the senior grades, sign a field-trip-specific behaviour contract.

### 3.6. Alternatives

- 3.6.1. Should the parent refuse permission or fail to sign the consent form prior to participating in the scheduled activity, an alternative plan for the student that takes place in the school should be organized.

## 4. Medical Consent

- 4.1. A specific parent emergency medical consent form must be collected in addition to the school-based parent consent form for all field trips. Medical information about each participant on the field trip must also be obtained.

## 5. Waivers

- 5.1. School-based parent consent forms are not considered waivers that release teachers from legal responsibility.
- 5.2. Legally, parents cannot waive the rights of a minor (the student) to sue if a student is injured during a school field trip. As such, the district discourages the use of industries or commercial enterprises that require parents to sign student waivers/indemnification agreements as a condition of participation in field trips. However, an industry/commercial enterprise may request signed informed consent/acknowledgment of risk of the parent, in addition to the signed informed consent obtained through the school-based parent consent form. The district encourages staff to ensure that parents are informed of the risks associated with field trips.
- 5.3. If an industry or commercial enterprise insists on a waiver of liability, the educator-in-charge must consult with the principal and consider whether the proposed activity and the risks associated with the activity are to be pursued. If the activity is an exceptional opportunity





that the educator-in-charge and principal wish to pursue following the risk assessment, the approval of the superintendent or designate is required.

6. **Parent Meetings:** Parent meetings may occur to review field-trip arrangements:
  - 6.1. It is recommended that parent meetings occur to review field trips that are not routine. A parent meeting should also take place for all out-of-province or international trips.
  - 6.2. The educator-in-charge must keep a record of attendance at the parent meeting.
7. **Student Eligibility:** No eligible student may be denied access to participate in a field trip held during instructional hours due to financial hardship. A principal may exclude a student from the activity if the student does not meet the eligibility criteria.
8. **Costs:** For field studies where attendance is mandatory and/or assessment will take place, the district will provide these trips free of charge to school-age students who reside in the district and are enrolled in an educational program at one of its schools. For optional supplementary field studies, the district may charge fees for expenses such as transportation, accommodation, meals, entrance fees and equipment rentals. Efforts to minimize costs to students and parents is to be evident in all field-trip planning.
9. **Agreement:** All details of fundraising activities and requirements for the proposed field trip must be communicated clearly to students and parents and agreed upon at the outset of the field-trip planning process.



## Field Trips: Categories of Risk

1. **Level One - Routine Field Trip:** (e.g., parks, farms, museums, concerts, plays, sporting events, water slides, government buildings, swimming in supervised pools with certified lifeguards, ice skating with helmets, roller blading with protection.) Level one may include elementary students who cycle adjacent to the school, depending on the availability of cycling paths. Cycling on roads is a minimum of an outdoor activity.
  - 1.1. These field trips will have the following characteristics:
    - 1.1.1. It is one day or less in duration;
    - 1.1.2. takes place within the boundaries of School District No. 8 (Kootenay Lake) and;
    - 1.1.3. does not involve hiking, snowshoeing, canoeing, kayaking, bicycling, snowboarding, skiing, rock climbing, residential camping or other higher risk activities.
  - 1.2. Parents are to be informed of the proposed trip through a Parent Information Letter and the teacher is to obtain a signed Low-Risk Field Trip - Parent/Guardian Permission Form for each student involved.
  - 1.3. The educator-in-charge shall
    - 1.3.1. take a copy of a Parent/Guardian Permission Form, school registration form, and a [Field-Trip Medical Form](#) along for each student on the trip; and
    - 1.3.2. consider having multi-gender supervisors on multi-gendered field trips. (This could include a parent supervisor).
  - 1.4. The principal shall ensure that the above is completed before giving final approval.
2. **Level Two - Routine Field Trip:** (e.g., overnight sports tournaments or games, overnight to the aquarium or Science World, band retreats, music tours within British Columbia, overnight stays in school gymnasiums or libraries, indoor rock climbing, retreats that do not involve outdoor activities)
  - 2.1. These field trips will have the following characteristics:
    - 2.1.1. May be more than one day in duration
    - 2.1.2. Take place within the province of British Columbia
    - 2.1.3. Do not involve hiking, snowshoeing, canoeing, kayaking, bicycling, swimming, backcountry skiing, wilderness rock climbing, residential camping, or other higher-risk activities
  - 2.2. Parents are to be informed of the proposed trip through a Parent Information Letter and the teacher is to obtain a signed Low-Risk Field Trip - Parent/Guardian Permission Form for each student involved.
  - 2.3. The educator-in-charge shall
    - 2.3.1. take a copy of the MYED BC student list and the [Field Trip Medical Form](#) along for each student on the trip;
    - 2.3.2. ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent volunteer); and
    - 2.3.3. ensure students and parents are appropriately informed of specific activities.
  - 2.4. The principal shall ensure that the above is completed before giving final approval.
3. **Level Three - Routine Field Trip:** (e.g., downhill and cross-country skiing, snowboarding/snow-blading programs within controlled ski areas with ski patrols, biking)
  - 3.1. These field trips will have the following characteristics:
    - 3.1.1. May be more than one day in duration
    - 3.1.2. Take place within the province of British Columbia
    - 3.1.3. Parents to be informed of the proposed trip and the school to obtain a signed [Parent Consent and Permission Form and Waiver for Child Participating in Snowboarding/Ski Trip](#) that includes the nature of the activities, risks involved and level of supervision



- 3.2. The educator-in-charge shall do the following:
  - 3.2.1. Ensure that all relevant information has been communicated to the parents. If the ski area has a waiver printed on the tickets, ensure that a copy of the waiver has been provided to the parents as part of their information package.
  - 3.2.2. Obtain signed parental consent and waiver forms for each participating student ([Parent Consent and Permission Form and Waiver for Child Participating in Snowboarding/Ski Trip](#)). The information is to clearly state to parents the specific activities, including knowledge of risks involved.
  - 3.2.3. Take a copy of the [Field-Trip Medical Form](#) along for each student on the trip.
  - 3.2.4. Ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent supervisor).
  - 3.2.5. Ensure compliance with the Safety Protocols for Ski/Snowboard Activities as outlined in section 17 of this procedure. Provide the information on the items outlined in the these safety protocols to the principal prior to the final approval of the trip.
  - 3.2.6. All students and adult supervisors shall wear helmets when skiing and snowboarding. In Anyone observed not wearing the required protective equipment will have their lift ticket revoked and will not ski/snowboard for the remainder of the trip.
  - 3.2.7. Where feasible, a private vehicle shall also be available to accommodate student incidents.
- 3.3. The principal shall ensure that the above is completed before giving final approval.
4. **Outdoor Field Trips:** (e.g., hiking, canoeing, kayaking, retreats that involve outdoor activities, swimming in natural settings, wilderness orienteering, camping, cycling)
  - 4.1. These field trips will have the following characteristics:
    - 4.1.1. May be more than one day in duration
    - 4.1.2. Take place within the province of British Columbia
    - 4.1.3. Involve one of the activities identified above
    - 4.1.4. Activities not listed above will be considered on an individual basis by the principal
  - 4.2. The educator-in-charge shall
    - 4.2.1. ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent supervisor);
    - 4.2.2. ensure at least one supervisor has a current first aid certification;
    - 4.2.3. ensure students and parents are appropriately informed about specific activities and that they are aware of all expectations, including knowledge of risks involved;
    - 4.2.4. obtain signed parental consent forms for each student involved ([Level Three Higher-Risk Field Trip - Parent/Guardian Permission Form](#)). The information shall clearly state to the parents the specific activities, including knowledge of risks involved;
    - 4.2.5. require that parents fill out a [Field-Trip Medical Form](#) and those forms must be taken on the trip by the leader;
    - 4.2.6. ensure supervisors meet the requirements for training as detailed in section 18 of this administrative procedure for any swimming that takes place outside of an area patrolled by lifeguards; and
    - 4.2.7. submit a [Field-Trip Application Form](#) to the principal at least one month before the excursion. (Timeline could be reduced at discretion of the Director of Innovative Learning).
  - 4.3. All field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in this administrative procedure are followed. Final approval will be made by the director of instruction responsible for outdoor programs.
  - 4.4. Wilderness trips are not approved for glacier travel or in areas where there is risk associated with avalanche at any time of the year. Other activities that are not approved are listed in this procedure in section 21: Prohibited Activities.





- 4.5. All outdoor and wilderness activities must be led by a guide with the appropriate license and certification to support youth in that specific activity and appropriate first aid certification for that activity, and they must be insured.
  - 4.6. The following extracurricular activities must be approved by the director of instruction responsible for outdoor programs: fast-flowing water activities, ice climbing, rappelling, caving, technical mountaineering, backcountry skiing/ski touring.
  - 4.7. Specific guidelines for outdoor field trips can be found in section 13 of this administrative procedure.
- 5. Out-of-Province and International Field Trips:** (e.g., any field trip for any length of time that takes place outside the province of British Columbia, including international travel). The following procedures shall be followed:
- 5.1. The educator-in-charge shall
    - 5.1.1. ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent supervisor);
    - 5.1.2. ensure students and parents are appropriately informed about specific activities and aware of all expectations, including knowledge of risks involved;
    - 5.1.3. inform parents of the specific nature of the activity and its place in the school curriculum; and
    - 5.1.4. obtain signed parental consent forms for each student involved using level-three forms.
  - 5.2. All out-of-province and international trips must be approved by the director of instruction three months prior to departure:
    - 5.2.1. For trips in Canada, use the [Level Three Higher-Risk Field Trip - Parent/Guardian Permission Form](#).
    - 5.2.2. For international travel, use the [Parent Consent and Permission Form and Waiver for Child Participating in an International Trip](#).
    - 5.2.3. The information shall clearly state to the parents the specific activities, including knowledge of risks involved.
    - 5.2.4. If there is a reasonable and foreseeable risk to students as a result of political unrest or any other unexpected concerns (e.g., student withdrawals, risk of financial loss, etc.) such that a prudent parent would not allow a child to travel, the district has an obligation to cancel the trip. All out-of-province travel should also include consideration of travel and medical insurance.
- 6. Authority**
- 6.1. Each principal has primary responsibility and authority to conduct student field trips and ensure planned field trips prescribe to board policies and administrative procedures.
  - 6.2. The superintendent has responsibility and authority to establish district practices and standards for the conduct of students during field studies and provide approval for specified trip categories.
- 7. Curriculum Objectives**
- 7.1. Student field trips are to be directly related to the curriculum and undertaken only to provide superior and/or supplemental opportunities for learning beyond what is available in the classroom.
  - 7.2. Specific educational objectives for the learning experience are to be clearly established before planning the field trip and, subsequently, all activities are to be directed to achieve these objectives.
  - 7.3. Students are to be exposed to a sequential and expanding pattern of field trips as they progress through their school years.



## 8. Eligibility and Access

- 8.1. Eligibility criteria must be established to define the students who may participate in a field trip. Eligibility criteria may include definition by grade, class, subject, team or other characteristics related to the delivery of an education program. Eligibility criteria may also include school code of conduct expectations and adhere to Administrative Procedure 2301: Student Eligibility for Extra-Curricular Activities.
- 8.2. Parents may, in whole or in part, financially support supplemental field studies, and will be advised of the district's financial hardship procedures. As outlined in Policy 430: Fees, Deposits and Financial Hardship, no fees shall be charged for field studies during instructional hours where attendance is mandatory and/or assessment will take place. Information about the district financial hardship procedures must be included on the parent consent form.

## 9. Planning for Approval

- 9.1. Preliminary Approval: educators-in-charge will obtain the preliminary approval of the principal for field trips before communication with parents and students, before making commitments with service providers, and before commencing fundraising.

## 10. Approval Process

- 10.1. Field-trip approval is dependent on the adherence to board policies and administrative procedures. No field-trip activity may proceed unless it has received the appropriate approval, as defined by the applicable field trip category.
- 10.2. Level One - Routine Field Trip: Approval of the principal
- 10.3. Level Two - Routine Field Trip: Approval of the principal. Signed approval of the principal must be sought before the field-trip plan is presented or communicated to students and parents, and before any funds are collected.
- 10.4. Level Three - Routine Field Trip: Approval of the principal. Signed approval of the principal must be sought before the proposed field-trip plan is presented or communicated to students and parents, and before any funds are collected.
- 10.5. Outdoor Field Trip: Approval of the principal and director of instruction. Signed approval of the principal must be sought before the proposed field-trip plan is presented or communicated to students and parents, and before any funds are collected. Final approval resides with the director of instruction responsible for outdoor programs. Forms must be submitted for final approval to the director of instruction responsible for outdoor programs no less than one (1) month before trip commences at [innovative.learning@sd8.bc.ca](mailto:innovative.learning@sd8.bc.ca).
- 10.6. Out-of-Province (Canada): Approval of the principal. Signed approval of the principal must be sought before the proposed field-trip plan is presented or communicated to students and parents, and before any funds are collected. Final approval resides with the director of instruction. Approval of the director of instruction must be obtained no less than three months before trip commences at [innovative.learning@sd8.bc.ca](mailto:innovative.learning@sd8.bc.ca).
- 10.7. International Field Trips: Approval of the principal and superintendent. Signed approval of the principal must be sought before the proposed field-trip plan is presented or communicated to students and parents, and before any funds are collected. Final approval resides with the superintendent or designate. Approval of the superintendent or designate, must be obtained no less than three months before trip commences at [innovative.learning@sd8.bc.ca](mailto:innovative.learning@sd8.bc.ca).

## 11. Group-Travel Medical, Interruption and Cancellation Insurance

- 11.1. Required insurance must be secured and confirmation provided as part of the application for approval (as required). Travel and medical insurance should be considered for all out-of-province trips and is required for international trips.



## 12. Supervision

- 12.1. Field-trip planning and preparation must include a supervision plan, with consideration of special supervision risk factors affecting the ratio of students to supervisors, needs for specialized skills and qualifications, as well as the need for female and male supervisors and students with special needs. The degree of supervision depends on the following:
  - 12.1.1. The age and maturity of the students
  - 12.1.2. The needs of the students
  - 12.1.3. The inherent danger of the activity
  - 12.1.4. The circumstances of the particular activity (e.g., a trip to the museum would not need as many supervisors as a higher-risk outdoor trip).
- 12.2. The educator-in-charge is responsible for vigilant supervision of students at all times and must always be in charge, although the educator-in-charge may be assisted by volunteer supervisors. Volunteer supervisors must be selected, orientated and supervised to effectively perform their roles in accordance with AP Appendix 2303: School Volunteer Package Form.
- 12.3. The educator-in-charge must ensure that supervision is provided at all times and that the volunteer supervisors are informed and competent to deal with emergencies that might arise.
- 12.4. The following are the minimum acceptable standards of supervision for all student field studies, unless they are specifically required and adjusted by the principal or involve higher-risk outdoor activities:



### Supervision Requirements

Grade	Level 1	Level 2	Level 3	Outdoor, Out-of-Province, and International
K to 3	2 supervisors per class	1 supervisor for 8 students	N/A	N/A
4 to 7	1 supervisor per class, with additional supervision support required depending on the activity.	1 supervisor for 10 students	activity dependent -minimum 1 supervisor for 10 students	1 supervisor for 10 students
8 to 12	1 supervisor per class	1 supervisor for 15 students	activity dependent -minimum 1 supervisor for 10 students	1 supervisor for 15 students

12.5. Additional supervision is required when the following applies:

- 12.5.1. There is an increased risk.
- 12.5.2. There is participation of students with diverse needs.
- 12.5.3. There are crowded venues.
- 12.5.4. Additional supervision requirements will be determined by the educator-in-charge of planning the field trip and agreed to by the principal. This will be done prior to initiating the required field-trip approval process.

12.6. Gender Specifications for Supervision:

- 12.6.1. For all overnight excursions, no matter the size or age of the group, it is recommended that there be at least two supervisors, and the gender of the accompanying supervisors must reflect the gender identity of the students attending the excursion. For example, overnight excursions with both male and female participants must include both a male and female adult supervisor. Students who identify as gender non-binary will communicate to staff prior to departure the supervisor(s) with whom they feel most comfortable.

### 13. Specific Supervision Guidelines for Outdoor Field Trips

- 13.1. For increased-risk activities, competent instruction and vigilant supervision is mandatory. Competence may be established by virtue of a certificate from a governing body, such as a canoeing instructor's certificate from Canoe Kayak BC. In areas where certificates are not issued, competency may be recognized by the leader's peers by virtue of experience and demonstrated expertise in the activity.
- 13.2. The principal and director of instruction responsible for outdoor programs must be satisfied that the educator-in-charge will provide adequate supervision, competent instruction, and follow recognized safety procedures for the planned activities and that supervision meets the level of competence required for the activity.



- 13.3. Situational factors must be considered when determining the appropriate number of supervisors for a higher-risk activity. Generally, outdoor pursuits include risks that mandate more supervisors than a regular field-studies excursion. In determining the appropriate number of supervisors required for an outdoor pursuit, assess the following:
  - 13.3.1. Industry standards for supervision (the ratios set by specific industries/organizations that govern the outdoor pursuit/activity)
  - 13.3.2. Leadership factors (knowledge, skills, experience of the supervisors)
  - 13.3.3. Student factors (age, grade, knowledge, fitness, skill, experience, behaviour, social needs)
  - 13.3.4. Trip factors (nature of activity, nature of environment, duration of outing, season, communication capacity, time/distance from emergency response)
  - 13.3.5. Appropriate supervision of a higher-risk outdoor pursuit must take into account the ability to maintain adequate supervision during the execution of a safety plan/emergency-response plan.
- 13.4. In approving a higher-risk outdoor-pursuit trip proposal, the principal must be satisfied that the educator-in-charge will provide adequate supervision and competent instruction and follow recognized safety procedures for the planned activities. As such, it is imperative that those teachers who involve themselves in higher-risk outdoor pursuits have the required certification and/or competence.
- 13.5. In planning outdoor field trips, educators-in-charge, teachers and principals are encouraged to access “Youth Safe Outdoors.” Youth Safe Outdoors is a reference guide that recommends relevant safety practices for teaching/leading off-site student experiences, outdoor pursuits/aquatics and travel excursions. It has been developed in alignment with site-specific safety guidelines and practices to help reduce the potential for injury. Youth Safe Outdoors includes detailed risk-mitigation strategies to support teacher planning and implementation, and to support ensuring teacher and student readiness, and program suitability.

#### **14. Risk Mitigation**

- 14.1. A paramount consideration when selecting, planning, organizing and conducting student field studies is to minimize everyone’s risk, as all field trips entail some element of risk. Risk cannot be eliminated, but it can be managed. All staff involved in student field trips are expected to give careful consideration to the management of those risks.
- 14.2. Student field trips involve different degrees of risk and, accordingly, call for different levels of duty of care, parent communication and parent consent.
- 14.3. When planning field trips, opportunities within the district are not to be overlooked. All other factors being equal, local field trips may eliminate many of the negative factors and risks often associated with travel outside the community.
- 14.4. To minimize risk and maximize safety, the following measures apply:
  - 14.4.1. Student group characteristics of age, developmental level, area of study, skills and self-discipline are to be considered in selecting appropriate field trips.
  - 14.4.2. Information about field-trip opportunities is to be provided to parents to enable them to decline those opportunities they believe may be inappropriate for their child or exceed their risk tolerance.
  - 14.4.3. Parental permission forms are to include the opportunity for parents to communicate their child’s unique medical, dietary and other special considerations.
  - 14.4.4. Safety assessment must be addressed before plans are finalized for all new field trips. This will vary from informal information gathering on routine or repeat field studies to systematic review of more complex field studies.
- 14.5. Required specialized resources are to be identified and incorporated into the program. These resources may include
  - 14.5.1. safety equipment;





- 14.5.2. first aid kit and cellphone/SAT phone;
- 14.5.3. qualified instructors; and/or
- 14.5.4. guides familiar with the area.
- 14.6. Students with diverse needs must be provided with appropriate safety equipment both for their transportation and their participation in activities.
- 14.7. Preparatory instruction of students will include both the development of physical skills and the self-discipline to participate.
- 14.8. Parent meetings may be organized to provide parents with risk-assessment information and to inform them of and reinforce school expectations.
- 14.9. Establish a supervision plan and have it approved.
- 14.10. Select, orientate and supervise volunteers.
- 14.11. Plan transportation that is safe and select, orientate and supervise volunteer drivers.
- 14.12. Develop critical incident response plans/safety plans before travel to respond to emergency situations.
- 14.13. Ensure emergency contact/health forms are accessible during the field trip.

## 15. Safety Protocols

- 15.1. A safety assessment must be conducted for all off-site activities. A safety plan/emergency-response plan must be included in the planning process for all field trips. Supervisors must be aware of any potential student medical problems, (e.g., bee-sting allergies). Students with emergency-alert situations will be under the direct supervision of a supervisor.
- 15.2. For field trips that are safety sensitive, the educator-in-charge must organize for the above-noted medical concerns, as well as a first aid kit appropriate to the needs of the students and nature of the event.
- 15.3. A chain of notification is to be established in the event of an emergency. This chain must include the parents, the principal, director of instruction and superintendent.
- 15.4. A means of emergency communication is to be available.
- 15.5. A supervision plan must be in place that supports both the injured student and the remaining students participating in the activity.
- 15.6. For any student injured on a field trip, the [Field-Trip Incident Reporting Form](#) must be completed as soon as is practicable. A copy of the form and the signed, school-based parent consent form must be forwarded to the superintendent's office.
- 15.7. A student has the right to opt out of any activity if they are concerned for their safety. Educators-in-charge must accommodate that student.

## 16. Safety Equipment

- 16.1. Safety helmets must be worn by all students involved in cycling, downhill skiing, snowboarding, rock climbing, skateboarding, rollerblading, and whitewater activities. Helmets are strongly recommended for ice skating.
- 16.2. For boating activities, including aquatic paddling, students must be wearing Transport Canada-approved lifejackets or Type I approved personal flotation devices or be following the specific rules for competition (e.g., rowing).

## 17. Safety Protocols for Ski/Snowboard Activities

- 17.1. The educator-in-charge must ensure suitable attendance records are maintained and shared with supervisors. Additionally, a cellphone or communication device for supervisors is to be available for use throughout the trip.
- 17.2. Attendance must be taken prior to departure and made available to the principal.
- 17.3. Upon arrival, all students must remain together while mountain personnel provide instructions, lessons and designate appropriate ski areas based on observed skill level. The educator-in-charge



- of the ski/snowboard activity shall be responsible for coordinating with on-hill resort personnel/instructors.
- 17.4. Supervisors shall provide designated “on-hill” minimum supervisory ratios of 1:6 for elementary students and 1:10 for secondary students. Supervisors may include mountain staff when students are involved in a prescribed ski/snowboard program.
  - 17.5. Supervision shall involve movement around different slopes at set times designated by the educator-in-charge.
  - 17.6. Each supervisor shall have responsibility for a specific group of students and shall take attendance at designated times throughout the day.
  - 17.7. Supervisors will actively monitor and enforce areas of use on the hill (e.g., prohibiting out-of-bounds areas) and ensure runs are appropriate for the level of the skier.
  - 17.8. Attendance must be taken before departing from the ski area.
  - 17.9. The educator-in-charge must check with mountain personnel for messages or complaints about on-hill infractions before leaving the site.

## **18. Safety Protocols for Swimming Activities**

- 18.1. In planning swimming activities, schools work with an aquatic service provider, such as a community pool or camp, that provides lifeguards. Aquatic best practice calls for a minimum of at least one certified lifeguard for every 25 swimmers in such facilities.
- 18.2. When working with a service provider, the educator-in-charge remains responsible for coordinating the activity, ensuring informed parental/guardian consent, securing sufficient numbers of assistants to help supervise the activity, and working with the service-provider facility.
- 18.3. Parents/guardians should identify the student’s approximate aquatic skill level to facilitate securing a sufficient number of lifeguards, supervisors and/or instructors as part of the informed-consent process.
- 18.4. Before allowing students to swim in water above their chest height without a personal flotation device (PFD), the students must be given a survival swim test or an endurance test. As outlined in Youth Safe Outdoors, the survival swim test consists of a roll into deep water, treading water for one minute and swimming 50 metres using any method. The endurance test only includes the 50-metre swim. Whichever test is used will generally be conducted by venue staff and can be used to channel students into an appropriate level of swimming lesson. If the swim is a recreational outing, the successful students can be given an identifying mark on their arm, or an identification tag or ribbon. Those who do not take or pass the test may also be given a marker of different colour or design to distinguish them to lifeguards and supervisors.
- 18.5. Unless all non-swimmers or weak swimmers are in a structured swimming class (i.e., a small group with designated instructor), they should wear a PFD when in or near the water, or they must be restricted to a well-marked shallow area, which is lower than chest height.
- 18.6. All rules and regulations of the swimming area, diving area, swing ropes, pool slides, waterslides, hot tubs/steam rooms/saunas, change rooms and/or other related facilities in the aquatic venue must be presented to the students and followed. This rule review may be done by the venue staff, and the educator-in-charge is responsible for confirming arrangements.
- 18.7. Supervision of Swimming
  - 18.7.1. Change rooms/locker rooms must be appropriately supervised in consideration of the age and maturity of students.
  - 18.7.2. For recreational swimming in an exclusive-use context, a head-counting system should be used at regular intervals, particularly with larger groups.
  - 18.7.3. For recreational swimming, students should swim with a buddy of comparable swimming ability and should buddy up quickly on command. Students should know the consequences of not swimming with their buddy (e.g., a five-minute time out on deck).



- 18.7.4. Generally, when students aged eight or older are in the water, especially with larger groups, some adult supervisors should remain out of the water and position themselves so that students are in clear sight (i.e., supervisors distributed around swimming area and standing at or near the waterline).
- 18.7.5. When students under age eight are in the water, instructors/supervisors (not lifeguards) must be in the water with them.
- 18.7.6. The supervisor-to-student ratio is determined by the manager of the facility and supported by its certified lifeguards.
- 18.7.7. The following are the suggested minimum supervisor-to-student ratios:
- K to 3 (1:6/2:12)
  - 4 to 7 (1:10/2:20)
  - 8 to 12 (1:15/2:30)
- 18.7.8. Adjust supervision ratio if/as necessary due to the presence of any special considerations.
- 18.8. Additional Protocols for Higher-Risk Aquatic Swimming Activities
- 18.8.1. Many school groups find themselves with opportunities to take advantage of one or more aquatic environments that differ from the aquatic service providers outlined in section 18. Some examples may include swimming in a hotel pool while on a band trip, swimming at a beach, swimming in a lake at the end of the day while on a canoe trip, or an aquatic context that relies upon lifesavers and other supervisory systems versus certified, qualified lifeguards (National Lifeguard Service - NLS) to support the group.
- 18.8.2. Higher-Risk swimming activities include hotel swimming pools, open water (lake or ocean) and remote contexts. An activity that involves swimming or wading in a river, lake or ocean at a site that is not a designated swimming area must be treated as a higher-risk activity.
- 18.8.3. Ensure students are appropriately supervised; consider age, maturity and context. Additionally, the supervision guidelines in 18.7.7 apply. Higher-risk aquatic activities are not supported for K to 3.
- 18.8.4. The teacher/leader must be competent to organize the swimming activity; demonstrate, instruct and supervise it; and effect rescue and emergency procedures as necessary or otherwise provide for any or all of these functions and capacities (e.g., using a service provider, lifeguard or lifesaver). When working with a service provider (e.g., hotel), the educator-in-charge will be involved in coordinating the activity, ensuring informed parental/guardian consent is obtained, securing sufficient numbers of assistants to help supervise the activity, and working with the service provider to ensure the group's needs are met. A certified lifesaver or comparably trained person is required to supervise the aquatic environment and group. In determining the number of lifesavers needed, consider the size and configuration of the environment (e.g., number of pools, sight lines); group size; student grade/age and swimming ability.
- 18.8.5. Those serving as lifesavers must have CPR training (any level), and standard-level first aid training is also recommended. They must also be trained in the facility's operating and emergency procedures or be able to develop appropriate safety and emergency plans for a site being used for an incidental swimming activity, have a lifesaving Bronze Medallion certification, be a minimum of 16 years of age and be at least two years older than the students being supervised. Employed lifeguards or lifesavers must have their own third-party insurance coverage.
- 18.8.6. Parents/guardians must be notified of the supervisory arrangements, acknowledge awareness of the potential hazards associated with the swimming/wading/water-park activity and consent to their child's participation.
- 18.8.7. Parents/guardians should identify the student's approximate aquatic skill level to facilitate securing sufficient numbers of lifesavers, supervisors and/or instructors.



- 18.8.8. Swimming, wading or other aquatic activities should never be allowed as an impromptu activity for which there is no safety or emergency plan and for which the parents/guardians and principal or designate have not approved.
- 18.8.9. The swimming area must be clearly marked, free from hazards, roped off with floating devices or the boundaries made otherwise clear, and be reasonably clean (i.e., not polluted).
- 18.8.10. Students must not dive headfirst from the pool's edge or other similar surface close to the water level unless the water at that point has a minimum depth at least 2.5 meters.
- 18.8.11. Duration of swim should consider the type (age, skill level) of swimmers, temperature and condition of water, time of day and objectives of the activity.
- 18.8.12. Swimming in moving rivers or streams should only be undertaken if the lifesaver assesses the conditions and group and deems them sufficiently safe to proceed as per Youth Safe Outdoors guidelines.
- 18.8.13. Persons assuming lifesaver responsibilities should be clearly visible and identifiable.
- 18.8.14. Where a particular off-site experience involves a water-based activity (e.g., canoeing), parents/guardians should be asked to verify the student's level of swimming training/skill.
- 18.8.15. No swimming after dark.
- 18.8.16. No distance swims in open water, except where this is part of a specific, planned swimming or triathlon program and informed parental/guardian consent has been secured. Appropriate rescue craft must be provided.
- 18.8.17. Students should know an emergency signal and response.
- 18.8.18. An emergency action plan should be in place specific to the activity and environment.

## 19. Transportation

- 19.1. Transportation will be arranged by the educator-in-charge.
- 19.2. In accordance with the requirements of the Motor Vehicle Act, a list of all students, staff and any supervisors participating in the trip will be prepared and given to the driver(s) prior to leaving the school or departure point, and a copy left at the school.
- 19.3. Student drivers will not be permitted to transport themselves or other students on school-approved trips.
- 19.4. When a group of more than fifteen students is being transported, a school bus or commercial vehicle and a professional driver should be considered.
- 19.5. Groups using private vehicles must adhere to the Ministry of Transportation Standards & Guidelines ([www.gov.bc.ca/trans/](http://www.gov.bc.ca/trans/)). Where a group of students is transported by a single vehicle (bus), the educator-in-charge is to accompany the group. Where students are transported in several vehicles, the educator-in-charge will generally accompany the largest section of the group. Included in this group would be those students with exceptional needs who would be unfamiliar to volunteer supervisors.
- 19.6. A list of students assigned to each bus or vehicle must be completed and a copy filed at the school. Use this list to account for all students before beginning the return travel of a field trip. Drivers of private vehicles are to use the [Private-Vehicle Passenger List](#).
- 19.7. Where there is a travel advisory issued by authorities, the educator-in-charge will consult with the principal before travelling.
- 19.8. **Public Transportation:** Public buses and trains are adequately insured for the passenger limitations for which they are licensed.
- 19.9. **Seat Belts:** British Columbia seat-belt legislation requires that "Drivers and passengers must properly use the seat belts provided." It is also the responsibility of the driver to see that



- students aged six to sixteen properly use the seat belts provided. The district advises that students are not to be transported in private vehicles, unless there is a seat belt provided for each student, and where required, a booster seat. No vehicle used for transporting students on field studies is ever to be overloaded.
- 19.10. **Booster Seats:** The B.C. Motor Vehicles Act requires the use of approved booster seats in vehicles for all children whose body weight is 18 to 36 kilograms (40 to 80 lbs) or until a height of 4'9" or age nine.
  - 19.11. **Buses:** Non-district school buses may be used subject to the vendor having a school-bus permit and liability insurance of at least \$10 million.
  - 19.12. Principals should avoid buying or leasing a school bus/commercial bus.
  - 19.13. Societies associated with schools that provide school-bus services are subject to the same requirements as other non-district school-bus operators.
  - 19.14. **Vans:** Educators-in-charge contracting vans must be knowledgeable of applicable licensing and safety requirements. Any vehicle that has a seating capacity of more than ten persons, including the driver, is defined by the Motor Vehicles Act as a "bus." A "bus" used to transport students is required to have a valid school bus permit and MUST carry third-party liability limits of \$10 million. This includes volunteers' vehicles; rental vehicles; and vehicles owned, leased or contracted by the district for student transportation. The driver of the vehicle must carry a class 2 or 4 license, depending on the vehicle's seating capacity, and the driver needs to complete a district volunteer driver's form.
  - 19.15. **Private Vehicles:** Persons who wish to have this coverage must be approved by the principal annually, and this can be obtained by having the owner of the vehicle complete a [Volunteer Automobile Driver Authorization](#) form and submit it to the principal.
    - 19.15.1. After the principal has signed the Volunteer Automobile Driver Authorization form, a copy will be kept on file in the school as proof of coverage.
    - 19.15.2. If drivers have any doubts about insurance provisions, they are to see their insurance agent.
    - 19.15.3. All principals are to ensure that the use of student drivers on school outings is prohibited and that public transportation is used whenever possible.
    - 19.15.4. When using private vehicles, the school principal must retain the following on file:
      - 19.15.4.1. Driver's information form for each trip
      - 19.15.4.2. A photocopy of the volunteer's current driver's license
      - 19.15.4.3. A driver's abstract
      - 19.15.4.4. Vehicle registration
      - 19.15.4.5. A list of students to be transported in the vehicle. A copy of this list must be maintained in the vehicle and at the school using the [Private-Vehicle Passenger List](#).
    - 19.15.5. The driver's current completed AP Appendix 2303: School Volunteer Package Form.
  - 19.16. The vehicle must be licensed for British Columbia and have a minimum of \$3 million liability insurance.
  - 19.17. If a private vehicle is used for transportation on extracurricular or curricular trips, trips by staff members or volunteers, the individual should carry at the minimum pleasure use class insurance and not exceed six calendar days a month of volunteer driving. If the staff member of volunteer driver is carrying business use class insurance they may then exceed the six calendar days per month.
  - 19.18. The vehicle must be driven by a driver who is 21 years of age or older, who possesses a valid driver's license which is neither a learner (L) nor novice license (N). License must be on file with the school office.
  - 19.19. The principal or designate shall conduct a visual inspection of private vehicles and shall deny use of a vehicle that has obvious safety deficiencies (e.g., bald tires, lack of seat belts, and booster seats that don't comply with regulations that came into effect July 1, 2008.)
  - 19.20. If the principal deems it necessary, they may request a vehicle inspection prior to the





commencement of the trip, at no cost to the board.

- 19.21. The vehicle shall have an approved restraint for each person in the vehicle, which shall not exceed fifteen passengers, excluding the driver. The vehicle will have space that meets the criteria for safe placement of booster seats.
- 19.22. Every student who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device that shall be properly adjusted and securely fastened.
- 19.23. No child under the age of thirteen or weighing less than 40 kilograms, shall be transported in a front passenger seat equipped with an air bag.
- 19.24. Private vehicle drivers are to observe a zero tolerance for the use of alcohol, drugs or medications that may cause drowsiness.
- 19.25. The district will not be responsible for physical damage or repairs to the individual's vehicle or for the loss of use or safe driver discount resulting from the use of the vehicle on school business.
- 19.26. Staff may only use their private vehicle to transport students in extenuating circumstances and if no other options are available. In the case of staff driving with students, two adults must be present in the vehicle and students may not sit in the front of the vehicle at any time. All other private vehicle requirements must be met. Staff may decline to use their private vehicle in all cases.

## 20. Severe Weather

- 20.1. During severe weather or poor driving conditions, principals, educators-in-charge and drivers must discuss conditions and determine whether travel for students is safe.
- 20.2. Once the trip has started, the driver, educator-in-charge or principal can delay or cancel based on road conditions. Off-site activities may not take place if any one or more of the following exist:
  - 20.2.1. The RCMP or the local police have issued a warning against travel on any route or highway.
  - 20.2.2. The road is closed.
  - 20.2.3. The temperature is below -30°C at departure time. Use extreme caution when conducting outdoor activities in cold weather, and no outdoor activity should take place if the temperature is -20°C, unless special arrangements have been made, such as the use of warming huts.
  - 20.2.4. The local health authority has indicated otherwise.

## 21. Prohibited Activities

- 21.1. Off-site activities are not permitted where travel time would be long and a similar site is available at a closer distance.
- 21.2. Off-site activities that require inordinate expense or excessive absence from school should be carefully considered. (e.g., costs of over \$1000/student and/or absences in excess of five school days).
- 21.3. The following activities are unacceptable: (The list is not exclusive).
  - Gladiator-style events
  - Auto racing and drag racing
  - Motorcycle riding/racing
  - Boxing or kick boxing
  - Bungee jumping
  - Demolition derbies
  - Hang-gliding
  - Paragliding
  - Parachuting
  - Skydiving



- Horse jumping
- Hot-air balloon rides
- Mechanical bull riding
- Motorized watercraft operation and racing
- Rifle ranges or other activities involving firearms
- Rodeos
- Trampoline or trapeze work
- Scuba diving with bottled air
- Travel on glaciers and in areas where there is an avalanche risk
- Travel in isolated areas where there is no accessible communication with the school district and no easy exit points (e.g., Earl Gray Pass)

**22. Commercial or Interest-Based Excursions and Dry Grads**

22.1. The District will not assume any responsibility for commercial or interest-based excursions (including dry grads) that have not been approved or endorsed by the Board and are provided by companies specializing in student travel or are for excursions based on a common interest.

22.2. Teachers may, as individuals, participate in student-packaged tours or interest-based excursions, provided that it is made clear to parents and students that the teacher is taking part on a personal basis and that the school or District is in no way involved.

22.3. The principal shall ensure that any advertising of or recruiting for these excursions, which may occur within the school, must clearly indicate that there is no District approval or endorsement of the excursion.

22.4. The District does not endorse or assume responsibility for dry grad activities for any school.



# SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE) FIELD TRIP FORMS





## Parent/Guardian Local Neighbourhood Excursion Consent Form

To the Parent(s)/Guardian(s) of:

The purpose of this form is to inform you about neighbourhood excursions involving your child and to seek your support and permission for your child to participate. Neighbourhood excursions are part of the school program, and they provide students with valuable learning experiences. However, should you not wish your child to participate in this activity, school staff will assign the student other learning activities at the school.

**This is an important document. Please review the contents of this Consent and Acknowledgment of Risk form carefully prior to providing permission for your child to participate in this excursion. Clarify any questions or concerns with your teacher BEFORE signing it.**

### PROGRAM/ACTIVITY INFORMATION

\_\_\_\_\_ School Year

At various times throughout the school year, students will be accompanied by their classroom teacher on local neighbourhood excursions within walking distance of the school. These excursions are local low-risk activities. Students must be prepared for the weather with appropriate outdoor gear.

### SCHOOL RESPONSIBILITIES

The School District No. 8 (Kootenay Lake) will make every reasonable effort to ensure or ascertain that the following:

- a. The staff, volunteers and/or service providers involved are suitably trained and qualified.
- b. The students are adequately supervised over all aspects of the program/activity.
- c. The location(s) used are appropriate and safe for the activity(ies) and group.
- d. A safety plan is in place to identify and manage known potential risks.
- e. An emergency plan is in place to deal with a student injury or student illness.

### POTENTIAL KNOWN RISKS AND SPECIAL SAFETY INFORMATION

While neighbourhood walks are generally considered to be low risk and district staff take reasonable measures to protect students, even these activities may present risk.

Potential known risks include the following: physical injury arising from slips, trips and falls (scrapes, bruises, sprains and strains, concussion, head injury, broken bones); more serious injury arising from collisions with other vehicles or cyclists; loss of property; student feelings of stress or anxiety (e.g., if separated from the group) and other unanticipated risks arising from participation in outdoor activities or the environment or inclement weather.

If you are aware of any reason why your child may not be able to safely participate in these events, please make sure you notify the classroom teacher.



**CONSENT AND ACKNOWLEDGEMENT OF RISK**

While school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of these activities and may occur without fault on the part of the student, school board, its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are agreeing that the activity described above is suitable for your child, and that there is a risk of injury associated with these activities.

My child has been informed that they are to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity.

In the event my child fails to abide by these rules and regulations, disciplinary action may require their exclusion from further participation, or may be contacted to have them picked up, unless I have specified other transport arrangements.

I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services.

I, \_\_\_\_\_ (name of parent/guardian), give permission for (name of student) \_\_\_\_\_ to participate in neighbourhood field trips. I understand that my child may be exposed to a risk of injury due to accident while participating in this activity.

Date: \_\_\_\_\_ Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Contact Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

**Parent/Guardian Comments** (please include any restrictions or limitations that would prevent your child from fully participating in these trips, or any other special concerns that the school should be aware of about your child:





School: \_\_\_\_\_  
 Trip: \_\_\_\_\_  
 Date of trip: \_\_\_\_\_  
 Sponsoring teacher: \_\_\_\_\_  
 Name of group: \_\_\_\_\_  
 Number of students: \_\_\_\_\_  
 Principal: \_\_\_\_\_

**A. SUPERVISION**

- Supervision ratio should comply with the appropriate Level-One requirements. Does the site have
- additional supervision ratio?

**B. PARENT INFORMATION**

- Copy of Parent Information letter is attached that informs parents of Purpose
  - Destination
  - Proposed activities
  - Method(s) of transportation
  - Costs
  - Risks
  - Itinerary
- Low-Risk Parent Permission Form** has been provided, which specifies event(s), date(s) and method(s) of transportation.
- Field Trip Medical Form** is attached.

**C. COSTS**

Be clear about all costs:

	Total Cost	# Students	Cost per Student
a) Cost of transportation (bus)			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
<b>TOTAL COST</b>			

**D. TRANSPORTATION**

Transportation to event is by

- Licensed bus
- Approved vans (up to nine-passenger capacity, including driver)
- Volunteer drivers
- School bus

**E. COMMUNICATION WITH ADMINISTRATION**

- Principal receives initial checklist **at least one (2) weeks prior to field trip departure.**
- Principal approves letter to parents
- Principal approves bus requests
- Principal gives final approval
- Principal receives list of field trip participants



School: \_\_\_\_\_

Trip: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Sponsoring teacher: \_\_\_\_\_

Name of group: \_\_\_\_\_

Number of students: \_\_\_\_\_

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

## A. SUPERVISION

- Supervision ratio should comply with the appropriate Level-Two requirements.
- Does the site have additional supervision requirements?

### Overnight Trip

- There is at least one like-gendered supervisor for multi-gendered groups.

## B. PARENT INFORMATION

- Copy of Parent Information letter is attached that informs parents of
  - Purpose
  - Destination
  - Proposed activities
  - Method(s) of transportation
  - Costs
  - Risks
  - Sleeping accommodations/arrangements

- Level Two - Low Risk Parent Permission Form** has been provided, which specifies event(s), date(s) and method(s) of transportation.
- Parent Permission Form** is attached.
- Field Trip Medical Form** is attached.

### Overnight Trip

- There is evidence that parents have been informed of accommodation arrangements.
- There is evidence/assurance that parents have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.
- Telephone number where student can be contacted (for parent and school).

## C. STUDENT INFORMATION – OVERNIGHT

- There is evidence/assurance that students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.



## D. COSTS

Be clear about all costs:

	Total Cost	# Students	Cost per Student
a) Cost of transportation (bus)			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
<b>TOTAL COST</b>			

## E. TRANSPORTATION

Transportation to event is by

- Licensed bus
- Approved vans (up to nine-passenger capacity, including driver)
- Volunteer driver
- School bus

## F. COMMUNICATION WITH ADMINISTRATION

- Principal receives initial checklist **at least one (2) weeks prior to field trip departure.**
- Principal approves letter to parents
- Principal approves bus requests
- Principal gives final approval
- Principal receives list of field trip participants



School: \_\_\_\_\_  
 Trip: \_\_\_\_\_  
 Date of trip: \_\_\_\_\_  
 Sponsoring teacher: \_\_\_\_\_  
 Name of group: \_\_\_\_\_  
 Number of students: \_\_\_\_\_  
 Principal: \_\_\_\_\_

**A. SUPERVISION**

- Supervision ratio should comply with the appropriate Level -Three requirements.
- There is at least one teacher supervisor.
- There is at least one like-gendered supervisor for multi-gendered groups.
- Does the site have additional supervision requirements?

**B. PARENT INFORMATION**

- Copy of Parent Information letter is attached that informs parents of
  - Purpose
  - Destination
  - Proposed activities
  - Method(s) of transportation
  - Costs
  - Risks
  - Sleeping accommodations/arrangements
  - Itinerary
- Low-Risk Parent Permission Form** has been provided, which specifies event(s), date(s) and method(s) of transportation.
- Parent Permission Form** is attached.
- Field Trip Medical Form** is attached.

**C. STUDENT INFORMATION**

- There is evidence/assurance that students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.

**D. COSTS**

Be clear about all costs:

	Total Cost	# Students	Cost per Student
a) Cost of transportation (bus)			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
<b>TOTAL COST</b>			



### E. TRANSPORTATION

Transportation to event is by

- Licensed bus
- Approved vans (up to nine-passenger capacity, including driver)
- Volunteer driver
- School bus

### F. COMMUNICATION WITH ADMINISTRATION

- Principal receives initial checklist **at least one (2) weeks prior to field trip departure.**
- Principal approves letter to parents
- Principal approves bus requests
- Principal gives final approval
- Principal receives list of field trip participants





School: \_\_\_\_\_

Trip: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Sponsoring teacher: \_\_\_\_\_

Name of group: \_\_\_\_\_

Number of students: \_\_\_\_\_

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

**A. SUPERVISION (plan attached to this application)**

- Supervision ratio should comply with the appropriate outdoor field trip requirements.
- There is at least one teacher supervisor.
- There is evidence/assurance provided that supervisors have the required first aid qualifications.
- There is evidence that supervisors possess the necessary skills and fitness levels to lead this activity.

**Overnight Trip**

- There are multi-gendered supervisors for multi-gendered groups.

**B. PARENT INFORMATION (attached to this application)**

- Copy of Parent Information letter is attached that informs parents of
  - Purpose
  - Destination
  - Proposed activities
  - Method(s) of transportation
  - Costs
  - Risks
  - Sleeping accommodations/arrangements (if required)
  - Itinerary

- Higher-Risk Parent Permission Form** has been provided, which specifies event(s), date(s) and method(s) of transportation.
- Parent Permission Form** is attached.
- Field Trip Medical Form** is attached.

**Overnight Trip**

- There is evidence that parents have been informed of accommodation arrangements.
- There is evidence/assurance that parents have been informed of the school's and district's code of conduct, particularly with respect to drugs and alcohol, and the consequences if students do not follow it. Telephone number for parent/guardian to contact trip leader in the event of an emergency.
- Guardians have been instructed that there is no on-going contact from the trip leader, but scheduled contact between the school and trip leader may occur. i.e. trip leader messages parents for return final pick-up time

**C. STUDENT INFORMATION – OVERNIGHT (Attached to this application)**

- There is evidence/assurance that students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.



## D. COSTS

Be clear about all costs:

	Total Cost	# Students	Cost per Student
a) Cost of transportation (bus)			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
<b>TOTAL COST</b>			

## E. TRANSPORTATION (plan is attached to this application)

Transportation to event is by

- Licensed bus
- Approved vans (up to nine-passenger capacity, including driver)
- Volunteer driver
- School bus

## F. COMMUNICATION WITH ADMINISTRATION

- Principal receives initial checklist at least one (1) month prior to field trip departure.
- Principal approves letter to parents
- Principal approves bus requests
- Principal gives final approval
- Principal receives list of field trip participants
- Principal informs director of instruction as per section 4.3 **at least one (1) month prior to field trip departure.**
- Principal emails forms to [innovative.learning@sd8.bc.ca](mailto:innovative.learning@sd8.bc.ca) to begin final approval process**
- Trip is not prohibited as per AP 2300 section 21.3 . Principal initials \_\_\_\_\_ Trip leader Initials \_\_\_\_\_

### APPROVAL PROCESS

Reviewed:	Recommendations:	Director's Initials
Supervision Plan <input type="checkbox"/>		
Parent Information <input type="checkbox"/>		
Student Information <input type="checkbox"/>		
Overnight Plan <input type="checkbox"/>		
Transportation Plan <input type="checkbox"/>		



## CHECKLIST – OUT-OF-PROVINCE / INTERNATIONAL FIELD TRIPS

School: \_\_\_\_\_

Trip: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Sponsoring teacher: \_\_\_\_\_

Name of group: \_\_\_\_\_

Number of students: \_\_\_\_\_

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

### A. SUPERVISION (plan attached to this application)

- Supervision ratio should comply with the appropriate out-of-province field trip requirements.
- There is at least one teacher supervisor.

#### Overnight Trip

- There are multi-gendered supervisors for multi-gendered groups.

### B. PARENT INFORMATION (attached to this application)

- Copy of Parent Information letter is attached which informs parents of
  - Purpose
  - Destination
  - Proposed activities and itinerary
  - Method(s) of transportation
  - Costs
  - Risks (including poor medical services)
  - Methods of fundraising
  - Itinerary

- Higher-Risk Parent Permission Form** has been provided, which specifies event(s), date(s) and method(s) of transportation.

- Parent Permission - Student Driver Form** is attached.

- Field Trip Medical Form** is attached.

#### Overnight Trip

- There is evidence that parents have been informed of accommodation arrangements.
- There is evidence/assurance that parents have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if students do not follow it.
- Telephone number where student can be contacted (for parent and school).

### C. STUDENT INFORMATION – OVERNIGHT (Attached to this application)

- There is evidence/assurance that students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.



## CHECKLIST – OUT-OF-PROVINCE / INTERNATIONAL FIELD TRIPS

### D. COSTS

Be clear about all costs:

	Total Cost	# Students	Cost per Student
a) Cost of transportation (bus)			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
e) Accommodations			
f) Package price			
g) Supervisors' costs			
<b>TOTAL COST</b>			

In some cases, a **package price** may include accommodation, transportation, meals and admissions. In such cases, a breakdown of these costs is not required. Incidental costs could include a suggested amount for spending money.

### E. TRANSPORTATION (transportation request attached to this application)

Transportation to event is by

- Licensed bus
- Approved vans (up to nine-passenger capacity, including driver)
- Volunteer driver
- Train
- Airline

### F. COMMUNICATION WITH ADMINISTRATION

- Principal receives initial checklist at least three (3) months prior to field trip departure. Principal approves letter to parents.
- Principal approves bus requests.
- Principal gives final approval.
- Principal receives list of field trip participants.
- Principal informs superintendent **at least three (3) months prior** to an international field trip or an out-of-province field trip as per AP 2300 Sec. 5.2
- Principal emails forms to: [innovative.learning@sd8.bc.ca](mailto:innovative.learning@sd8.bc.ca) to begin final approval process**
- Trip is not prohibited as per AP 2300 section 21.3 . Principal initials \_\_\_\_\_ Trip leader Initials \_\_\_\_\_**

### APPROVAL PROCESS

Reviewed:	Recommendations:	Director's Initials
Supervision Plan <input type="checkbox"/>		
Parent Information <input type="checkbox"/>		
Student Information <input type="checkbox"/>		
Overnight Plan <input type="checkbox"/>		
Transportation Plan <input type="checkbox"/>		



## A. FIELD TRIP INFORMATION

- Routine Level One                       Routine Level Three                       Out of Province  
 Routine Level Two                       Outdoor                       International

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Departure date: \_\_\_\_\_ Time: \_\_\_\_\_  AM /  PM

Return date: \_\_\_\_\_ Time: \_\_\_\_\_  AM /  PM

Cost considerations, source of funds: \_\_\_\_\_

Cost per student: \_\_\_\_\_ Total costs: \_\_\_\_\_

## B. TRANSPORTATION

- School bus                       Volunteer driver                       Train                       Other: \_\_\_\_\_  
 Walking                       Airplane                       Charter bus                      \_\_\_\_\_  
 Bike                       Public transit                       Ferry                      \_\_\_\_\_

Name of Driver	Phone Number	Liability Insurance Amount

## C. SUPERVISION

Grade: \_\_\_\_\_ Number of students: \_\_\_\_\_

Students with diverse needs:  YES  NO Number of staff/supervisors: \_\_\_\_\_

Names of supervisors (indicate \* for those assigned to students with diverse needs):

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

All conditions for this field trip have been met. The required field trip checklist, itineraries, letters of information, etc., are attached. I have read the Field Trip Handbook regarding this category of field trip and I have fulfilled all of those requirements.

\_\_\_\_\_  
Trip Organizer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval by Principal Signature

\_\_\_\_\_  
Date

**All Outdoor, Out of Province and International trip applications must be sent to [innovative.learning@sd8.bc.ca](mailto:innovative.learning@sd8.bc.ca)**

### Approval of Director of Instruction Required for Outdoor and Out of Province Field Trips:

_____ Director of Instruction Signature	_____ Print Name	_____ Date
--------------------------------------------	---------------------	---------------

### Approval of Superintendent Required for International Travel:

_____ Superintendent Signature	_____ Print Name	_____ Date
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## FIELD TRIP MEDICAL FORM FOR LEVEL ONE/TWO/THREE, OUTDOOR, OUT-OF-PROVINCE AND INTERNATIONAL TRIPS

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_  
 BC Services Card No: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note any health problems, physical limitations, emotional difficulties, behavioural difficulties, or other factors that may limit full participation in this program. Use back of sheet if necessary.

Has the student had a previous injury that would require special first aid treatment should another injury occur? Explain.

The student has received the regular immunization program administered in British Columbia for diphtheria, pertussis and tetanus (DPT); tetanus and diphtheria (Td); polio; measles, mumps and rubella (MMR).

YES  NO

Does the student wear contact lenses:

YES  NO

Child is subject to:

- |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> asthma<br><input type="checkbox"/> earache<br><input type="checkbox"/> fainting<br><input type="checkbox"/> tonsillitis<br><input type="checkbox"/> eye infection<br><input type="checkbox"/> sensitive skin<br><input type="checkbox"/> sinus problems | <input type="checkbox"/> seizures<br><input type="checkbox"/> nightmares<br><input type="checkbox"/> bronchitis<br><input type="checkbox"/> high blood pressure<br><input type="checkbox"/> nosebleeds<br><input type="checkbox"/> headache | <input type="checkbox"/> bed wetting<br><input type="checkbox"/> kidney problems<br><input type="checkbox"/> dizziness<br><input type="checkbox"/> frequent colds<br><input type="checkbox"/> dislocations<br><input type="checkbox"/> motion sickness<br><input type="checkbox"/> sprains | <input type="checkbox"/> pulled muscles<br><input type="checkbox"/> sleep walking<br><input type="checkbox"/> severe allergies (describe below)<br><input type="checkbox"/> other (describe below) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Severe allergies/other:

**Medications will only be administered in accordance with AP 3204 Student Medication.**

In case of emergency, I hereby give permission to the physician selected by the supervisor(s) to provide necessary treatment for my child.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date





# PARENT INFORMATION LETTER

Name of school \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_

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

Dear Parents:

We have planned for a fieldtrip to \_\_\_\_\_(location)  
on \_\_\_\_\_(date).

On this field trip, we will be learning about \_\_\_\_\_and will be involved  
in the following activities: \_\_\_\_\_

This trip is related to the \_\_\_\_\_curriculum in the following ways:

\_\_\_\_\_

We will be travelling to our destination by school bus, walking, staff car and driver, student car and driver, parent car and driver, public transit, train, charter bus, ferry or other.

Seat belts must be worn. Drivers of private cars must ensure that seat belts are fastened and booster seats are used if required. (Include if appropriate).

List the risks of participating in the field trip:

We will depart from the school on \_\_\_\_\_(departure date) at  
\_\_\_\_\_ (time) and return on \_\_\_\_\_(return date) at  
\_\_\_\_\_ (time).

The cost for the field trip for each student is \_\_\_\_\_.

If you have any concerns around the cost of this trip, refer to the school district’s Policy 430: Fees, Deposits and Financial Hardship.

We require your permission for your child to participate in this activity. Please complete the Field Trip - Parent Permission Form (on reverse side or attached) and return it to the school along with money to cover the cost for your child by \_\_\_\_\_(date).

Please contact me here at the school if you have any questions.

The best time to call me is on \_\_\_\_\_(days of week) at \_\_\_\_\_(give preferred times).

Attachments are included

Sincerely,

\_\_\_\_\_  
(Name of teacher)

Grade: \_\_\_\_\_

Course: \_\_\_\_\_





# PARENT INFORMATION LETTER (PRIMARY)

Name of school \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

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

Dear Parents:

We have planned for a field trip to \_\_\_\_\_ (location)  
on \_\_\_\_\_ (date).

On this field trip, we will be learning about \_\_\_\_\_ and will be involved  
in the following activities: \_\_\_\_\_

This trip is related to the \_\_\_\_\_ curriculum in the following ways:

\_\_\_\_\_

We will be travelling to our destination by school bus, walking, staff car and driver, student car and driver, parent car and driver, public transit, train, charter bus, ferry or other.

Seat belts must be worn. Drivers of private cars must ensure that seat belts are fastened and booster seats are used if required. (Include if appropriate).

Parents are asked to provide a booster seat if their child is required to use one and to complete the booster-seat section on the Parent Permission Form. (Include if required)

List the risks of participating in the field trip:

We will depart from the school on \_\_\_\_\_ (departure date) at  
\_\_\_\_\_ (time) and return on \_\_\_\_\_ (return date) at  
\_\_\_\_\_ (time).

The cost for the field trip for each student is \_\_\_\_\_.

If you have any concerns around the cost of this trip, refer to the school district's Policy 430: Fees, Deposits and Financial Hardship.

We require your permission for your child to participate in this activity. Please complete the Field Trip - Parent Permission Form (on reverse side or attached) and return it to the school along with money to cover the cost for your child by \_\_\_\_\_ (date).

Please contact me here at the school if you have any questions.

The best time to call me is on \_\_\_\_\_ (days of week) at \_\_\_\_\_ (give preferred times).

Attachments are included

Sincerely,

\_\_\_\_\_  
(Name of teacher)

Grade: \_\_\_\_\_

Course: \_\_\_\_\_



# LEVEL ONE OR TWO LOWER-RISK FIELD TRIP PARENT PERMISSION FORM

Please return by: \_\_\_\_\_

**Name of student:** \_\_\_\_\_ (“my child”)

**Name of school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date of trip:** \_\_\_\_\_

I have read and am informed about the proposed field trip to \_\_\_\_\_  
(location)

on \_\_\_\_\_ (date). I request that my child \_\_\_\_\_ (student’s name)  
participate in this field trip.

I understand there is a cost involved and have enclosed \_\_\_\_\_ (amount) with this form.

If you have any concerns around the cost of this trip, refer to the school district’s Policy 430: Fees, Deposits and Financial Hardship.

In the event of an emergency, when a family member cannot be contacted at home, please try to reach one of the following emergency contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I, the undersigned parent or legal guardian of the above-named student, request that my son/daughter be allowed to participate in the event described above (or the series of events listed on the back of this form).

Both my son/daughter and I understand that the School District 8 Kootenay Lake student code of conduct applies on all field trips. The use of alcohol or drugs and/or inappropriate student conduct may result in suspension from school. Students engaging in these behaviours are liable to be sent home at their family’s expense.

\_\_\_\_\_  
Parent/Legal Guardian Signature

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

Home Phone: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

Work Phone: \_\_\_\_\_

Medical form attached



## LEVEL ONE OR TWO LOWER-RISK (PRIMARY) FIELD TRIP PARENT PERMISSION FORM

Please return by: \_\_\_\_\_

**Name of student:** \_\_\_\_\_ (“my child”)

**Name of school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date of trip:** \_\_\_\_\_

I have read and am informed about the proposed field trip to \_\_\_\_\_  
(location)

on \_\_\_\_\_ (date). I request that my child \_\_\_\_\_ (student's name)  
participate in this field trip.

I understand there is a cost involved and have enclosed \_\_\_\_\_ with this form.  
(amount)

If you have any concerns around the cost of this trip, refer to the school district’s Policy 430: Fees, Deposits and Financial Hardship.

In the event of an emergency, when a family member cannot be contacted at home, please try to reach one of the following emergency contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Booster Seat**

- My child is 9 years of age **OR** over 4’9” tall – no booster seat required
  - My child is over 18 kg / 40 lbs **AND** under 4’9” – booster seat required
    - My child will bring a booster seat for their use.
    - My child does not have a car seat or booster seat that is appropriate for their age and weight. I request that the school provide an appropriate child seat or booster seat for my child.
- Child’s height \_\_\_\_\_ weight \_\_\_\_\_

I, the undersigned parent or legal guardian of the above-named student, request that my son/daughter be allowed to participate in the event described above (or the series of events listed on the back of this form).

Both my son/daughter and I understand that the School District 8 Kootenay Lake, student code of conduct applies on all field trips. The use of alcohol or drugs and/or inappropriate student conduct may result in suspension from school. Students engaging in these behaviours are liable to be sent home at their family’s expense.

\_\_\_\_\_  
Parent/Legal Guardian Signature

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

\_\_\_\_\_  
Student Signature

Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Medical form attached





# PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN SNOWBOARD/SKI TRIP

Please return by: \_\_\_\_\_

Name of student: \_\_\_\_\_ ("my child")

Name of school: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of trip: \_\_\_\_\_

My child has been offered the opportunity to participate in a ski/snowboard trip on (date) \_\_\_\_\_

to (location) \_\_\_\_\_

**I understand that participation in this trip is optional, and if my child does not attend, they will be required to attend school and will be provided with other classroom activities.**

There will be charges for the trip as follows:

Helmet rental: \_\_\_\_\_

Transportation and lift fees: \_\_\_\_\_

Other charges: \_\_\_\_\_

Additional trip information (to be completed by school/trip organizer)

**By signing this agreement, I hereby give my consent to allow my child to participate in this school trip and confirm that I understand the following:**

Students will be going to \_\_\_\_\_ (location), and will be away from the school from \_\_\_\_\_ to \_\_\_\_\_ (times) on \_\_\_\_\_ (date)

They will be traveling by \_\_\_\_\_ (e.g., school bus) On this field trip, approximately \_\_\_\_\_ (number) of students will be skiing and/or snowboarding.

The students will be supervised by \_\_\_\_\_ (number) teachers while on the bus and by ski hill employees while on the hill. I understand that while on the hill, my child may not be directly supervised at all times.

Additional supervision information (to be completed by school/trip organizer)

On the hill, students will be divided into groups according to their skill level, as indicated by you on this form and/or as assessed by hill instructors.



## PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN SNOWBOARD/SKI TRIP

My child has no illnesses, allergies, disabilities or special needs that may require special attention, except as described here:

My child has no illnesses, allergies or disabilities that make snowboarding or skiing inappropriate for him/her. I know of no health related or other reason why my child should not participate in this trip.

I am aware that my child's participation in this trip entails certain risks and dangers to my child which cannot be eliminated, and that skiing and snowboarding have an inherent risk of personal injury, including but not limited to sprains, strains, fractures, head/brain injuries, paralysis, internal injuries and death, and property and equipment damage or losses resulting from the activities.

In addition to the risks described above, other risks and hazards may include, but are not limited to motor-vehicle accidents occurring on the way to or from the hill; rock fall and avalanches, weather and snow conditions, including unforeseen, inclement or intemperate weather; hypothermia; frostbite; equipment failure or defects (skis, boards, t-bars, lift chairs, gondolas, etc.); collisions with other skiers or snowboarders or with other objects such as trees, signs, snow-grooming equipment, and lift towers; poor grooming or design of hill, runs or jumps; poor or inadequate instruction or supervision; falls; assault; injuries as a result of consumption of or exposure to food and drink; injuries occurring while using chair lifts, t-bars, etc.; delays in obtaining medical treatment or appropriate medical treatment; injuries when attempting to perform jumps or tricks; the possibility that my child may not heed warning or safety instructions or restrictions given to participants, thus putting himself/herself at risk.

I will supply suitable clothing for my child's participation in all activities associated with the field trip, including sufficiently warm clothes, including a hat, mitts or gloves, warm jacket, ski/snowboarding pants, goggles. I accept full responsibility for any inadequate clothing or equipment which I provide. I am aware that I should contact the school for further information if I am unclear about what clothing or equipment is required for the activities or the possible weather conditions.

My child and I are aware that my child must wear a helmet while skiing or snowboarding. . My child agrees that he or she will wear a helmet.

I give permission for \_\_\_\_\_ (my child) to  Snowboard /  Ski on this trip.

If renting equipment, my child's height and weight are: Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**My child will be skiing.**

I will supply suitable equipment, including ski boots, poles, skis and helmet: Yes  No

If NO: I will be required to rent the following equipment for my child from the hill:

Skis – Yes       Boots – Yes       Poles – Yes       Helmet – Yes

**OR**

**My child will be snowboarding.**

I will supply suitable equipment, including snowboard, boots, and helmet:      Yes       No

If NO: I will be required to rent the following equipment for my child from the hill:

Snowboard and boots – Yes      Helmet – Yes



## PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN SNOWBOARD/SKI TRIP

**My child has (check the appropriate level of skill your child has in the chosen activity):**

- No previous experience/beginner
- Minimal skills: comfortable on easiest (green) runs
- Intermediate skills: comfortable on more difficult (blue) runs
- Advanced/expert skills: able to be on advanced/challenging (black diamond) runs

I understand that employees of the hill may or may not individually assess my child's experience level. I give permission for hill staff to do so and put my child in the class they deem appropriate.

I understand that a lesson and/or skiing/snowboarding with a coach will be mandatory for my child.

I am aware that expert advanced/expert level students are sometimes permitted by hill staff to attempt tricks and jumps in terrain parks or on expert runs, and that these activities may pose a greater risk to these students, including the risk of death, quadriplegia or paraplegia, brain injury, or serious fractures.

**CHECK THE APPROPRIATE RESPONSE and INITIAL:**

- I DO NOT GRANT PERMISSION FOR MY CHILD TO ENTER A TERRAIN PARK OR ATTEMPT EXPERT (Black Diamond) RUNS.** I have discussed the risks inherent in these types of activities with my child and my child is aware that he/she is not permitted to participate in these activities. Furthermore, my child agrees that he/she will not participate in these activities. \_\_\_\_Initial

**OR**

- I believe my child has the necessary skill to ski or snowboard on expert-level (black diamond) runs. I believe these are appropriate runs for my child, and, as a result, **I DO GRANT PERMISSION FOR MY CHILD TO SKI OR BOARD ON EXPERT-LEVEL (BLACK DIAMOND) RUNS UNDER THE SUPERVISION OR DIRECTION OF A SKI-HILL INSTRUCTOR/COACH IF THE SKI-HILL INSTRUCTOR/COACH DEEMS IT APPROPRIATE, INCLUDING ATTEMPTING JUMPS AND/OR TRICKS.**

However, **I DO NOT GRANT PERMISSION FOR MY CHILD TO ATTEMPT TO PERFORM JUMPS AND/OR TRICKS IN A TERRAIN PARK.** I have discussed the risks inherent in terrain-park activities with my child, and my child is aware that he/she is not permitted to participate in terrain-park activities, and furthermore, my child agrees that he/she will not participate in terrain-park activities. \_\_\_\_Initial

**OR**

- I believe my child has the necessary skill to ski or snowboard in a terrain park and on expert-level (black diamond) runs. I believe these are appropriate activities for my child, and as a result, **I DO GRANT PERMISSION FOR MY CHILD TO ENTER A TERRAIN PARK OR SKI OR SNOWBOARD ON EXPERT-LEVEL (BLACK DIAMOND) RUNS UNDER THE SUPERVISION OR DIRECTION OF THE SKI-HILL INSTRUCTOR/COACH IF THE SKI-HILL INSTRUCTOR/COACH DEEMS IT APPROPRIATE, INCLUDING ATTEMPTING JUMPS AND/OR TRICKS.**

I have discussed the risks inherent in these types of activities with my child, and my child is aware that he/she is only permitted to participate in these activities under the supervision or direction of a ski-hill instructor/coach. My child has agreed that he/she will only ski or snowboard in these areas under the supervision or direction of a ski-hill instructor/coach. \_\_\_\_Initial

My child and I understand that the school's code of conduct and the Alpine Responsibility Code applies during this trip.

I will be responsible for any costs associated with my child's attendance on the trip, including the cost of any equipment rented by my child and not returned, and any other costs which arise during the trip or are caused by or associated with my child's attendance on the trip, including any extra costs to send my child home.

The school has provided me with the following documents about the ski hill and the trip as listed here:  
[school/trip organizer to list the items to be provided here: (i.e. hill information package. hill lift-ticket waiver, etc.)]





# PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN SNOWBOARD/SKI TRIP

I have read and understood all the materials listed above and have discussed them with my child, including the ski hill's code of conduct.

Accidents are common. They can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing my child to participate in this activity, I am accepting the risk of an accident and injury occurring, including death, and agree that the activity is suitable for my child. In permitting my child to attend this trip, I am not relying on any oral or written representation or statements made by the school board and its servants, agents, employees, or authorized volunteers to induce me to permit my child to take the trip, other than those set out in this document.

**PARENTAL/GUARDIAN WAIVER OF LIABILITY: I agree that in consideration of School District No. 8 offering my child, (name) \_\_\_\_\_, an opportunity to participate in the trip, I waive any and all claims I may have, and release from all liability and agree not to sue the Board of Education of School District No. 8 and its officers, employees, agents, volunteers and representatives, for any personal injury, death, property damage or loss as a result of or arising from my child's participation in the trip, arising out of any cause whatsoever, including negligence. I understand that this waives my right to sue on my own behalf, not the right for myself or a guardian ad litem to sue on my child's behalf.**

I am 19 years of age or more and have read and understand the terms of this document and understand that it is binding upon me, my heirs, executors and administrators.

Date: _____	
Signature of Witness _____	Signature of Parent/Legal Guardian _____
Printed Name of Witness _____	Printed Name of Parent/Legal Guardian _____
_____	_____
Address _____	Address _____

Date: _____	
Signature of Witness _____	Signature of Parent/Legal Guardian _____
Printed Name of Witness _____	Printed Name of Parent/Legal Guardian _____
_____	_____
Address _____	Address _____

**NOTE:** This form must be signed by **ALL** custodial parents or legal guardians of a child who is under the age of 19 years.

**Student Acknowledgement:** I understand that there are inherent risks involved with skiing and snowboarding. I have discussed my parent's expectations, the school's expectations, and the hill's expectations for my behaviour while on the trip with my parents.

I agree to follow the instructions of teachers and instructors, abide by the school's code of conduct and the hill's code of conduct during this trip. I agree to wear a helmet at all times while skiing or snowboarding.

Student Signature \_\_\_\_\_





## LEVEL THREE HIGHER-RISK FIELD TRIP (EXCEPT SKIING) PARENT PERMISSION FORM

Please return by: \_\_\_\_\_

**Name of student:** \_\_\_\_\_ (“my child”)

**Name of school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date of trip:** \_\_\_\_\_

I have read and am informed about the proposed field trip to \_\_\_\_\_ (location)

on \_\_\_\_\_ (date). I request that my child \_\_\_\_\_ (student's name) participate in this field trip. The ratio of students to adultsupervisors is \_\_\_\_\_:1.

I understand there is a cost involved and have enclosed \_\_\_\_\_ (amount) with this form.

If you have any concerns around the cost of this trip, refer to the school district's Policy 430: Fees, Deposits and Financial Hardship.

In the event of an emergency, when a family member cannot be contacted at home, please try to reach one of the following emergency contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**The following statement must be signed by the parent/guardian for students participating in Higher-Risk Field Trips:**

I am aware and understand that participation in the Higher-Risk Field Trip involves certain inherent risks, dangers and hazards which may result in serious personal injury or death or other loss or damage to property. I am aware that the above-named activity can be dangerous, and that in addition to the usual risks inherent in these activities, certain additional dangers and risks exist, including, but not limited to, varying weather, encounters with wildlife, falls, exposure to the elements, amongst others.

**PARENT/GUARDIAN WAIVER OF LIABILITY:** I agree that in consideration of School District No. 8 offering my child, (name) \_\_\_\_\_, an opportunity to participate in the trip, I waive any and all claims I may have, and release from all liability and agree not to sue the Board of Education of School District No. 8 and its officers, employees, agents, volunteers and representatives, for any personal injury, death. Property damage or loss as a result of or arising from my child's participation in the trip, arising out of any cause whatsoever, including negligence. I understand that this waives my right to sue on my own behalf, not the right for myself or a guardian ad litem to sue on my child's behalf.

I understand that during the Higher-Risk Field Trip the Student may incur additional unforeseen financial expenses required for reasons of safety and I agree to waive and reimburse for any and all claims against the board, its employees and agents for any such expenses that are reasonably required.

Both my son/daughter and I understand that the School District 8 Kootenay Lake's code of conduct applies on all field trips. The use of alcohol or drugs and/or inappropriate student conduct may result in suspension from school. Students engaging in these behaviours are liable to be sent home at their family's expense.

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

Parent/Legal Guardian Signature \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Student Signature \_\_\_\_\_ Work Phone: \_\_\_\_\_

Medical Form attached





# VOLUNTEER AUTOMOBILE DRIVER AUTHORIZATION

School: \_\_\_\_\_

Dear Volunteer Driver:

Thank you for volunteering to drive students. Your offer and assistance are much appreciated. To protect our children and you as a driver, we ask that you complete the following. We will also need to photocopy your driver's license, current Autoplan Insurance Policy with a minimum \$3 million liability coverage, and driver's abstract.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiry: \_\_\_\_\_

Volunteer form [AP 300.3a](#) is completed and on file:  Yes

Vehicle make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle license number: \_\_\_\_\_ Seating capacity: \_\_\_\_\_

Vehicle Inspection Completed

I hereby affirm that I have never been convicted of impaired driving or any other criminal driving offense and acknowledge the requirement that all vehicle occupants must use seat belts and booster seats as required. I will be responsible for the proper installation of booster seats that are supplied by parents or the school in my vehicle if they are required. I will not allow any child under the age of 12 to sit in the front seat of the vehicle if it is equipped with a passenger-side airbag, unless the airbag can be legally deactivated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Driver

## Principal's Approval:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal



# VOLUNTEER AUTOMOBILE DRIVER AUTHORIZATION (PRIMARY)

School: \_\_\_\_\_

Dear Volunteer Driver:

Thank you for volunteering to drive students. Your offer and assistance are much appreciated. To protect our children and you as a driver, we ask that you complete the following. We will also need to photocopy your driver's license, current Autoplan Insurance Policy with a minimum \$3 million liability coverage, and driver's abstract.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiry: \_\_\_\_\_

AP Appendix 2303: Volunteer Package Form is completed and on file:  Yes

Vehicle make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle license number: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_ Booster-Seat Capacity: no-back \_\_\_\_\_ high back \_\_\_\_\_

Vehicle Inspection Completed

I hereby affirm that I have never been convicted of impaired driving or any other criminal driving offense and acknowledge the requirement that all vehicle occupants must use seat belts and booster seats as required. I will be responsible for the proper installation of booster seats that are supplied by parents or the school in my vehicle if they are required. I will not allow any child under the age of 12 to sit in the front seat of the vehicle if it is equipped with a passenger-side airbag, unless the airbag can be legally deactivated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Driver

## Principal's Approval:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal



# PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN AN INTERNATIONAL TRIP

Please return by: \_\_\_\_\_

**Name of student:** \_\_\_\_\_ (“my child”)

**Name of school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date of trip:** \_\_\_\_\_

My child has been offered the opportunity to participate in an international trip from \_\_\_\_\_  
(date range)

to \_\_\_\_\_  
(location)

**I understand that participation in this trip is optional, and if my child does not attend they will be required to attend school and will be provided with other classroom activities.**

The criteria for attending this trip are as follows: (to be completed by school/trip organizer)

Additional trip information (To be completed by school/trip organizer. Provide sufficient details to ensure informed consent for all activities.)

### Travel Documents

To ensure my child has the required travel documents, my child has the following citizenship and/or immigration status:

- Canadian citizen
- Other citizenship (list citizenships held: \_\_\_\_\_)
- Landed immigrant
- Refugee
- Canadian student visa

I understand that it is my responsibility to obtain and pay for the following travel documents for my child to participate in the international field trip:

- Passport (must be valid until \_\_\_\_\_).
- Visa for \_\_\_\_\_ (country) which can be obtained by contacting \_\_\_\_\_
- Notarized letter signed by both parents/legal guardians granting permission for the trip leader to take my child out of the country.

If my child is not a Canadian citizen or has other citizenship in addition to Canadian citizenship, I will contact the trip organizer to determine what, if any, additional travel documents may be required.



# PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN AN INTERNATIONAL TRIP

**By signing this agreement, I hereby give my consent to allow my child to participate in this school trip and confirm that I understand the following:**

Students will be going to \_\_\_\_\_ (country) and will be away from the school from \_\_\_\_\_ to \_\_\_\_\_ (dates). The trip will be departing from \_\_\_\_\_ at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) and will be returning to \_\_\_\_\_ at \_\_\_\_\_ (time) on \_\_\_\_\_ (date). Students will be travelling through \_\_\_\_\_ (country/countries) and students will need the appropriate travel documents for these countries.

They will be travelling by \_\_\_\_\_ (list all methods).

On this field trip, approximately \_\_\_\_\_ (number) of students will be taking part.

The students will be supervised by \_\_\_\_\_ (number) people, composed of \_\_\_\_\_ teachers, \_\_\_\_\_ school staff, \_\_\_\_\_ parents, and \_\_\_\_\_ volunteers. I understand that while on this trip, my child may not be directly supervised at all times (i.e., nighttime in rooms) but will **NOT** have free time to travel/explore on their own.

Additional supervision information (To be completed by school/trip organizer)

### Trip Costs

Participation in this international trip has a total fixed-fee cost of per participant of \$ \_\_\_\_\_. The fixed-fee cost per student is broken down as follows:

- Airfare \_\_\_\_\_
- Airline surcharges (fuel, baggage, etc.) \_\_\_\_\_
- Ground transportation \_\_\_\_\_
- Accommodations \_\_\_\_\_
- Meals (list which ones are included) \_\_\_\_\_
- Admissions \_\_\_\_\_
- Contingency fund \_\_\_\_\_
- Outof-Country medical insurance \_\_\_\_\_
- Trip-cancellation insurance \_\_\_\_\_
- Country entry/exit fees \_\_\_\_\_
- Share of supervisors' costs (detail the share is covering (e.g., airfare, accommodations, transportation, meals, TTOC costs, etc.)) \_\_\_\_\_

**TOTAL FIXED-FEE COSTS** \_\_\_\_\_

The following items are not included in the fixed-fee cost, and the anticipated cost for each item is as follows:

- Local transportation \_\_\_\_\_
- Meals (list which ones are not included in fixed-fee costs) \_\_\_\_\_
- Snacks and drinks \_\_\_\_\_
- Admissions \_\_\_\_\_
- Other anticipated costs \_\_\_\_\_

**TOTAL FIXED COSTS** \_\_\_\_\_

It is also recommended that each participant bring a minimum of \_\_\_\_\_ (amount and currency) to cover unanticipated expenses.

If you have any concerns around the cost of this trip, refer to the school district's Policy 430: Fees, Deposits and Financial Hardship.



## PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN AN INTERNATIONAL TRIP

My child has no illnesses, allergies, disabilities or special needs that may require special attention, except as described here:

My child has no illnesses, allergies or disabilities that make international travel inappropriate for him/her. I know of no health related or other reason why my child should not participate in this trip.

I am aware and understand that my child's participation in the international field trip entails certain inherent risks and dangers to my child which cannot be eliminated, and may result in personal injury, including but not limited to sprains, strains, fractures, head/brain injuries, paralysis, internal injuries and death, and property and equipment damage or losses.

In addition to the risks described above, other risks and hazards may include, but are not limited to language barriers; airplane, motor-vehicle or train accidents; transportation standards of country visited; rock fall and avalanches, weather conditions including unforeseen, inclement or interperate weather; equipment failure or defects; poor or inadequate instruction or supervision; falls; assault; injuries as a result of consumption of or exposure to food and drink; delays in obtaining medical treatment or appropriate medical treatment; medical facilities inferior to Canadian standards; civil unrest; the possibility that my child may not heed warning or safety instructions or restrictions given to participants, thus putting himself/herself at risk.

My child and I understand that the school's code of conduct and all district policies including but not limited to student discipline, smoking, and harassment apply during this trip.

I understand that during the international field trip the student may incur additional unforeseen financial expenses for reasons of safety or for failure to comply with the code of conduct, and I agree to pay such expenses and to waive any and all claims against the board and its employees and agents for any such expenses that are reasonably required.

I understand and accept that the board may at any time cancel the international field trip for appropriate reasons, including travel advisories indicating international travel is unsafe or the destination is unsafe. Accordingly, I agree to waive any and all claims against the board for any monetary loss arising from the cancellation of the international field trip.

I have read and understand all the materials listed above and have discussed them with my child.

I have been informed that the international field trip involves international travel which may become a dangerous activity due to global unrest and terrorism. Further, I agree that there may be other risks and dangers and hazards that may arise which are not reasonably foreseeable at this time.

Accidents may occur during international travel. They can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the board or its employees or agents, or the facility where the activity is taking place. By allowing my child to participate in this activity, I am accepting the risk of an accident and injury occurring, including death, and agree that the activity is suitable for my child. In permitting my child to attend this international trip, I am not relying on any oral or written representation or statements made by the board and its servants, agents, employees, or authorized volunteers, to induce me to permit my child to take part in the international trip, other than those set out in this document.

**PARENTAL/GUARDIAN WAIVER OF LIABILITY: I agree that in consideration of School District No. 8 offering my child, (name) \_\_\_\_\_, an opportunity to participate in the trip, I waive any and all claims I may have, and release from all liability and agree not to sue the Board of Education of School District No. 8 and its officers, employees, agents, volunteers and representatives, for any personal injury, death, property damage or loss as a result of or arising from my child's participation in the trip, arising out of any cause whatsoever, including negligence. I understand that this waives my right to sue on my own behalf, not the right for myself or a guardian ad litem to sue on my child's behalf.**



## PARENT CONSENT AND PERMISSION FORM AND WAIVER FOR CHILD PARTICIPATING IN AN INTERNATIONAL TRIP

I am 19 years of age or more and have read and understand the terms of this document and understand that it is binding upon me, my heirs, executors and administrators.

Date: _____	
Signature of Witness _____	Signature of Parent/Legal Guardian _____
Printed Name of Witness _____	Printed Name of Parent/Legal Guardian _____
_____	_____
Address _____	Address _____

Date: _____	
Signature of Witness _____	Signature of Parent/Legal Guardian _____
Printed Name of Witness _____	Printed Name of Parent/Legal Guardian _____
_____	_____
Address _____	Address _____

**NOTE:** This form must be signed by **ALL** custodial parents or legal guardians of a child who is under the age of 19 years.

<p><b>Student Acknowledgment:</b> I understand that there are inherent risks involved with international travel. With my parents, I have discussed my parent's expectations, the school's expectations, and the other countries' expectations for my behaviour while on the trip.</p> <p>I agree to follow the instructions of the educator-in-charge, abide by the school's code of conduct and follow the applicable laws of any countries visited during this trip.</p> <p>Student Signature _____</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------





## FIELD TRIP INCIDENT REPORTING FORM

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

School name: \_\_\_\_\_

Student name: \_\_\_\_\_

Type of injury: \_\_\_\_\_

How did it happen? \_\_\_\_\_

Was first aid administered?  Yes  No

If yes, by whom? \_\_\_\_\_

The parents or guardians were notified:  Yes

Date and time of parent/guardian notification: \_\_\_\_\_

Educator-in-charge's name: \_\_\_\_\_

Educator-in-charge's signature: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Form submitted to principal:  Yes

Date and time submitted to principal: \_\_\_\_\_

SPP completed  Yes (<https://www.incident-request.org>) Notes:





## PRIVATE-VEHICLE PASSENGER LIST

School name:

Trip Destination

### Driver/Vehicle Information

Driver's Name

Vehicle Make/Model

License Plate #

Passenger Name	Medical (concerns/needs)	Phone # (for emergency)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.





# AP 440.2 Field Trip Planning Flow Chart



**Proposed Field Trip**

Is this field trip within the Province?

YES

NO

Is this fieldtrip covered by the Local Neighbourhood Excursion Consent Form?

YES

NO

Check AP 440.1 Section 22. If the trip is considered a commercial or interest-based excursion then stop this process. If it is not commercial then continue.

Is the activity a Level One / Two /Three or an Outdoor Field Trip

Is this an International Trip or an Out of Province Trip?

LEVEL 1/2/3

OUTDOOR

OUT OF PROVINCE

INTERNATIONAL

*Local Neighbourhood Excursion Consent Form*

**Level 1 Checklist**  
**Level 2 Checklist**  
**Level 3 Checklist**  
*submit 2 weeks prior to departure date*

**Outdoor Field Trip Checklist**  
*submit 1 month prior to departure date.*

**Out-of-province Field Trip Checklist**  
*submit 3 months prior to departure date.*

**International Field Trip Checklist**  
*submit 3 months prior to departure date.*