

**This is an important notice.
Please have it translated.**

Handsworth Secondary School
1044 Edgewood Road, North Vancouver, BC, V7R 1Y7
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Email: handsworth@sd44.ca

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

For: **Grade 8 Retreat- September 18-21, 2017**

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
- 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):

This four day retreat with an overnight stay has been developed by the staff at Handsworth Secondary School, the Cheakamus Centre, and Grouse Mountain to enhance students' understanding of, and respect for, the natural world around them and to build a sense of community for the grade 8 students at Handsworth Secondary. Students have the opportunity for experiential, hands-on learning in both the outdoors and at Handsworth Secondary School.

By virtue of being out of the school setting, students on a field trip learn to be ambassadors for their school and their community. 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 Monday, September 11th, 2017 at 6:30pm at Handsworth.

SPONSORS(S) AND CHAPERONE(S): (student leaders and teachers will be with the students at all times)

All staff sponsors are still to be determined and will be outlined at the pre-trip meeting.

Organizers:

<u>Name</u>	<u>M/F</u>	<u>Position</u>	<u>Phone Number(s)</u>	<u>Email address</u>
Mr. Justin Wong	M	Administrator	604-903-3600	jwong@sd44.ca
Ms. Erica Schmidt	F	Administrator	604-903-3600	eschmidt@sd44.ca
Ms. Tracey Lloyd	F	Teacher	604-903-3600	tlloyd@sd44.ca

Depending on the size of the student group, 10-15 staff (male & female) and approximately 15-20 student leaders (male & female) will supervise students.

LEVELS OF SUPERVISION:

Students at Cheakamus Centre are never left unsupervised. Senior student leaders will be assigned to each cabin/dorm and activity group. No students are allowed in cabins/dorms on their own or to wander the Cheakamus Centre grounds or Grouse Mountain without a supervising adult or student leader present.

Classroom teachers are available for direct supervision throughout the day during activities, and will be with the students during the assigned evening time.

An administrator and First Aid Attendants cover supervision 24 hours a day and are available in the event of an emergency. Other Cheakamus Centre staff who are on site throughout the day, are a Program Supervisor (who is available in the afternoon and evening), programming staff and a resident property manager.

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:

Students will travel by chartered buses to and from Handsworth to the Cheakamus Centre in Paradise Valley, just north of Brackendale, BC. The total length of the trip is approximately 80 minutes. On the Grouse Mountain day students will need to arrange their own transportation to and from Grouse. Students will be dismissed at the end of the day from the base of Grouse Mountain.

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:

Students will sleep in heated cabins or dorms under the supervision of senior student leaders & staff. Students are assigned to gender specific cabin/dorm groupings. Cabins/dorms are located a short walking distance from the Cheakamus Centre on site staff and teachers' cabin.

The Cheakamus Centre is located at 2170 Paradise Valley Road, Brackendale BC . Phone: 604-898-5422

ITINERARY:

	GROUP 1	GROUP 2
Monday Sept 18, 2017	<p>8:00am: Meet in large gym at HSS 8:30am Depart HSS by coach bus to travel to Cheakamus Centre for overnight camp. 9:50am: Arrive Cheakamus Centre 10:00am- evening: Activities at Cheakamus Centre (including outdoor games, team building sessions, campfire etc. All meals provided) 9:30pm: In cabins/dorms for bed</p>	<p>9:00am: Meet at the base of the Grouse Mountain Gondola 9:00-3:00pm: Alpine survival challenges and activities at Grouse (Students must bring their own bagged lunch). 3:00pm: Dismissed home from the base of Grouse Mountain *students are responsible for arranging their own transport to and from Grouse</p>
Tuesday Sept 19, 2017	<p>7:00am-10:00am: Wake up, breakfast, concluding camp activities 10:00am-12:00pm: Large group activities with Group 2 12:00-1:00pm: Bagged Lunch at Cheakamus 1:30pm: Depart for HSS 3:00pm: Dismissal home</p>	<p>8:00am: Meet in large gym at HSS 8:30am Depart HSS by coach bus to travel to Cheakamus Centre for overnight camp. 9:50am: Arrive Cheakamus Centre 10:00am-12:00pm: Large group activities with Group 1 12:00-1:00pm: Bagged Lunch at Cheakamus 1:00pm-evening: Activities at Cheakamus Centre (including outdoor games, team building sessions, campfire etc. All meals provided) 9:30pm: In cabins/dorms for bed</p>
Wednesday Sept 20, 2017	<p>9:00am: Meet at the base of the Grouse Mountain Gondola 9:00-3:00pm: Alpine survival challenges and activities at Grouse (Students must bring their own bagged lunch). 3:00pm: Dismissed home from the base of Grouse Mountain *students are responsible for arranging their own transport to and from Grouse</p>	<p>7:00am- 12:00pm: Wake up, breakfast, concluding camp activities 12:00-1:00pm: Lunch at Cheakamus 1:30pm: Depart for HSS 3:00pm: Dismissal home</p>
Thursday Sept 21, 2017	<p>9:00am: Meet team leaders at HSS (Wear your pajamas!) 9:00-12:40pm: Activities at HSS 12:40pm-1:40pm: Gr. 8 BBQ lunch (provided) 1:40pm-3:00pm: Gr 8 dance</p>	<p>9:00am: Meet team leaders at HSS (Wear your pajamas!) 9:00-12:40pm: Activities at HSS 12:40pm-1:40pm: Gr. 8 BBQ lunch (provided) 1:40pm-3:00pm: Gr 8 dance</p>

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: Risk is associated with travelling by bus, car or by foot.

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: Risk is associated with participating in group and individual activities associated with the retreat.

The Cheakamus Centre staff, Grouse Mountain Alpine Survival Staff, school staff, and volunteer high school student leaders strive to ensure a safe and controlled outdoor experience to reduce risk or injury to students.

However, accidents causing injury or death may occur while traveling or participating in this field trip. Accidents could be the result of the nature of the activity and can occur without any fault on any part of the student, the School Board, or its employees. **This 4-day retreat, including the field trip to Cheakamus Centre and Grouse Mountain and the school based retreat at Handsworth, may include, but is not limited to, the following inherent risks and all risks associated with:**

- Travel by vehicle and foot
- Outdoor Activities
- Encountering wildlife including insects
- Activities such as challenge games which include: making fire by friction, building a shelter or elevated sleeping platform, setting a bear cache, exploring wildlife precautions, water collection/filtration, building a group improvised stretcher, games, obstacle courses, a low ropes course, archery, caving, hiking, etc.
- Campfire activities
- Water-based activities within a confined shallow area with students wearing PFD's
- Unpredictable weather
- Being close to water (ex. river, pond, stream, or lake)

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 or loss can occur from risk, and that injury or loss 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.

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 Handsworth field trip, it is important that students remember that they are on a school outing and behavioural 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 Handsworth 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 Handsworth 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/Vaping 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. 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.
9. 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.
10. 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.
11. 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.
12. 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.

The Handsworth Secondary Code of Conduct applies at all times during the 4-day retreat (including the Cheakamus Centre stay and the Grouse Mountain Wilderness Survival Activities) in conjunction with the Cheakamus Centre Code – Cooperation, Common Sense, and Consideration. Students are expected to:

- **Stay in bounds**
- **Follow instructions from staff and senior student leaders**
- **Remain quiet at night and in their cabin/dorm**
- **Treat animals and plants with care and respect**

- **Report sickness or accidents immediately to staff**
- **Follow fire alarm and emergency procedures as discussed in the orientation safety tour**

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.

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.

While at the Cheakamus Centre, a clinic is close by. In the case of sickness or injury, parents/guardians will be contacted and Squamish doctors may be consulted if deemed necessary. In emergency situations, Squamish General Hospital is about 15 minutes from the Cheakamus Centre.

While at Grouse Mountain, first aid is available on the mountain and Lions Gate Hospital is close by. In the case of sickness or injury, parents/guardians will be contacted an ambulance will be called if deemed necessary.

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. 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.
- A final listing of all students, their birthdates and any pertinent medical information.
- 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:

The cost of the 4-day retreat will be **\$250.00** per grade 8 student.

Please send a cheque payable to Handsworth Secondary School, with your students name on the memo line

The cost covers all of the expenses for the 4-day retreat (at the Cheakamus Centre, Grouse Mountain, and Handsworth):

- ✓ \$163.00/student Cheakamus Centre fee (food, accommodation, and programming at Cheakamus)
- ✓ \$37.00/student for the Grouse Mountain experience
- ✓ \$50.00/student for the retreat activities at Handsworth (activity supplies, student leader costs for Cheakamus and Grouse, presenter/speakers, TOCs, BBQ, DJ, supplies, team bandanas, etc)
- ✓ The Handsworth PAC will cover the costs of the coach bus transportation for all students and Handsworth School will pick up all additional costs.

If there are unique financial circumstances that will present challenges for your family, please contact Mrs. Schmidt at Handsworth (eschmidt@sd44.ca).

Sincerely,

Mrs. Erica Schmidt
Handsworth Vice-Principal

Handsworth Secondary
MULTI-DAY FIELD TRIP
INFORMED CONSENT APPROVAL

For: Grade 8 Retreat, **September 18-21, 2017**

Class or Division: **All Grade 8's at Handsworth Secondary**

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 four-day field trip including activities at the **Cheakamus Centre, Grouse Mountain, and**
Print Child's Name

Handsworth Secondary – September 18 - 21, 2017.

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 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.

Parent/Guardian Signature

Date

I have read the information included in the informed consent and have completed the following for return to my child's Grade 7 teacher:

- Completed the **Informed Consent Approval Form**
- Completed the **Student Awareness and Responsibility of Risk Form**
- Completed the double sided **Medical/Dietary Forms** for Cheakamus Centre
- Enclosed a cheque for **\$250.00** payable to Handsworth Secondary School (**with students full name in the memo**)

**Please complete and return all forms and a cheque to
your child's Grade 7 teacher by Friday, June 1st, 2017.**