

AP 308

Curricular and Extra-Curricular Activities

Background

The purpose of this procedure is to outline district requirements and criteria that must be followed for any curricular or extra-curricular activities requiring students to leave the premises of their registered school.

Procedures

1. These guidelines are meant to be in compliance with the *Motor Vehicle Act* for any transportation of students.
2. Parents and staff should be consulted regarding the desirability of field trips; especially where major expenditures will be required.
3. Definitions
 - 3.1 Field Trips - Curricular Field Trips
 - 3.1.1 Mandatory - A field trip is deemed 'mandatory' when students are required to participate in order to meet specific course learning outcomes.
 - 3.1.1.1 If a classroom field trip is deemed mandatory, there is no charge to the student.
 - 3.1.2 Optional - A field trip is deemed 'optional' when specific learning outcomes can be attained through either a field trip or an alternate learning opportunity.
 - 3.1.2.1 A fee may be charged for an optional field trip to cover admission and transportation costs.
 - 3.1.2.2 Students who do not participate in an optional field trip will be provided with an alternate learning opportunity based on specific learning outcomes addressed in the field trip.
 - 3.2 Field Trips - Extra-curricular Field Trips
 - 3.2.1 Extra-curricular field trips are not evaluated as a formal part of an educational program and a fee may be charged.
 - 3.3 Supervisor - an employee who exercises authority according to district procedures or directives for a specific activity within the context of this procedure.
 - 3.3.1 The school principal may designate, in writing, the supervisor who will assume overall responsibility for arranging and supervising the travel and activity.
 - 3.3.2 If the principal does not designate a supervisor, the principal will assume the responsibilities of the supervisor.

- 3.4 Adult Monitor - an adult (staff member or other volunteer) other than the supervisor, who accompanies a group of students on a field trip to assist the supervisor in managing the activities related to the field trip.
- 3.5 Within the region – within the following limits:
- Hwy 3 east to Hope Slide but not beyond
 - Hwy 1 east to Yale but not beyond
 - Hwy 5 east to Hope, but not beyond, including Camp Kawkawa, Camp Squeah and Othello Tunnels Park
 - south to the southern city limits of Seattle along the I-5 corridor
 - north and east along Highway No. 7 Hope, including those areas accessible from Highway No. 7, such as Weaver Creek, up to and including Harrison Hot Springs and Camp Chehalis, but excluding Hemlock Valley
 - west to the Greater Vancouver area and the Highway No. 1 and Island Highway corridor on Vancouver Island
 - northwest to Whistler
4. Supervision Ratios
- 4.1 The following minimum ratios shall be observed on busses and on all day field trips:
- Grade K-3 n/a
 - K – Grade 5 Minimum 1 adult per 10 students
 - Grades 6 – 8 Minimum 1 adult per 12 students
 - Grades 9 – 12 Minimum 1 adult per 15 students
- 4.1.1 The Superintendent will have the discretion to approve exceptions to the above ratios on trips within the region.
- 4.2 The following minimum adult/student supervision ration on overnight trips shall be:
- Grades 4-5 1 adult to each 5 students
 - Grades 6-8 1 adult to each 8 students
 - Grades 9-12 1 adult to each 10 students
5. Accommodation and Supervision on Overnight Field Trips
- 5.1 A teacher employed by the district must accompany students on all overnight field trips. Note: Refer to Section 4.2 for overnight trip ratios.
- 5.1.1 A female adult must be present on any overnight trip that involves a female student(s) (or male adult for male students).
- 5.2 When overnight accommodation is required, preference will be given to commercial (motel/hotel) accommodation or group accommodation in a gym.
- 5.2.1 Where students are being housed in commercial accommodation, at least one supervisor (district employee) shall remain on site at all times.

- 5.3 Billeting means staying in a host student's private residence on an overnight trip.
- 5.3.1 When district students are being billeted, the host principal must pre-approve the homes selected.
- 5.3.2 If students need to be billeted, the sponsor teacher should ensure that students are placed with a family who will provide a safe environment. Staff sponsors are responsible for monitoring housing arrangements to ensure that students have a safe and positive experience.
- 5.3.3 Students shall be billeted in pairs of the same gender.
- 5.3.4 Where considerations need to be made in order to accommodate a student's sexual orientation or gender identity, decisions will be made based on safety and preference of all students involved.
- 5.3.5 A list of the host billet students including their name, address, and telephone number will be provided to the host principal and the Field Trip Supervisor.
- 5.3.6 The Field Trip Supervisor must provide the host teacher sponsor with the following:
- Medical insurance information for each participant (each student must have medical insurance)
 - Additional coverage for out-of province/country travel
 - List of students taking medication and the procedures for administering the medication
 - List of students with allergies, including the nature of the allergy
 - Written parental consent if medicine may need to be administered
- 5.3.7 If the host school or billet will be transporting visiting students by private vehicle, parents must be advised in advance.
- 5.3.8 As ambassadors of the district, students must obey the rules of their own school district and the host district.
6. Required Approvals
- 6.3 Travel within the region requires prior written approval from the principal.
- 6.4 Trips Outside the Fraser Valley & Metro Vancouver, but Within the Region and Within BC - Application is made to the principal using the [Field Trip Approval Form](#) (AP 308-8) in advance of trip date.
- 6.4.1 Travel may be by private vehicle or bus (see Section 10)
- 6.5 Travel outside of the region but within BC requires the prior written approval of the principal and Superintendent.

- 6.5.1 Travel to locations outside of the region will be by coach-type bus or public transportation (e.g. rail, commercial aircraft, government ferry, etc. (If elementary or middle school, please refer to Section 1.3)
 - 6.6 Trips within the region and outside BC require application to the principal using the Field Trip Approval Form [AP 308-8 Field Trip Approval Form](#) in advance of the trip date. The principal indicates support of the application by signing the form.
 - 6.6.1 Travel within the region but outside of Canada requires the completion of the International Declaration form as well as confirmation of medical coverage for out-of-country travel. Travel may be by private vehicle or coach-type bus.
 - 6.7 Travel outside of the region and outside BC requires the prior written approval of the principal and the Superintendent of Schools.
 - 6.7.1 Before financial commitments are made for trips outside BC, the principal should seek approval or approval in principle from the Superintendent. Application is made by the principal to the Superintendent using the Field Trip Approval Form [AP 308-8 Field Trip Approval Form](#).

NOTE: All trips receiving approval in principle still require final approval by the Superintendent prior to departure date.
 - 6.7.2 Final approval may be granted by the Superintendent a minimum of one month prior to the planned departure date.
 - 6.7.3 International travel will require completion of the [AP 308-12 International Field Trip – Declaration Form](#)
 - 6.7.4 Travel to locations outside of the region will be by coach-type bus or public transportation (e.g. rail, commercial aircraft, government ferry, etc.)
 - 6.8 Field trips will be considered and may be approved if no more than three school days are involved. Any extension beyond three school days will require special application to the Superintendent or designate, and will only be granted in exceptional circumstances.
 - 6.9 Walking trips are not covered by this procedure; however, they must be approved by the principal in consultation with the teacher.
 - 6.10 Any travel that does not meet all the criteria provided in this procedure requires prior written approval of the principal and the Superintendent of Schools.
 - 6.11 For every field trip, the principal is responsible for ensuring that parent(s)/guardian(s) have signed the appropriate consent forms before travel is permitted.
7. Financial Hardship

- 7.3 The Board will ensure that no student is denied an opportunity to participate in educational programs or educational curricular activities based on financial hardship.
 - 7.3.1 The Board will ensure that no student is denied an opportunity to participate in specialty Academies based on financial hardship.
 - 7.3.2 The Board will ensure that no student is denied an opportunity to participate in optional curricular field trips based on financial hardship.
 - 7.3.3 The option for waiving school fees for school programs, optional curricular field trips and other activities must be made available and posted in a conspicuous place. The principal must ensure the process for waiving a fee is fair and confidential.
8. Student safety and well-being are the first and most important criteria that must be met for any trip.
 - 8.3 Weather and road conditions must be carefully monitored and extreme caution must be exercised when deciding whether to proceed with travel.
 - 8.3.1 The principal or designate shall make the final decision (in consultation with the Transportation Department if using a school bus).
 - 8.4 Where a trip involves potentially dangerous activities (e.g. water sports, hiking, climbing, skiing/ snowboarding, etc.), provision must be made for appropriately certified personnel to be present during such activities.
 - 8.4.1 Such activities require the use of the [AP 308-5 Field Trip Consent and Waiver Form for Participation in a Higher Risk Activity](#).
 - 8.5 All travel in a private vehicle (to, from and/or at the destination) requires prior written parental consent [AP 308-4 Field Trip Parent/Guardian Consent Form](#).
9. Insurance – Out of Country Medical Coverage
 - 9.1 Students must carry extended medical coverage for “Out of Country” travel. [AP 308-4 Field Trip Parent/Guardian Consent Form](#)
10. Transportation Options
 - 10.1 School District Buses
 - 10.1.1 School district buses and drivers shall provide transport for curricular and extra-curricular trips, except when:
 - school district vehicles or drivers are unavailable
 - school district vehicles and drivers are available, but the cost is higher than the cost of using an outside bus company
 - cargo requirements cannot be safely accommodated by a school district bus (per motor vehicle regulations)
 - trips extend beyond the region, to the U.S., or to Vancouver Island

- certain graduation ceremonies require specific transport (at the discretion of the Principal)

Note: All school bus safety rules and guidelines, established by the Abbotsford School District Transportation Department, must be adhered to (See [AP 308-13 Bus Safety Rules](#)).

10.2 Bus Companies

10.2.1 The Secretary-Treasurer or designate will book bus companies for all curricular and extra-curricular trips based on the following:

- All buses used must qualify as “school buses” under the Motor Vehicle Act Regulations.
- All other factors being equal, curricular and extra-curricular trips will be awarded to the low tender.
- All charter bus requirements must be requested through the Transportation Department and all charter carriers must have their credentials verified and certified by the Transportation staff to ensure their Maintenance Program and licensing requirements meet Department of Transport and Ministry of Education requirements.

10.3 Private Vehicles

10.3.1 The principal shall ensure that each driver’s license record is checked, and that each driver has completed [AP 308-2 Volunteer Driver Application](#). These forms must be updated each calendar year. The supervisor will first be satisfied that the driver is on the school’s list of approved drivers. Only the approved driver for a vehicle may drive that vehicle during the trip.

10.3.2 Approved Drivers - Each school will maintain a roster of district- approved drivers. Drivers must have:

- at least three years of driving experience for permitted trips outside the school district, or at least one year of driving experience for permitted trips within the school district
- an unrestricted license (except for corrective lenses) to drive the particular vehicle

10.3.3 Parental Consent - The supervisor is responsible for obtaining, prior to each trip, the written consent of the parents(s)/guardians(s) of each student to be transported [AP 308-4 Field Trip Parent/Guardian Consent Form](#)

10.3.4 Passenger Loading List - A passenger loading list with passengers’ home telephone numbers and contacts must be available both in the school and carried with the supervisor. All student medical alert information should be included with the passenger-loading list ([AP 327 – Medical Alert Conditions](#), [AP 330 – Allergic Shock \(Anaphylaxis\)](#)).

10.3.5 Carrying Capacity - The volunteer driver will ensure that the number of persons being carried in a given passenger vehicle will not exceed the normal carrying capacity of that

vehicle, and that the vehicle contains an appropriate seat belt and/or restraining device for each passenger as per the [Motor Vehicle Act](#).

10.3.6 Vehicles exceeding a seating capacity of 10, including the driver, are not permitted to be used to transport students.

10.3.7 Booster Seats - Booster seat legislation took effect July 1, 2008 (amendment to Division 36 of the [Motor Vehicle Act Regulations, Child Seating and Restraint Systems](#)). This legislation is relevant to the K to 12 school system when considering children riding with a teacher or parent volunteer drivers.

- All drivers are responsible for complying with all child restraint requirements.
- Booster seats are for children over 18 kg. (40 lbs) until they are 9 years old unless they have reached the height on 145 cm (4'9" tall).

10.3.8 Driving Conditions - If inclement weather is likely to cause adverse driving conditions, the supervisor is required to check with police or highways authorities as to driving conditions. The supervisor should decide whether or not to proceed with the trip, and if unsure, should check with the principal. In making the determination, the rule shall be to err on the side of caution.

10.3.9 Reimbursement - Drivers of private motor vehicles may not be reimbursed in cash or kind.

11. Insurance

11.1 To transport students to or from an approved curricular or extra-curricular activity, the District will provide Third Party Legal Liability Insurance in excess of the vehicle owner's personal limit, according to its special third party legal liability insurance provisions to:

- each employee of the Board
- each parent who has a student enrolled in a school administered by the Board
- each volunteer person, other than employees or parents, who uses a motor vehicle with the written approval of the school supervisor

11.2 The coverage will not be effective if, at the time of accident or loss, the motor vehicle driver is in breach of the terms or conditions of any other policy issued for the vehicle involved in the accident.

12. Emergency Contacts

12.3 The final itinerary for the trip must be filed with the school and each relevant family, including the name and telephone number of any facility in which students may stay. Any subsequent changes are to be made known to the emergency contact person.

12.4 A plan for emergency procedures must be developed and given to all students, including a 24-hour emergency contact number.

13. Evaluation

13.1 Periodically, the principal should survey students following a trip to determine whether the experience was of value, and free from concerns with respect to safety.

- Appendices [AP 308-1 Letter to Parents - insurance requirements for transporting students](#)
[AP 308-2 Volunteer Driver Application](#)
[AP 308-3 Student Travel by Private Vehicle](#)
[AP 308-4 Field Trip Parent/Guardian Consent Form](#)
– to be completed by the teacher (parent(s)/guardians(s) are required to return the consent portion of the form
[AP 308-5 Field Trip Consent and Waiver Form for Participation in a Higher Risk Activity](#)
[AP 308-6 Sports Team Consent Form](#) – to be completed by the teacher (parents(s)/guardian(s) are required to return the consent portion of the form
[AP 308-7 Transportation Request Form](#) – to be completed at least seven days in advance of a field trip for which a school bus will be used
[AP 308-8 Field Trip Approval Form](#)
[AP 308-9 Accommodation Information Form](#) – to be attached to the Field Trip Approval Form (for Field Trips over three days and/or Out of Region)
[AP 308-10 Field Trip Evaluation Form](#) – to be completed following completion of the field trip
[AP 308-11 Guidance Regarding Overnight Arrangements for Students](#)
[AP 308-12 International Field Trip – Declaration Form](#)
[AP 308-13 Bus Safety Rules](#)
[AP 308-14 Use of Booster Seats in Private Vehicles](#)

- References AP 213 – Maximizing Student Learning
AP 317 – Student Fees
AP 417 – Volunteers
AP 323 – Handheld Devices
AP 327 – Medical Alert Conditions
AP 328 – Administration of Medication to Students
AP 330 – Allergic Shock (Anaphylaxis)
Motor Vehicle Act

AP 308-1 Letter to Parents – (insurance requirements for transporting students)

(SCHOOL LETTERHEAD)

<date>

Dear Parent/Guardian:

We are most appreciative of the assistance you provide our school by transporting students in your private vehicle. For your information and protection, we would like to apprise you of the insurance protection you require and that which the School District provides you.

Prior to transporting our students we require the information as requested on the [AP 308-2 Volunteer Driver Application](#) which can be obtained from you at your convenience, and kept on file so that we only ask you once.

Once we receive this information and approve the trip our students would be attending, Abbotsford School District will cover you for third party liability in excess of the minimum \$1,000,000 insurance coverage required.

A copy of [AP 308 – Curricular and Extra-Curricular Activities](#) is attached for your reference in this regard. A copy of each form we utilize to retain your information and approve field trips is also attached for your reference.

We would like to take this opportunity to again thank you for your generous assistance in transporting our students.

Yours truly,

Principal

Attachments

AP 308-2 Volunteer Driver Application

Thank you for volunteering to drive students. Your offer and assistance is much appreciated. In order to protect our children and you as a driver, we ask you to complete the following. We will also need to photocopy your driver's license and current Autoplan Insurance Policy (a minimum of \$1,000,000 liability coverage is required).

SCHOOL: _____

DRIVER'S NAME: _____

DRIVER'S ADDRESS: _____

TELEPHONE NO.: _____

I have a Class _____ Drivers' License No. _____ (copy attached). My Drivers' Abstracted dated _____ is also attached.

VEHICLES TO BE USED:

Vehicle 1

Vehicle 2

Year/Make/Style _____

Colour _____

License Plate No. _____

Passenger Capacity (# of seatbelts) _____

Owner's Name _____

REGULATIONS

In volunteering to transport students, I confirm my awareness of the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability Insurance of \$1,000,000. The vehicle must be properly equipped with a seat belt for each occupant; seat belts must be secured when travelling.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.

4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident-free for at least three years and cannot be a secondary school student. Upon request, the driver must provide a copy of his/her current driver's license and abstract to the school principal or designate.
5. The vehicle must be equipped with winter, all-season tires and/or chains for winter conditions.
6. For safety and health reasons, volunteer drivers are asked not to allow smoking in their vehicles while transporting students.
7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverage or use any restricted substance.
8. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

NOTE: (a) The supervisor will ensure that the number of persons being carried in a given passenger vehicle will not exceed the normal carrying capacity of that vehicle and that the vehicle contains an appropriate seat belt and/or restraining device for children for each person as per [the Motor Vehicle Act](#).

(b) Vehicles exceeding a seating capacity of 10, including the driver, are not permitted to be used to transport students.

9. Booster seats are for children over 18 kg (40 lbs) until they are 9 years old unless they have reached the height of 145cm (4'9") tall.
10. All drivers are responsible for complying with all child restraint requirements.

VOLUNTEER DRIVER AND VEHICLE OWNER DECLARATIONS:

I have read the above items 1 through 10 including notes, regarding transportation of students for sanctioned school activities and accept and agree to follow these School District regulations.

I affirm that the vehicle that I am driving is insured with a minimum Third Party Liability Insurance of \$1,000,000. I certify that I have a record of safe driving, no impaired driving charges, and no criminal charges related to a motor vehicle in the past 24 months, and that, to the best of my knowledge, the vehicle(s) identified above is/are in safe, roadworthy condition and my driver's license is in good standing. Further, I authorize a criminal record check (Ref. [AP 417 – Volunteers](#))

Driver Signature

Principal (or designate)

Owner Signature

Date

AP 308-3 Student Travel by Private Vehicle (Outside School District but Within Region)

INSTRUCTIONS TO SUPERVISOR AND COMPLETION CHECK-OFF FORM

INFORMATION REGARDING PROPOSED TRIP:

DATE OF TRIP: _____

SUPERVISOR: (as named by principal) _____

DESTINATION: _____

NOTE: Trips by private vehicle are not allowed outside of the region as defined in [AP 308 – Curricular and Extra-Curricular Activities](#)

PURPOSE: _____

DRIVERS:	Documents		Vehicle
	<u>Name</u>	<u>In Order</u>	<u>Check</u>
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		

STUDENTS:

1. Consent forms for every student
2. List of students traveling, including vehicle assignment and home contact telephone numbers:
 - (a) filed with principal
 - (b) provided for supervisor

3. Booster seats are for children over 18 kg (40 lbs) until they are 9 years old unless they have reached the height of 145cm (4'9") tall.

ADULTS OTHER THAN SUPERVISOR TRAVELING WITH GROUP:

INSTRUCTIONS TO SUPERVISOR:

The supervisor is instructed to put all forms relative to this trip in the envelope provided, along with any supplementary forms and/or reports to the principal, and give to the principal for filing, prior to undertaking the trip.

All of the forms necessary for the supervisor are to be found in the envelope, as are copies of the Policy and Procedures relating to the transportation of students by private vehicle. If the supervisor is uncertain about any course of action required, the supervisor should check with the principal.

AP 308-4 Field Trip Parent/Guardian Consent Form

To be completed by Staff. Parent/Legal Guardian to retain top half for information

Staff: This form should only be emailed if consent has been provided to receive email communications by recipient.

SCHOOL: _____

Dear Parent/Legal Guardian:

As part of their educational experience at school, our students will occasionally participate in a field trip. School District procedure requires that each student participating receive written consent from his/her parent/legal guardian.

On _____, _____ class will visit
(date) (grade and division)

_____ travelling by: _____
(location) (bus, private vehicle, other)

The main purpose of this trip and its relation to the curriculum is: _____

The cost of this field trip is \$_____ per student. Additional expenditures will be covered by our field trip budget. (Note: Fees may be waived for reasons of financial hardship. Contact your school administrator.) Any costs associated with this trip will be in compliance with [AP 317 – Student Fees](#)

Materials needed: _____

Departure Date & Time: _____ **Anticipated Return Date & Time:** _____

The class will be supervised by (number): _____ teachers _____ parent volunteers.

Supervisor in Charge: _____

PARENTS/LEGAL GUARDIANS ARE REMINDED TO MAKE ANY SPECIAL ARRANGEMENTS WHICH MAY BE REQUIRED WITH RESPECT TO MEDICAL OR OTHER INSURANCE COVERAGE.

Teacher's Signature _____ Date _____

Please complete the form on the next page and return it to your school.

Field Trip Location _____ Date(s) _____

I hereby give consent for my child _____ to participate in the
planned field trip. (student's name)

Medical Concerns (if any) _____

☐ I confirm that my child is covered by BC Medical Plan. MSP# _____☐ I confirm that my child is covered by a private medical plan
Name of Insurance Plan _____ Policy # _____If this trip involves travel outside of Canada, I confirm that my child is covered by extended medical
insurance for "Out of Country" travel.

Name of Insurer: _____ Policy # _____

Accidents can be the result of the nature of the activity and can occur with or without any fault on the part
of the student, the school board or its employees or agents, or the facility where the activity is taking place.
By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident
occurring, and agree that this activity, as described above, is suitable for your child.

I understand that my child may be exposed to certain risks while participating in this activity. Accidents and
injuries may occur._____
Signature of Parent/Legal Guardian_____
Printed Name of Parent/Legal Guardian_____
Date_____
Address_____
Phone NumberNOTE: If other travel arrangements have been made, written consent of the parent/legal guardian is
required

AP 308-5 Field Trip Consent and Waiver Form for Participation in a Higher Risk Activity

School: _____

Dear Parent/Legal Guardian:

If you would like your child to partake in this high risk activity, please complete the waiver form below.
(*Please initial you have read each paragraph in the space provided.)

In consideration of Abbotsford School District offering my child, _____
(name)

an opportunity to participate in a field trip on _____, I waive any and all
(date)

claims I may have against, and release all liability and agree not to sue the Board of Education of School District No. 34 (Abbotsford) and its officers, employees, agents, volunteers and representatives, and the Ministry of Education for any personal injury, death, property damage or loss sustained as a result of my child's participation in the field trip, arising out of any cause whatsoever.

I hereby give my consent, and acknowledge by my signature that students will be going to:

_____, and will be away from the school from
(location)

_____ to _____.
(date/time) (date/time)

They will be traveling by (school bus/public transport/private vehicle).

_____ Initial*

Description of Field Trip and Relevant Information: (Description of the activity; necessary skills/ competencies; training and safety equipment required).

_____ Initial*

Supervision: (Description of what levels of supervision will/will not be provided).

_____ Initial*

My child has no illnesses, allergies or disabilities that would preclude him/her from participating, except as described here: _____

_____ Initial*

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip, and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to:

1. _____
2. _____
3. _____
4. _____

_____ Initial*

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: _____

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.

_____ Initial*

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.

_____ Initial*

I also agree to follow all rules and regulations of the competent professional and/or site rules and regulations.

_____ Initial*

Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the Board of Education or its employees or agents, or the facility where the activity is taking place. By allowing my son/daughter to participate in this activity, I am accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for my child.

_____ Initial*

In signing this Consent and Waiver, I am not relying on any oral or written representation or statements made by the Board of Education and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent and Waiver.

_____ Initial*

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

_____ Initial*

Signature of Parent/Legal Guardian

Signature of Witness

Name of Parent/Legal Guardian (please print)

Name of Witness (please print)

Address

Address

NOTE: When an International student requires an authorized signature for a field trip, the supervisor should contact the International Student Program office for direction

AP 308-6 Sports Team Consent Form

School: _____

Dear Parent/Legal Guardian:

Extra-curricular athletics are a significant part of the total educational experience offered by this District. School District procedure requires that each student participating, receive written consent from his/her legal guardian. Each student is issued a schedule of games. These will occur on various days between

_____ and _____. The sport involved in
(date) (date)

this case is _____. Students will travel by _____.
(name of sport) (mode of transportation)

The Parent/Legal Guardian(s) should be aware that during some activities, there may not be constant supervision. The School District recommends that the parent/legal guardian(s) ensure participants have adequate medical coverage in case of injury. Student accident insurance offered in September includes out of country coverage.

Teachers in charge: _____

Teacher's signature: _____ Date: _____

PARENT/LEGAL GUARDIAN CONSENT

(Please return this portion to the school)

I wish my child _____ to participate in _____.
(child's name) (activity)

on various days between _____ and _____.
(start of season) (end of season)

I understand that BC School Sports requires personal information about my child upon registration (i.e. name, gender, date of birth, current grade and year entered Grade 8).

Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Medical concerns, if any: (please include allergies where pertinent)

(Signature of Parent/Legal Guardian)

(Name of Parent/Legal Guardian – please print)

(date)

AP 308-7 Transportation Request Form

(Complete and forward to School Secretary)

PLEASE ALLOW SECRETARY A MINIMUM OF 7 DAYS TO ENTER IN ELECTRONIC FIELD TRIP (eFT)

WITHIN DISTRICT

WITHIN REGION

OUTSIDE REGION*

ALL STUDENT TRANSPORTATION IS SUBJECT TO AP 307 and AP 308

ALL EMPLOYEES ARE EXPECTED TO BE AWARE OF AND ADHERE TO THOSE POLICIES AND PROCEDURES.

*** THE REGION IS DEFINED AS:**

Hwy 3 east to Hope slide by not beyond

Hwy 1 east to Yale but not beyond

Hwy 5 east to Hope, but not beyond, including Camp Kawkawa, Camp Squeah and Othello Tunnels Park

I-5 corridor south to the southern city limits of Seattle

North and east along Hwy 7 to Hope, including those areas accessible from Hwy 7, such as Weaver Creek, up to and including Harrison Hot Springs and Camp Chehalis, but excluding Hemlock Valley

West to the Greater Vancouver area and the Hwy 1 and Island Hwy corridor on Vancouver Island

Northwest to Whistler

TEACHER/REQUESTER PLEASE COMPLETE THE FOLLOWING:

SCHOOL: _____

TRIP DATE _____
DAY/MONTH/YEAR

DEPARTING FROM: _____

DEPART TIME: _____

DESTINATION: _____

DESTINATION ADDRESS: _____

RETURNING FROM DESTINATION/VENUE _____

RETURN DEPARTURE TIME: _____

ACTIVITY: _____

CLASS/DIVISION: _____

<i>no. of students</i>	<i>no. of adults/chaperones</i>	<i>teacher in charge and contact number/cell phone during trip</i>
Wheelchair student? Yes ____	no. of W/C students ____	If School Bus not available use Charter Bus? Yes ____ No ____

BUS CAPACITY CALCULATION: BUSES HAVE 24 SEATS; YOU MAY HAVE 3 CHILDREN TO A SEAT OR 2 SECONDARY/ADULTS TO A SEAT. SECONDARY/ADULT MAX 48, MIDDLE SCHOOL MAX 60, ELEMENTARY MAX 72 (REMINDER- STUDENTS THAT ARE THE SIZE OF AN ADULT MUST BE CONSIDERED AN ADULT IN CALCULATING BUS CAPACITY) LEGAL LOAD LIMIT CANNOT BE EXCEEDED. PRE-SCHOOL CHILDREN ARE NOT PERMITTED ON SCHOOL DISTRICT BUSES.

School Account No(s):

--

%

--

%

Administrative Officer: _____ Date: _____

Finance Approved Transportation Account Codes Only

PLEASE PROVIDE THE FOLLOWING INFORMATION

Luggage Bay needed? Yes No (Please note that cargo space is very limited and the Motor Vehicle Act does not permit cargo in the passenger area). Soft sided bags are permitted, however, for camping or overnight trips please arrange for another vehicle or a 2nd bus to transport these items.

Need the bus to stay during your trip? Yes No Shuttle Required? Yes No Require Itinerary Assistance? Call Transportation 604.855.5278

ITINERARY: (Swimming/Skating etc.)

APPROVAL:

The principal certifies that approval for this Field Trip has been obtained by completing Field Trip Approval Form AP 308-8

Date: _____

AP 308-8 Field Trip Approval Form

Within Region **Out of Region** **International** (Reference: [AP 307 – Transportation of Students To and From School](#))

(For overnight trips, attach form AP 308-9 and allow sufficient notice for approval)

NOTE: This form must be completed in full for each planned trip to ensure that all aspects of the trip have been considered. If you have special inquiries regarding a trip, please consult with the principal. For league schedules, complete this form and attach the team schedule. Out-of-region league games require separate approval forms.

CURRICULAR - Optional (by donation)

CURRICULAR - Mandatory (no cost to students)

EXTRA-CURRICULAR (Athletic / Music / Drama)

NO. OF TRIPS THIS YEAR

SCHOOL: _____ DATE OF TRIP: _____

TEAM/GROUP _____ GRADE _____ DIVISION _____

DESTINATION (include City): _____

PURPOSE OF TRIP: _____

RELATIONSHIP TO CURRICULUM: _____

TIME AWAY FROM SCHOOL (hours or full days): _____ **More than 3 Days**

(Trips over 3 days require district approval)

SUPERVISION:

Supervisor (name): _____

Other Adult Monitor(s): Male: _____ Female: _____

(Total number of other adults)

Number of Students: Males: _____ Females: _____

COSTS: Admission or Transportation Fee (if any): _____

How is this expense to be covered? Students School PAC Other
(Students with financial hardship may have fees waived by the principal.)

Recommended Ratios		
	Overnight	Day
K-3	---	1 adult / 10 students
4-5	1 adult / 5 students	1 adult / 10 students
6-8	1 adult / 8 students	1 adult / 12 students
9-12	1 adult / 10 students	1 adult / 15 students
A female adult must be present on any overnight trip that involves a female student (or male adult for male students). This can be a parent.		

Ratio ____ / ____

TRANSPORTATION: Transportation for this event will be by: (please check)
 SD No.34 School Bus Private Automobile (AP 308-3)
 Ferry Airplane
 Charter Bus Other (please specify): _____

(All out of region field trips **MUST** be by coach-type bus or public transportation.)

PARENTAL CONSENT: ([AP 308-4 Field Trip Parent/Guardian Consent Form](#))

After the field trip is approved, the designated supervisor for the trip must distribute, collect and file all parental consent forms. No student will be permitted to go on a trip unless a consent form is signed by a parent or legal guardian. Consent forms ([AP 308-4 Field Trip Parent/Guardian Consent Form](#) and [AP 308-6 Sports Team Consent Form](#)) are available online or from the school secretary. In the case of international field trips, the [AP 308-13 International Field Trip – Declaration Form](#) must be completed and proof of out-of-country medical insurance provided.

The following forms (as applicable) are complete or in process:

VOLUNTEER DRIVER APPLICATION ([308-2](#)) CONSENT FORM ([308-4](#)) HIGHER RISK FORM ([308-5](#)) INTERNATIONAL DECLARATION ([308-12](#))
 OUT-OF-COUNTRY MEDICAL COVERAGE ACCOMMODATION INFO FORM & ITINERARY (Overnight trips only)

Principal Approval _____ **Date** _____

Superintendent (or Designate) Approval _____ **Date** _____

Distribution: Copy to Assistant Superintendent and retain a copy at the school

AP 308-9 Accommodation Information Form

(To be attached to the Field Trip Approval Form AP 308-8)

FOR OVERNIGHT TRIPS

School:	_____	Class/Group:	_____
Supervisor:	_____	Signature:	_____
Other Adult Monitors:	_____		_____
(Gender Appropriate)	(name)		(phone number)
	_____		_____
	_____		_____

NOTE: Abbotsford Police Information Check required as [per AP 416-Volunteers](#)

Destination & Nature of Trip:

Company names and method of transportation: (If by private vehicle, AP 308-3 applies.)

If required, is transportation request attached? _____

Itinerary: (provide a brief statement here, and complete the full itinerary on the reverse of this form incl. hotel & Ph.#): _____

Where are students staying? (Provide a roster of students, listing the name, address and telephone number of each host student and billet. Master list to be filed with principal, adult monitors and host principal.

EMERGENCY CONTACT PHONE NUMBER:

Costs Involved and how they are to be

covered: _____

Is insurance provided (personal / vehicle liability)? _____

List: medical insurance number, students on medication (and procedure) and students with allergies.

Evaluation: At the end of the trip an evaluation must be submitted to the principal by the supervisor ([AP 308-10](#)).

I CERTIFY THAT I HAVE READ THE FORM "GUIDANCE REGARDING OVERNIGHT ARRANGEMENTS FOR STUDENTS" ([AP 308-11](#))

PRINCIPAL SIGNATURE: _____

Please complete the itinerary on the following page.

In the event of an international trip, attach a copy of 308-12 International Field Trip Declaration Form.

DESTINATION: _____

[illegible]

Please attach a sample copy of the consent form/information sheet that was sent home to parents.

AP 308-10 Field Trip Evaluation Form

COMPLETED BY: _____

☐ Trip Supervisor ☐ Adult Monitor ☐ Student ☐ Other: _____

TRIP DATE(S): _____

DESTINATION: _____

PLEASE PROVIDE YOUR ASSESSMENT OF THE FOLLOWING ELEMENTS OF THE TRIP:

1. Educational Value of the trip

2. Travel Arrangements

3. Accommodation Arrangements

4. Adequate Supervision

5. Recommended changes for improvement of future similar trip

(Use reverse for additional comments if necessary.)

Date: _____ (signature)

Please forward the completed form to the school principal.

AP 308-11 Guidance Regarding Overnight Arrangements for Students

Because this procedure cannot cover every possible situation which might be encountered on an overnight field trip, the following outlines a number of concerns respecting student safety and security which should serve as guidance when arranging and supervising overnight field trips.

1. Student travel in a private vehicle is understandably an issue of concern to parents. Even though commercial transportation has been arranged to the site of the activity, parental permission must be obtained concerning arrangements made for travel in non-commercial vehicles while in the host community (to and from events, etc.).
2. It is important to ensure that the selected accommodation will provide a safe and positive experience for students, and that no student is placed in a situation that might cause him/her to feel uncomfortable or at risk.
 - 2.1 Billeting: Assigned accommodation must be pre-approved by the host principal. Students are to be billeted in pairs of the same gender.
 - 2.1.1 The supervisor must ensure a process is in place to check on students' comfort and safety at their place of Billet, students shall be given a contact telephone number for use in an emergency.
 - 2.2 Commercial Accommodation: A number of issues related to student safety and security should be considered when commercial accommodation is used. Arrangements should reflect the standards reasonably expected by parents to safeguard the wellbeing of their children.
 - Due regard should be given to the availability of unsuitable viewing material while on a field trip. Movie material must be age appropriate and must not include "R" rated material. The supervisor should pre-arrange the blocking-out of access to paid television programs.
 - Care should be taken to make inaccessible, items available in a hotel/motel room "snack bar", which often includes alcoholic beverages.
 - Students should never be left without adult supervision in commercial accommodation; at least one supervisor (district employee) must be on the premises at all times when students are present.
 - No co-ed sleeping arrangements or intimate physical contact between students should be permitted, either while traveling or at the destination.

AP 308-12 International Field Trip – Declaration Form

I, _____ of _____
Name of Legal Guardian Address

In the City of _____
in the Province of British Columbia, solemnly declare that:

1. I am the legal guardian of _____
Name of Student
2. I am aware the Student wishes to participate in the _____
Name of School
trip to _____ on _____
Location of Trip Date of Trip
3. I accept sole responsibility should the Student suffer harm during the course of the Trip, directly or indirectly, as a result of terrorist activity, insurrection or war which may involve risk of disease, bodily injury and risk to life.
4. I have discussed the risks and possible consequences of participating in the Trip with the Student and am satisfied that the Student fully understands and accepts those risks and consequences.
5. I have been advised and understand that the Trip involves international travel, which, during this time of terrorist activity and threat of insurrection and war, involves risk of disease, bodily injury and risk to life.
6. I recognize that but for my acceptance of sole responsibility, the district would not permit the student to participate in the trip.
7. I accept sole responsibility for all financial costs or losses arising out of cancellation or disruption of this trip.
8. Having considered all circumstances and risks pertaining to the Trip including those described above, I hereby give my permission for _____ to participate in the Trip.
Name of Student

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

Legal Guardian Signature

Witness Signature

Legal Guardian Name (please print)

Name of Witness (please print)

Date

AP 308-13 Bus Safety Rules

While on the bus, please observe the following:

SAFETY

- S** – Stay in your seat while the bus is in motion.
- A** – Ask permission before opening or closing windows.
- F** – Fooling around on or near the bus is not permitted.
- E** – Extending hands and heads out of the windows is not permitted.
- T** – Train time is any time. Be **ABSOLUTELY QUIET** when the bus is crossing the railway tracks.
- Y** – Yelling or loud talking is very distracting to the driver and could cause a serious accident. Normal conversation (30 cm. Voices) is acceptable.

ORDER

- O** – Orderly boarding of the bus will get everyone to their seat quickly.
- R** – Responsible for your own actions.
- D** – Do not throw anything out of the bus windows. It can be very dangerous.
- E** – Emergencies can happen on the road. All children are to remain on the bus unless directed by the bus driver to disembark.
- R** – Respect each other's "space".

RIGHTS

- R** – Respect the rights of other passengers and the driver.
- I** – In curricular and extra-curricular activities, the teacher(s) are expected to follow all of the safety rules and set a positive example for the students.
- G** – Getting up and down the aisles can be important – please keep them clear.
- H** – Help look after the younger passengers' safety and comfort.
- T** – Treat the bus and its equipment as if it were your own. Damage to seats etc., must be paid for by the offender.
- S** – Smoking and use of cell phones are **NOT PERMITTED** while on the bus. (Cell phone use is governed by Policy No. 9.330)

AP 308-14 Use of Booster Seats in Private Vehicles

Dear Parent/Legal Guardian:

As of July 1, 2008, amendments to the [Motor Vehicle Act](#) require mandatory use of booster seats in motor vehicles for children.

Booster seats are for children over 18 kg (40 lbs) until they are 9 years old unless they have reached the height of 145 cm (4'9") tall.

If your child fits the above description, he/she is required to use his/her booster seat while riding with a parent volunteer driver on the field trip planned for his/her class, on _____.
(Date)

Driver is responsible to ensure that the booster seat is correctly installed.

Please ensure that your child's booster seat accompanies him/her to school on the day of the field trip

to _____.
(Destination)

Please ensure your child's booster seat is clearly labeled with his/her name.

Teachers in charge: _____

Teacher's signature: _____ Date: _____

PARENT/LEGAL GUARDIAN CONSENT
(Please return this portion to the school)

My child _____ will have his/her booster seat with him/her on _____
(Child's Name)
_____ for use in the parent-volunteer driver's vehicle.
(Date)

I understand that if the booster seat is not brought into my child's class prior to the field trip, my child will not be permitted to participate in the planned activity.

All drivers are responsible for complying with all child restraint requirements.

(Signature of Parent/Legal Guardian)

(Name of Parent/Legal Guardian – please print)

Date _____