

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

North Vancouver School District Grade 8 Quebec Trip

2121 Lonsdale Ave, North Vancouver, B.C., V7M 2K6

Ph: 604-903-3444

www.sd44.ca

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

For: District Grade 8 Quebec Trip – May 26th – June 1st, 2024

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.**

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 additional student accident or liability insurance
- Parent/guardian responsibility to determine whether the student may participate in the field trip

PURPOSE(S):

The North Vancouver School District is offering grade 8 French Immersion students from across the district the opportunity to travel to Quebec City for a unique educational experience. This trip, arranged in collaboration with Auberge du Mont (<https://www.aubergedumont.qc.ca/>) an organization specializing in educational programs for French Immersion students, is rich in linguistic, historical and cultural experiences. The District French Immersion trip next year will take place from May 26th to June 1st, 2024.

This trip will provide students with the opportunity to develop increased proficiency in French while experiencing a culturally rich, authentic and vibrant environment. Students will be able to deepen their understanding of Canadian diversity and culture, and build social connections with other French Immersion students enrolled in grade 8 at a school in the North Vancouver School District.

The 2024 District Quebec Trip will take Grade 8 French Immersion students enrolled in the North Vancouver School District to the heart of French-Canadian culture. Students will be accommodated in a mountain resort just a short drive from Old Quebec, and supervised by North Vancouver School District employees and Auberge du Mont staff members. There will be French Canadian guides for all planned activities who will converse with students exclusively in French.

Please note: The District Quebec Trip is not required as part of the mandated French Immersion program, but is a valuable optional enrichment opportunity.

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 May 2024. Specific date will be sent out in the Fall.

SPONSORS:

Name:	Position	Phone Number	E-mail
Tracy Langer	District French Facilitator	604.903.3444	tlanger@sd44.ca
Greg Hockley	District Principal	604.903.3444	ghockley@sd44.ca

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.

School district supervisors (chaperones) will accompany students to all venues included in the itinerary and will assume responsibility for the safety and security of the students. The school district supervisors will carry cell phones and will be able to communicate with North Vancouver School District staff, and/or parents/caregivers if necessary. A First Aid kit will be available. There will be 4-6 employees of the Board accompanying students on this trip (Final number will be dependant on final number of students attending trip). Both male and female chaperones will accompany the group on this co-educational trip. Students will spend most of the week in the large group; however, students will also be permitted to travel in small groups or partners for brief periods of time.

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 be transported via airplane to Quebec. Transportation in Quebec will be done by coach bus booked prior to travel. Travel in Quebec will be organized by Auber du Mont.

Students will be transported to the airport on May 26th, 2024 via chartered bus. Parents will be required to pick up their children from the Vancouver International airport upon return.

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. Students will be staying at the Auberge du Mont. Students will be staying in groups of 2-3 per room. Each student will have their own bed.

Here is the contact information for Auberge du Mont:

200, boul. Saint-Sacrement
Saint-Gabriel-de-Valcartier
(Québec) Canada | G0A 4S0

(418) 844-3771 extension 1012

Toll free : 1-833-777-3771
info@aubergedumont.gc.ca

ITINERARY:

Final itinerary for the District Quebec Trip is weather-dependent and subject to change, but will include some of the following:

- Quebec Circus School
- Outdoor survival activities - Old Quebec visit
- Musée des Plaines
- Plaines D'Abraham
- Tour Martello
- Chutes Montmorency

A detailed itinerary will be provided at the May 2024 pre-trip meeting.

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:

Beyond risk that is common to all walking/sightseeing activities, the only activity on this trip that may incur additional risks is the bike tour along the Loire Valley. During this activity, all necessary precautions will be taken to ensure students are safe.

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. This form will be completed prior to departure at the mandatory May information meeting. A copy of this form can be found at the back of this document.

BEHAVIOURAL EXPECTATIONS, SAFETY RULES AND REGULATIONS:

While on any North Vancouver School District 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 North Vancouver School District 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 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. 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 their 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. The details of this insurance policy can be found at the back of this document.

BUDGET:

Total trip costs include: transportation (including air and coach fare), accommodations, most meals**, tours and activities, guides, entrance to sites and activities, supervisor travel costs.

** Meals en route during travel days will be at the students' expense.

Total estimated cost per student for the trip: Approximately \$3100/student.

***Actual trip fees will be dependent on the number of students participating and flight costs.


Fund-raising activities may be organized by individual students/parents. The School District is not responsible for fund-raising or individual financial assistance.

Please note the District Quebec trip is based on group travel discounts and is designed to be "all-inclusive"; therefore, students will not be permitted to book independent travel using air miles, employee discounts or other arrangements. Students are expected to participate in all aspects of the trip from departure in Vancouver to return/arrival in Vancouver. No individual travel arrangements or personal excursions away from the group will be accommodated.

TIMELINE AND PAYMENT REQUIREMENTS:

June 14 th , 2023	Information Meeting
June 15 th – June 19 th 2023	Informed Consent Approval, Student Medical Form, Application/Registration Form, and \$250 non-refundable* deposit due to the Education Services Centre (2 nd floor, reception desk, 2121 Lonsdale Ave). *Students that are not selected to attend will have cheques returned.
September 27 th , 2023	Payment \$1300 due via School Cash Online
November 15 th , 2023	Balance of payment due (approximately \$1500) via School Cash Online
February 2024	Meeting of students and chaperones 4:00 – 4:45pm
April 2024	Meeting of students and chaperones 4:00 – 4:45pm
May 15 th 2024*	Mandatory Student and Parent/guardian meeting 6:pm
May 26 th 2024	Departure to Quebec
June 1 st 2024	Return to Vancouver

Sincerely,


Tracy Langer, District French Facilitator

Return this Informed Consent Approval to School

North Vancouver School District Quebec Field Trip (Grade 8)

MULTI-DAY/OUT OF PROVINCE FIELD TRIP INFORMED CONSENT APPROVAL

For: Quebec City, May 26th-June 1st, 2024 (Grade 8 French Immersion students in North Vancouver School District).

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
Print Parent/Guardian's Name
to my child _____'s field trip to Saint-Gabriel-de-Valcartier, Quebec.
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 behavioral 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.
- I understand that my child's Secondary Principal has the right to remove my child from my trip at their discretion based on a significant breach of the school or district's code of conduct.

Parent/Guardian Signature

Date

Student Medical Form

Name of Student: _____ Grade: _____

School: _____

Care Card Personal Health No.: _____ Birth Day (d/m/y): _____

Family Doctor: _____ Dr. Phone: _____

Name of Parent/Guardian: _____

Address: _____ Postal Code: _____

Phone (Home): _____ (Work): _____ (Cell): _____

Please note any health condition, physical disability, social/emotional needs, or other factors that require support for participation in this program.

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

The student has received the regular immunization program administered in BC for: Diphtheria; Pertussis & Tetanus (DPT); Tetanus and Diphtheria (TD); Polio; Measles, Mumps and Rubella (MMR)

Yes No If no, please explain: _____

Does the student wear Contact Lenses: Yes No

Student is subject to:

- | | | | |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Enuresis (bed wetting) | <input type="checkbox"/> Kidney problems | <input type="checkbox"/> Severe allergies/anaphylaxis
(*provide details below) |
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Eye infections | <input type="checkbox"/> Motion Sickness | <input type="checkbox"/> Sinus Problems |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Fainting | <input type="checkbox"/> Muscle Pulls | <input type="checkbox"/> Sleep walking |
| <input type="checkbox"/> Dislocations | <input type="checkbox"/> Frequent Colds | <input type="checkbox"/> Nose bleeds | <input type="checkbox"/> Sprains |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Headaches | <input type="checkbox"/> Seizures | <input type="checkbox"/> Tonsillitis |
| <input type="checkbox"/> Ear ache | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Sensitive Skin | |

Other conditions and/or *further detail (describe below)

Alternate Emergency Contacts:

Name: _____ Phone: _____

Name: _____ Phone: _____

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

Parent/Guardian Signature: _____ Date: _____

THIS INFORMATION WILL BE KEPT ON FILE



District Quebec Trip Application/Registration Form

Student Name: _____ Birth Date: _____

Parent Name _____

Parent email: _____ Phone No: _____

Current School: _____ Secondary School _____

Specific Dietary Requirements: _____

*Note: An email confirming successful applications will be sent out shortly after June 26th, 2023.

This opportunity is a significant field trip where students must be comfortable answering “yes” to the following statements:

- I have a positive attitude and motivation to learn French as a second language.
- I speak French in class with my teacher and with other students.
- I have positive social responsibility skills and work cooperatively with others in all situations.
- I demonstrate respectful listening and communication skills with both children and adults.
- I follow directions and engage willingly in new learning experiences.
- I am enrolled in French Immersion as I understand the purpose of this trip is to be fully immersed in French while in Quebec. I understand that I will be required to speak exclusively in French at all pre-trip meetings and on the Quebec trip
- I understand that my Secondary Principal has the right to remove me from my trip at their discretion based on a significant breach of the school or district’s code of conduct.
- I have reviewed Auberge du Mont’s dress code and am comfortable respecting their requirements (Dress code is found in the slide deck)
- I understand that I will not be permitted to use my cell phone after 10pm and may be required to give it to a staff member at 9pm.

Please ensure that this form is signed by the following people:

Student Signature	Date	Parent Signature	Date
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Current Classroom Teacher Signature	Date
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