This is an important notice.
Please have it translated.

CARSON GRAHAM SECONDARY
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Multiple-Day and/or Out-of-Province Field Trip
Informed Consent

For: 2012 SR Rugby Provincials – Abbotssford – May 30 – June 2

Dear Parents/Guardians:

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

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

Within this package, you will find information relating to:

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

PURPOSE(S):

The purpose of all field trips is to provide experiences that are virtually impossible to achieve in a school setting. The following is a summary of our planned field trip to Abbotsford, which is intended to supplement our educational program in Senior Boys Rugby.

We will be preparing and participating in the 2012 SR Boys Rugby Championships.

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

PRE-TRIP MEETING:

As per the District Field Trip Policy, a Pre-Trip meeting for parents/guardians and students is required for all Multiple-Day and/or Out-of-Province field trips. The purpose of the Pre-Trip meeting is to provide an opportunity for the dissemination of information; discussion of risks, consequences and precautions taken; and review of the Emergency Communication and Return Plan.

The student/parent Pre-Trip meeting for this field trip is scheduled for Thursday May 24, at 6:00pm in Carson Graham Library.

SPONSORS(S) AND CHAPERONE(S):

Name	M/F	Position	Phone Number(s)	Email address
Tom Larisch	M	Teacher / Coach	778-772-5569	tlarisch@nvsd44.bc.ca
Rameses Langston	M	Teacher / Coach	n/a	rlangston@nvsd44.bc.ca
Shane Sanford	M	Chaperone	n/a	

LEVELS OF SUPERVISION:

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

TRANSPORTATION:

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

To keep costs down, students will be responsible for arranging appropriate transportation out to our hotel in Abbotsford on Wednesday May 30th and returning home after the completion of the tournament on June 2nd.

ACCOMMODATION:

Field trip sponsors will arrange for accommodation that best meets the needs of the trip in question. Students must use the accommodation arranged by the trip sponsors to ensure safety, efficiency and reasonable accident liability. Following are the specific details for the particular trip your child is attending:

Abbotsford Sandman Inn & Suites
32720 Simon Avenue, Abbotsford, BC V2T 0B8
(604) 556-7263

ITINERARY:

Game Schedule (Final Kick off Times TBA) Hard Copy will be handed out when finalized.
Game #1 is Saturday May 26 vs Argyle at 1:30pm @ St Georges
Schedule will also be posted on school website. Tournament can be followed at www.bcssru.com.
Game schedule http://www.bcssru.com/images/stories/2012%20Documents/2012_Match_Schedule.pdf
Wednesday May 30 – Game Day #2 - Early morning depart for Abbotsford. Check in time to be confirmed.
12:45 Opening ceremonies
4:00pm Most likely kickoff time for game
Thursday May 31 – Game Day #3 (TBD)
Friday June 1 – Rest Day and preparation for finals day. Players may return to school if necessary.
Saturday June 2 – Game Day #4 (TBD)

RISKS AND CONSEQUENCES:

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

A. Travel Risks:

Circumstances can change due to unpredictable natural disasters, medical emergencies or human conflict. Parents should familiarize themselves with current information regarding travel risks by visiting Foreign Affairs and International Trade Canada's website at www.voyage.gc.ca prior to the date of travel.

In the event a significant security, safety or health issue arises before the field trip commences, or while the field trip is in progress, the field trip will be cancelled. If the field trip has commenced, students and supervisors will return as soon as possible, unless the Superintendent or his designate determines there are no significant security, safety or health risks, or that remaining out of the province is a safer option than immediate return to North Vancouver.

B. Activity Risks:

All risks associated with playing the game of rugby.

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

ASSESSMENT OF STUDENT SKILLS AND ABILITIES:

Before students may participate in any planned experience while on a field trip, they must assure the field trip sponsor(s) and chaperone(s) that they have the necessary and required skills, training and common sense to participate in the experience.

Again, there is a range of skill level dependent on the activity. For example, during free time, students may have access to an activity that may in itself, have certain risks. For example, students who do not possess swimming skills should not attempt *any* activity in or around water that may result in or require swimming. Common sense must prevail.

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

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

BEHAVIOURAL EXPECTATIONS, SAFETY RULES AND REGULATIONS:

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

1. The safety of the group must be of utmost priority. Students must always be concerned about the welfare of all members of the field trip.

2. Students who commit a criminal offence or who are found with or under the influence of illegal drugs may be subject to the demands of the local law enforcement agency involved. This may result in serious consequences that may include, but not be limited to, being sent home with a chaperone at the parent/guardian(s) expense.

3. The purchase or consumption of alcoholic beverages is not allowed at any time, regardless of the age of the student, or the legal drinking age of the location that is being visited. Failure to comply will result in serious consequences that may include, but not be limited to, being sent home with a chaperone at the parent/guardian(s) expense.

4. Smoking is not permitted on field trips.

5. Students must abide by all restrictions set by supervisor(s)/chaperone(s) with respect to "off-limits" areas and activities.

6. Approved transportation or chartered vehicles must be used at all times.

7. Written, parent/guardian permission must be given to the head chaperone, in advance, if a student wishes to visit specified relatives or friends. These specified people must come to collect the student and identify themselves to the head chaperone.

8. If applicable, students must register on the sign in/sign out sheets in the lobby of the hotel when leaving and returning to the hotel during "free time".

9. All "free time" activities are secondary to the planned activity and travel schedule. Students must be available for all scheduled activities unless they are ill. Illness caused by lack of sleep or any other preventable cause will result in a restriction of privileges as deemed suitable by the chaperones.

10. If applicable, all students are required to help load and unload the bus. No one will be dismissed until all duties are completed. This means carrying more than just one's own luggage and gear.

11. If applicable, uniforms must be kept clean and pressed. When not being worn, uniforms should be hung up.

12. All students must be in their own rooms at times specified by the chaperones. Curfew will be set daily based on the schedule and student behaviour.

13. Students are not to have anyone other than authorized field trip participants in their room. After curfew, only one's roommates are to be in one's room. If a roommate leaves, students are expected to notify a chaperone.

14. Students are not to disturb other hotel guests. This is particularly important in the halls. Students are to be quiet in the halls and reasonably quiet in the rooms.

15. For an Out-of-Province trip, students are required to travel with photo identification. For an Out-of-Country trip, students are required to travel with a valid passport.

16. Students whose behaviour is deemed inappropriate and/or in contravention of these rules will be subject to disciplinary action on the trip as determined by the chaperones, and upon return, as determined by the administration.

EMERGENCY PLANNING/CANCELLATION OF TRIP:

A. Cancellation of Trip

In the event a significant security, safety or health issue arises before the field trip commences, or while the field trip is in progress, the field trip will be cancelled. If the field trip has commenced, students and supervisors will return as soon as possible, unless the Superintendent or his delegate determines there are no significant security, safety or health risks or that remaining out of the province is a safer option than immediate return to North Vancouver.

If a field trip requires the payment of a deposit and/or monies either in advance of the field trip or during the field trip and the field trip is cancelled either in part or in whole, or the itinerary altered, neither the school nor the Board shall be liable for any refund either in part, or in whole.

B. Medical Information

All students must submit a completed medical form with parent/guardian signature in order to participate in a multiple-day field trip. Parents/guardians are required to fill in the separate medical/emergency contact information form.

The information provided on the medical/emergency contact information form is critical for guiding appropriate medical responses if needed.

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

C. Emergency Communication and Return Plan

An Emergency Communication and Return Plan will be developed for this field trip. The Plan will include an Emergency Communication Information Sheet which identifies communication procedures in the event of an emergency, and names a primary Board Employee sponsor/supervisor contact in attendance on the field trip, and one primary school district staff contact on location in North Vancouver. The Emergency Communication Information Sheet will also include contact information for hotels/hosts. A copy of the Emergency Communication Information Sheet will be provided to all parents/guardians, students and chaperones in advance of the trip departure.

The master Emergency Communication Information Sheet, as well as the following supplementary listings, will be maintained at the school, with copies provided to the participating primary Board Employee sponsor/supervisor:

- Current phone number(s) for a minimum of one emergency contact person for each student. At least one named contact must be present in North Vancouver for the duration of the trip. Final re-confirmation of emergency contacts and contact numbers will be required within one week of trip departure.
- Contact details for travel agent/travel agency/tour operator.
- A final listing of all students, their birthdates and any pertinent medical information, and, in the case of Out-of-Country trips, their passport numbers.
- A copy of the signed Informed Consent Approval for each student

At least one supervising adult will have a cell phone.

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

D. Consent for Disclosure of Personal Information

By signing the Informed Consent, each parent and/or guardian consents to the disclosure of their child's personal information, including medical information, by the sponsor or chaperone to third parties in the event the sponsor or chaperone consider such disclosure necessary. Examples of third parties include travel agents, law enforcement officers, physicians, the Canadian Embassy or Foreign Affairs staff.

E. Medical/Travel/Cancellation Insurance

Group medical/travel/cancellation insurance will be obtained for all Out-of-Province field trips and may be arranged for other multiple-day field trips. Where group coverage is not provided, it is up to parents/guardians to ensure that their child has the necessary medical, accident, cancellation and/or liability insurance.

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

BUDGET:

Registration Fee	375
Officials Fee	335
TOC costs	1200 (2 days x 2)
Hotel	3735 (10 rooms, 3 nights, $124.52 a night – 4 per room – outfitted kitchen suite in each room)
TOTAL	5645 divided by 36 players is $156.80

Remaining funds allows us to lower the fee to $150.

Sincerely,

_____

Thomas Larisch – Rugby Coach and Athletic Director

Return this Informed Consent Approval to School

Carson Graham Secondary

MULTI-DAY FIELD TRIP

INFORMED CONSENT APPROVAL

For: 2012 Boys Provincial Rugby Championships in Abbotsford

Class or Division: Senior Boys Rugby

PARENT/GUARDIAN PERMISSION

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

PARENT/GUARDIAN CONSENT

I, _____, have read the full Informed Consent document that pertains to my son/daughter
Print Parent/Guardian's Name

_____'s field trip to ___Abbotsford_.
Print Child's Name

My signature below indicates that my child has my informed consent to attend the field trip and confirms the following:

- I am aware of the behavioural expectations of my child while attending this field trip, and that there will be consequences for non-compliance, which may include, but not be limited to, being sent home with a chaperone escort at my/our expense.
- I am aware of the inherent risks and potential consequences that may occur on this field trip.
- I understand that the field trip may be cancelled for security, safety or health concerns.
- I agree it is my responsibility to ensure my child has the necessary medical, accident, cancellation and/or liability insurance.
- I consent to the disclosure of my son/daughter's personal information to third parties in the event the sponsor or chaperone considers such disclosure necessary.
- I agree to indemnify the District for any cancellation fees or other costs associated with the cancellation of my child's participation on this field trip and authorize the District to receive or recover any insurance monies paid in respect to such cancellation.

_____ _____

Parent/Guardian Signature Date