

**FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

Adopted: 1998-02-24	Reviewed:	Amended: 2008-08-26 2015-05-12 2020-10-20
---------------------	-----------	---

**POLICY****SUBJECT: [FIELD TRIPS \(CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES\)](#)**

---

---

The Board of Education realizes the importance of field trips (curricular/co-curricular and extra-curricular activities) in the total educational program of the school and encourages student participation, provided the activities are well planned, relevant to the BC curriculum and/or have demonstrable educational value, proper advance preparation, informed parent consent, adequate supervision and a high standard of care.

It is understood that students participating will govern their behavior in accordance with school rules and any special rules determined for the occasion by the principal, teacher sponsor and/or chaperone as set out in [Policy 7007 \(District Student Code of Conduct\)](#). Specific reference should be made to District Policy No. [7400 \(Student Involvement with Alcohol, Intoxicants or Illegal Drugs\)](#).

The Board of Education recognizes that safety for all students and staff is a primary requirement. The [YouthSafe Outdoors \(YSO\) Manual](#) is approved for use as a resource for schools to help ensure safe off-site activities for students.

No student will be prevented from taking part in any field trips (curricular/co-curricular and extra-curricular activities) for financial reasons.

**FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

Adopted: 1998-02-24	Reviewed:	Amended: 2008-08-26 2015-05-12 2020-10-20
---------------------	-----------	---

**REGULATIONS**SUBJECT: **FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

---

---

**1. Definitions****a) Field Trips (Curricular)**

Refers to activities that occur as a direct result of specific educational program goals emphasizing a curriculum instructional focus. Class field trips, physical education class trips, band and drama class trips, and swim programs, are examples of this type of travel.

**b) Field Trips (Co-Curricular)**

Refers to activities that supplement specific programs and objectives of the school, normally involving school time. Activity days, special events and cultural travel would be examples of this type of involvement.

**c) Field Trips (Extra-Curricular)**

Refers to activities that are in addition to the school instructional program, and are normally held outside of school time. Inter-school sports activities and club travel would be examples of this type of involvement. Please note that although many of these activities involve travel/participation during school time, the base of the organization for meeting and practice are held outside of the school timetable.

**d) Trips Involving Potential Safety Hazards**

Trips involving potential safety hazards include: school sanctioned student driving, white water rafting, skiing and snowboarding, backcountry hiking, winter survival trips, flight activities, and any other trips determined by the principal to be of higher risk, as per [YSO guidelines](#).

**e) Informed Consent:**

Parents/guardians must be provided with comprehensive information regarding the date, location, arrangements, level of supervision and potential inherent risks in order to allow parents/guardians to provide informed consent for the field trip.

**f) Inherent Risks**

Included in the permission form for all field trips must be a comprehensive list of dangers and risks associated with the specific activity or trip. In order to provide parents with sufficient information to make an informed decision about each trip, this list must be written with the details of each trip in mind.

**g) Safety Plan**

Prepared by the teacher sponsor and approved by the principal and superintendent or designate. The plan outlines adult supervision, general code of conduct and rules students will be required to adhere to, emergency procedures and communication protocols. The safety plan is shared with parents and reviewed with participating students and supervisors.

**2. Approval**

The Board expects that matters such as loss of formal instructional time, relative value of individual activities, and budget priorities will be considered before approval is sought. Approval shall be obtained as follows:

- a) School-sponsored trips of up to two days duration or less, involving lower care activities, shall be approved by the principal in consultation with the superintendent or designate.
- b) School-sponsored trips of more than two days shall be approved by the superintendent and referred to the Board of Education for information.
- c) B.C. trips exceeding five days with potential safety hazards and involving higher care activities will require Board of Education approval.
- d) For student trips involving out-of-province/country, approval in principle from the Board of Education must be obtained at least four months in advance and prior to holding meetings with parents. This request must be submitted in writing. The following information must be included:
  - a detailed trip itinerary
  - identification and communication of the potential safety hazards and inherent risks to parents and students
  - development of safety plans to minimize risk
  - documentation of safety precautions provided by the tour company
  - documentation of safety and security measures provided for accommodation and work site (if applicable)
  - where a school-sponsored trip requires travel outside Canada, the principal must ensure that each participant, including staff members, has additional medical insurance in the minimum amount of two million dollars (\$2,000,000.00).
  - levels of caution ([Global Affairs Canada](#) website ); trips will not be approved if a high degree of caution is suggested

- the principal or designate will ensure that the Field Trip Approval Form (Curricular, Co-Curricular, Extra-Curricular Activities) (Appendix A) and all supporting documentation (inherent risks, parent consent form, itinerary) is provided to the superintendent and executive assistant at least 30 days prior to the departure date (see Appendix B: Sample Parent Consent Forms) for final approval by the Board.

### 3. Planning (see Checklist: Responsibilities)

- a) Field Trips (curricular/co-curricular/ extra-curricular activities) must be well planned.
- b) The principal must ensure that the parent/guardian gives written consent for the student's involvement.

The information notice to parents/guardians must clearly list the method of travel; any special activities the student will be expected to undertake; request any pertinent information regarding student medical issues; and disclose all known inherent risks.

- c) Routine activities of less than three hours in the general vicinity of the school and not involving any method of mechanical transportation require less formal parental notification. A form of notice (i.e. classroom newsletter, letter home to parents, email or app notification) indicating intended trips is required.
- d) An itinerary of each activity, a time schedule and a list of participants must be available in the school office.
- e) The Board must be adequately indemnified against all liability concerned with the trips undertaken for out-of-province/country.
- f) All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.
- g) As regulations can change, it is required that the teacher sponsor check with the borders or customs to determine what specific travel documents may be required for all students travelling to foreign countries, including the USA (see link for sample consent letter from Global Affairs Canada) : <https://travel.gc.ca/travelling/children/consent-letter>.

Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada, shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

### 4. Supervision

- a) Supervision of all field trips (curricular/co-curricular/extra-curricular) will be determined according to [YSO guidelines](#).
- b) All field trips (curricular/co-curricular/extra-curricular) must be supervised by at least one teacher or by an approved community volunteer. Principals will screen volunteers for appropriate knowledge, skill and attitudes to ensure student safety.

- c) Activities involving potential safety hazards require a higher ratio of supervisors to students with relevant training and experience, and appropriate certification where necessary (as per [YSO guidelines](#)).
- d) The following factors will be taken into consideration:
  - the age of the students
  - the number of students with disabilities
  - the nature of the trip (skiing vs. instruction in formal setting)
  - the duration (partial day, overnight, several days)
- e) Principals shall ensure the provision for safety, competent instruction, and supervision of students. All volunteer activities fall within the responsibility of the principal and vice principal(s) to ensure consistency and compliance with all Board policies and procedures. All adult supervisors are required to provide a satisfactory Criminal Record Check in accordance with [Policy #6507 \(Criminal Record Search\)](#)
- f) Field trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete the **Field Trip Approval Form** (Curricular/Co-Curricular/Extra Curricular Activities) (Appendix A) included in this policy.

## 5. Transportation

- a) Parents/guardians must be informed of the method of transportation involved in any field trip (curricular/co-curricular/extra-curricular activity). The school principal or designate will pre-approve all drivers and vehicles according to [District Policy #5025 \(Use of Private Vehicles\)](#).
- b) Travel safety precautions must include reasonable consideration of:
  - i) number of adult drivers
  - ii) storage of baggage
  - iii) provision of seating
  - iv) vehicle condition
  - v) weather and road conditions
  - vi) other local concerns

Where a private vehicle is used, in addition to considerations listed in b) above, minimum requirements must also include two million dollars (\$2,000,000.00) liability insurance, a valid driver's license, and seat belts for all passengers carried. A passenger list must be left with the school office.

Every student who is transported in a private vehicle or school bus equipped with seatbelts, must wear a seat belt or restraining device which shall be properly adjusted and securely fastened. The provision of booster seats is the responsibility of the child's parent/guardian, as per the requirement of the [Motor Vehicle Act](#).

- c) No 15-seat passenger vans are to be used to transport students.

- d) Approval forms for Field Trip (Curricular/Co-Curricular/Extra-Curricular Activities) requesting school bus transportation must be submitted to the director of facilities and transportation at least two weeks prior to the event.

6. Specialized Equipment

Students, staff and volunteers will be expected to wear and/or utilize standard specialized equipment for activities involving potential safety hazards. This includes mandatory wearing of CSA approved helmets for skating, skiing, snowboarding, curling, rock-wall climbing, and other high-risk activities as per [YSO guidelines](#).

In the case of curling, helmets will be worn during instructional time. Helmets are not required during competitive curling events.

**FIELD TRIPS - CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

Adopted: 1998-02-24	Reviewed:	Amended: 2008-08-26 2015-05-12 2020-10-20
---------------------	-----------	---

**PROCEDURES**SUBJECT: **FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

## Checklist (Responsibilities)

The Principal or Principal Designate will be responsible for:

- reviewing and approving submitted field trip proposals/forms
- forwarding approved field trip approval forms to the superintendent or designate for final approval
- submitting field trip forms to the director of facilities and transportation within at least 2 weeks prior to the event
- supporting teachers in their communication about field trips with parents
- ensuring that planned field trips align with Board policy
  - approving driver authorization as per [Policy 5025 \(Use of Private Vehicles\)](#)
  - approving supervisors and volunteers as per [Policy 6507 \(Criminal Record Search\)](#)
- ensuring that parents/guardians have been notified of details of the field trip and have given approval for their children's participation.

Notification to parents/guardians should include the following information:

- class(es) or group(s) involved (including grade level)
- purpose and objectives of the trip, including curricular learning outcomes where relevant
- teacher(s) name(s) and supervision arrangements (e.g. ratio or number of supervisors anticipated)
- key activity(ies) involved
- potential known inherent risks
- existence of a safety plan
- existence of an emergency plan in the event of injury, illness or other problem
- securing emergency transport to medical services
- costs associated with medical transportation
- student conduct expectations and consequences
- what to bring (e.g. types of clothing, water, food)
- financial arrangements (i.e. cost to the students, when fee is due)
- an alternative activity will be provided for students unable to attend the trip
- school contact name and number for more information
- transportation/travel arrangements
- destination, including address or nearest locatable center
- date(s) and times of departure and return

Teacher Sponsors of the Field Trip will be responsible for:

- planning, leading, organizing and evaluating all aspects of the field trip including: educational benefits, safety and risk management, instruction, transportation, supervision and communication to parents and students
- submitting the field trip proposal/form to the principal or principal designate for approval within appropriate time lines
- reviewing the District [Student Code of Conduct \(Policy 7007\)](#), School Code of Conduct and expectations of students prior to departure
- carrying appropriate documents on the field trip
- providing the principal or principal designate with the departure plans, contacts and detailed trip information before trip departure

Supervisors are responsible for:

- leading and supervising students
- serving as role models to students
- acting as ambassadors of the School District

Parents/Guardians are responsible for:

- determining whether their child may participate in the field trip
- reviewing, completing, signing and returning the Parent Consent Form (Appendix B)
- discussing any concerns with the teacher sponsor or principal
- reporting to the teacher sponsor or principal any safety, medical or health issue(s) for their child
- supporting their child in following the behaviors outlined in the District [Student Code of Conduct \(Policy 7007\)](#) and School Code of Conduct.

Students are responsible for:

- following the behaviors outlined in the District [Student Code of Conduct \(Policy 7007\)](#), School Code of Conduct, as well as expectations of the teacher sponsor and supervisors
- participating in the field trip to the best of their abilities
- behaving safely, wearing appropriate clothing, and using appropriate equipment on the field trip
- reporting any safety, medical or health issues to the teacher sponsor

More information:

[YouthSafe Outdoor Guidelines](#)

Related Policies:

[5025 – Use of Private Vehicles](#)

[6507 – Criminal Record Search](#)

[7007 – District Student Code of Conduct](#)

[7400 – Student Involvement With Alcohol, Intoxicants, or Illegal Drugs](#)



APPENDIX A



**FIELD TRIP APPROVAL FORM** (Curricular/Co-Curricular/  
Extra-Curricular Activities)

**NOTE:**

- This form is to be completed in full by the teacher/supervisor and submitted to the Principal for approval.
- Trips that require Superintendent or Board approval must be submitted to the Superintendent in sufficient time for approval.

**TO BE COMPLETED BY SCHOOL:**

School:	Teacher Sponsor:
Grade/Team/Group:	Destination:
Purpose of Trip:	
Departure Date:	Departure Time from School:
Return Date:	Pick up Time from Destination:
Travel itinerary must be attached	Requested Return Time to School:

<b>Supervisors</b>	School: 1. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	Criminal Record Check:
	2. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Other: 1. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	Criminal Record Check:
	2. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Ratios:</b> Adult supervisors to students as per YouthSafe Outdoors Guidelines		
<b>Transportation</b>	<input type="checkbox"/> School Bus <input type="checkbox"/> Charter Bus <input type="checkbox"/> Private Car <input type="checkbox"/> Other _____ Number of students: _____    Number of Adults: _____    Total Participants: _____	
<b>Parental Consent</b>	• The designated teacher/supervisor is required to distribute, collect and file all parental consent forms. • A signed parental consent form is required before a student will be permitted to go on a trip. • Parental consent forms have been distributed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process • Parental permission has been received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process	
<b>Costs</b>	Admission / Transportation Costs: _____ How are these costs covered? (i.e. Student funded, school-raised funds, etc.) _____	

Approval, Principal _____	Date _____	Approval, Board Office _____	Date _____
		Schedule Confirmed, Transp. Superv. _____	Date _____

**TO BE COMPLETED BY TRANSPORTATION DEPARTMENT:**

Driver:			Passengers (Total No.)
<b>DISTANCE:</b>	Start:	Finish:	TOTAL KILOMETRES
<b>TIME:</b>	Start:	Finish:	TOTAL TIME

Spare Driver:			Account Number:	
<b>COSTS:</b>	Driver:	Kilometres:	Meals:	TOTAL:
				Trip No.

## Appendix B – Sample Parent Consent Form - Low Risk

Board/School  
Name/Logo

### PROPOSAL FOR LOCAL LOW RISK ACTIVITIES

DESTINATION:			
DATE:	DEPARTURE TIME:	RETURN TIME:	
LEAD TEACHER:			
PHONE:	FAX:	EMAIL:	
AREA OF STUDY:	PURPOSE OF TRIP:		
GRADE/HOME ROOM:	# OF STUDENTS:	# OF MALE:	# OF FEMALE:

NAMES OF SUPERVISORS (Please print; add rows if needed):	Staff (S)/Volunteer (V)/Other (O)	GENDER: M/F
Lead teacher:		
Other Supervisor:		
Other Supervisor:		
Other Supervisor:		
TOTAL NUMBER OF SUPERVISORS:	/ /	
NAME OF SERVICE PROVIDER (SP) (If applicable):	SP CONTACT PERSON:	SP PHONE:

TRANSPORTATION (check all that apply)		ESTIMATED COST OF TRIP:
<b>METHOD</b> <input type="checkbox"/> Walking <input type="checkbox"/> Board-owned bus/van <input type="checkbox"/> Public transport <input type="checkbox"/> Charter bus <input type="checkbox"/> 15 passenger van <input type="checkbox"/> Multifunction activity bus <input type="checkbox"/> Rental van <input type="checkbox"/> By service provider <input type="checkbox"/> Transport not provided; participants responsible for own Other (specify): _____	<b>DRIVER</b> <input type="checkbox"/> Professional driver <input type="checkbox"/> Volunteer driver (staff/other supervisor) <input type="checkbox"/> Volunteer driver (student) Other (specify): _____	<b>SOURCES OF FUNDING (i.e., cost/student, other sources)</b>  <b>EQUAL ACCESS FOR ALL STUDENTS:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attached <b>SPECIAL NEEDS ADDRESSED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> See attached <b>ALTERNATIVE ACTIVITY FOR NON-PARTICIPANTS:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>CONTINGENCY PLAN:</b>

<b>EDUCATIONAL VALUE</b> Goals and/or Student Learning Outcomes:
---

<b>SAFETY GUIDELINES</b> I am familiar with relevant board policies, district procedures and the <i>YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences</i> :
--

Yes  No

**SAFETY PLAN**  
Briefly describe (or attach in Trip Plan) the risk assessment and safety planning process to address any key known risks related to the site/area, weather, activity and/or group:

**PROPOSAL FOR LOCAL LOW RISK ACTIVITIES**

**SUPERVISION PLAN**  
Briefly describe the supervision processes to be used: e.g., large or small group setting(s); lead/sweep; head counts; buddy system; level of supervision (constant visual, on-site, in the area); other elements of supervision plan as relevant:

**VOLUNTEER PLAN (if relevant)**  
Process to identify, screen if/as appropriate, and brief re: roles and responsibilities (e.g., briefing to be conducted when, where, how, by whom):

**EMERGENCY PLAN**  
First Aid kit(s) (stocked and carried/accessible):  
 Yes  No  
Emergency communications equipment carried and/or accessible (check any and all that apply):  
 Cell phone  Telephone  Service Provider Responsibility  None  Other (specify):  
\_\_\_\_\_  
Contacts and numbers, if relevant:  
\_\_\_\_\_  
Name of Primary First Aider, if relevant: \_\_\_\_\_ Certification Held:  
\_\_\_\_\_

**ATTACHMENTS CHECKLIST (check all that apply and attach to this form):**  
 Program/Activity/Trip Plan  Volunteer Driver Authorization Application Form  
 Parent/Guardian Correspondence  Service Provider Proposal, Agreement and/or Contract  
 Parental Consent and Acknowledgement of Risk Form  Passenger List Form  
 Volunteer Screening Form  Other (specify):  
 Completed Off-Site Experience Checklist attached

**EVALUATION**  
Criteria for success of off-site experience:  
Process to determine success:

Name of Lead Teacher (please print):	Date (year/month/day) / /	Signature
Name of Administrator (please print):	Date (year/month/day) / /	Signature

### APPENDIX B – Sample Parent Consent Form – High Risk

Board/School  
Name/Logo

#### PROPOSAL FOR LOCAL HIGH RISK ACTIVITIES

To the Parent(s)/Guardian(s) of: \_\_\_\_\_ Grade \_\_\_\_\_  
 Homeroom: \_\_\_\_\_

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the Lead Teacher BEFORE signing it.  
 If this form is not signed and returned to the school by \_\_\_\_\_, your child WILL NOT BE ALLOWED TO ATTEND.

**PROGRAM/ACTIVITY INFORMATION**

DESTINATION/ACTIVITY: \_\_\_\_\_ DATE(S): \_\_\_\_\_  
 \_\_\_\_\_ *OR* \_\_\_\_\_  
 SERIES OF OFF-SITE ACTIVITIES (Specify program): \_\_\_\_\_  
 \_\_\_\_\_  
 PURPOSE OR EDUCATIONAL GOAL(S): \_\_\_\_\_  
 \_\_\_\_\_  
 ITINERARY/ACTIVITIES: \_\_\_\_\_  
 \_\_\_\_\_  
 METHOD OF TRANSPORTATION: \_\_\_\_\_ BY: \_\_\_\_\_  
 \_\_\_\_\_  
 LEAD TEACHER: \_\_\_\_\_ TOTAL NO. OF SUPERVISORS  
 PLANNED: \_\_\_\_\_  
 SUPERVISORY ARRANGEMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 COST TO THE STUDENT: \_\_\_\_\_ WHAT TO BRING: \_\_\_\_\_  
 \_\_\_\_\_  
 OTHER CONSIDERATIONS: \_\_\_\_\_  
 \_\_\_\_\_

**BOARD RESPONSIBILITIES**

The board will make every reasonable effort to ensure or ascertain that:

- The staff, volunteers and/or service providers involved are suitably trained and qualified.
- The students are adequately supervised over the program/activity.
- The location(s) used are appropriate and safe for the activity(ies) and group.
- Equipment used has been inspected and deemed appropriate and safe.
- A Safety Plan is in place to identify and manage known potential risks.
- An Emergency Plan is in place to deal with an injury or illness to any of the students.

**POTENTIAL KNOWN RISKS**

Potential known risks include the following:  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional comments/requirements:  
 \_\_\_\_\_  
 \_\_\_\_\_



-----  
---

**CONSENT AND ACKNOWLEDGEMENT OF RISK**

Destination/Program/Activity(ies): \_\_\_\_\_ Date: \_\_\_\_\_

1. I accept the mode of transportation for this activity.
2. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
3. My child/ward has no illnesses, medical conditions or disabilities that make this trip inappropriate for him/her and I know of no health related or other reason why my child should not participate in this trip.
4. I will supply suitable clothing for my child's participation in all activities associated with the field trip. 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.
5. My child/ward is aware and agrees that he or she must wear appropriate safety equipment at all times while doing activities where this is required.
6. My child/ward and I understand that a failure to wear required or strongly recommended safety equipment could cause or contribute to a serious injury(ies).
7. I freely and voluntarily assume the risks/hazards inherent in the program/activity(ies) and understand and acknowledge that my child/ward may suffer personal and potentially serious injury arising from his/her participation.
8. My child/ward has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service providers administrators, instructors, and supervisors over all phases of the program/activity.
9. In the event my child/ward fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements and I will be responsible for any costs associated.
10. I acknowledge that it is my duty to advise the Lead Teacher of any medical/health concerns of my child/ward that may affect his/her participation.
11. I acknowledge that the board may choose to cancel the trip if travel conditions are deemed unsafe (e.g., weather, health advisory). I accept that the board will not be liable for any costs associated with such a cancellation.

12. I consent that the board, through its employees, agents and officers, may secure such emergency medical services and advice as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services and advice.
13. I grant permission for (insert name of board) to use, without payment of any fee or charge and without limitation on time or frequency, for nonprofit education and/or promotional purposes only, any photographs, video footage, audiotape or digital images of my child/ward. Yes  No  My child/ward's identity  May be revealed  May not be revealed
14. Accidents can happen. 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. In permitting my child/ward 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.

(Name of Student) \_\_\_\_\_ - \_\_\_\_\_ (Date of Birth) \_\_\_\_\_ has my permission to participate

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

Emergency Contacts: Name \_\_\_\_\_ Daytime \_\_\_\_\_ Evening \_\_\_\_\_  
 Cell \_\_\_\_\_

Emergency Contacts: Name \_\_\_\_\_ Daytime \_\_\_\_\_ Evening \_\_\_\_\_  
 Cell \_\_\_\_\_

**PARENTAL/GUARDIAN WAIVER OF LIABILITY (Consult Board Policy re: Inclusion or Exclusion of this Section of the Form)**

I agree that in consideration of School District No. \_\_\_\_\_ offering my child, \_\_\_\_\_ (name) an opportunity to participate in the activity/trip I waive any and all claims I may personally have, and release from all liability and agree not to sue the Board of Trustees, 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/ward's participation in the trip, arising out of any cause whatsoever, including negligence. I understand that my signature here waives my right to sue on my own behalf for damages I may incur, but not the right for myself or a guardian acting my child/ward's behalf to sue for damages owed the child. The child's rights to sue in the event of negligence are not affected by my signature here.

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/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

Date

Signature of Witness

Signature of Parent/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

Note: This waiver element, if used, must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

**OFF-SITE EXPERIENCE EMERGENCY MEDICAL INFORMATION** (Write below or attach a separate page if more space is needed)

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

BC Medical Services Plan Personal Health No.: \_\_\_\_\_ Student School Accident Insurance:  Yes  No

Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) Specify:

Reaction(s) to above?

Carries Epi pen?  Yes  No Carries Ana Kit?  Yes  No

Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, recent hospitalization or surgery, chronic conditions, phobias, etc.). Be specific:

Specify the condition(s) and requirements for program modification or specific activities your child should not participate in:

Medication(s) taken at this time (name, reason, dosage, storage, potential side effects/treatment of such):

Other Health/Medical/Dietary Concerns:

Emergency Contacts:

1) \_\_\_\_\_ Phone: (R) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

2) \_\_\_\_\_ Phone: (R) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Name of Physician \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian who is filling out and signing this form:

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

**APPENDIX C**



**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**PARENTAL PERMISSION AND RELEASE FORM – PRIVATE VEHICLES  
FOR SCHOOL SANCTIONED FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR  
ACTIVITIES)**

\_\_\_\_\_, who is in Grade \_\_\_\_\_ at  
(Name of Student)

\_\_\_\_\_, has my permission to participate  
(Name of School)

in the following school sanctioned Field Trip (Curricular/Co-Curricular/ Extra-Curricular Activity):

\_\_\_\_\_

I further give my permission and consent for \_\_\_\_\_  
(Name of Student)

to ride in the private pre-approved automobile(s) for the purpose of travel to and from events related to this specific activity.

I have read and understand the [Motor Vehicle Act Child Seating and Restraint Systems](#) legislation and where required have provided a booster seat to be used in the transportation of my child in accordance with the *Motor Vehicle Act*.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)