

## PARTICIPATION IN A ONE-DAY LOW-RISK FIELD TRIP LETTER AND CONSENT FORM

Date: April 12, 2023

Dear Parents/Guardians,

**Please translate.**



The purpose of this letter is to inform you about the upcoming field trip that your child will be participating in. Your child’s safety is a priority while they are in school as well as on off-site field experiences. Your signature on the attached Consent Form confirms that you 1) are aware of the information provided in this letter, 2) acknowledge the inherent risks of the field trip, and 3) give consent for your child to participate in this field trip.

Here are the details:

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| **Destination:** Student Voice Forum at the Executive Hotel Vancouver Airport  |
| **Date:** May 2, 2023 |
| **Departure time:** Event starts at 8:15am |
| **Return time:** Event ends at 2:30pm |
| **Transportation type(s):** Students may find their own transportation, or access buses provided by the district at Boyd Secondary, McNair Secondary, or Cambie Secondary. |
| **Cost:** n/aFor online payment and consent please go to www.SchoolCashOnline.com |
| **What to bring:** No materials are required, but students may wish to bring a notebook and writing utensil.  |
| **Sponsor Teacher(s):** Mika Livingston |

We ask that you keep this letter at home and have your child return the completed and signed Field Trip Consent Form to me no later than **April 21, 2023.**

The Student Voice Forum is a whole day event which will feature a keynote speaker, student and District presentations, and reflective activities around student voice, engagement, and well-being. We have invited 200 students from across the district to share their reflections and ideas about their school and learning experiences in Richmond. Refreshments and lunch will be provided; as well as transportation to and from the event from three central locations, if needed. We will have videographers and photographers at the event, and some media produced at the event may be shared publicly through Richmond School District initiatives such as Education Week.

The 200 students will be supervised by **50** school employees. Please note that your child may not be directly supervised by an adult at all times during this field trip.

On this district sponsored field trip, your child is expected to behave safely and abide by the District Code of Conduct and we ask that you review these expectations with your child.

Please note that 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. Some inherent risks and precautions, as outlined in the new 2018 YSO/YouthSafe Outdoors Field Trip Resource (Safety First!) include the following:

* Injuries related to motor vehicle incidents en route to and from the activity area
* Becoming lost or separated from the group or the group becoming split up
* Injuries related to slips, trips, and falls in the program area or en route to/from it
* Illness related to inadequate hygiene,
* Unique risks of the activity or site.
* Other risks normally associated with the activity and hazards in the environment.

By allowing your child to participate in this field trip activity, you are accepting the risk of an accident occurring and agree that this activity, as described above, is suitable for your child.

If you have any questions about this field trip, please contact me by calling the school board office at **604-668-6000** or by email **mlivingston@sd38.bc.ca**

Please keep a copy of this letter for your records and return the consent form.

Thank you for your support!

Sincerely,

*Mika Livingston*

*District Administrator, Inclusive Learning*

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**PARTICIPATION IN A ONE-DAY LOW-RISK FIELD TRIP CONSENT FORM**

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| **Child’s Name:**  | **Grade:**  | **Student #: (Secondary Students Only)** |
| **Destination: Student Voice Forum at the Executive Hotel Vancouver Airport** | **Date of Field Trip: May 2, 2023** |

**Parent’s/Guardian’s Consent and Acknowledgement of Risk**

My signature below indicates my consent and acknowledgement of risk as well as my permission for my child to participate in this field trip.

* I accept the mode of transportation for this activity which may include transportation by driver with “N” status.
* I accept the risks/hazards inherent in the program/activity(ies) and understand and acknowledge that my child may be involved in an accident and may suffer personal and potentially serious Injury arising from my child’s participation.
* My child and I understand that the [District Code of Conduct](https://info.sd38.bc.ca/codeofconduct) applies during all phases of this field trip. This includes expectations, directions and instructions from the staff and/or service providers, administrators, instructors, and supervisors. In the event my child fails to abide by these expectations, disciplinary action may include my child being excluded from further participation or that I be contacted to pick up my child (unless I have specified other transportation arrangements) and I will be responsible for any costs associated to send my child home.
* I acknowledge that it is my responsibility to inform the Teacher of any medical/health concerns that may affect my child’s participation.
* I am aware that the School District provides optional student accident insurance and parents will be able to purchase coverage, access claims forms and obtain full plan information online.
* 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.

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|  **Parent’s/Guardian’s Name***(please print)* |  **Signature** |  **Date** *(year/month/day)* |
|  |  **Cell #** |  **Email** |
|  **Emergency Contact’s Name (Not a parent)***(please print)* |  **Cell #** |  **Relationship to child** |
| **Medical/physical conditions** that may affect my child’s participation on the field trip (allergies, recent illness or injury, recent hospitalization or surgery, chronic conditions, phobias, etc.) include (be specific):  |
|  |



**Student Commitment to Safety, District Code of Conduct and Acknowledgement of Risk**

**(for students in grades 4 ‑ 12)**

My signature below indicates that I will commit to behaving safely and abide by the District Code of Conduct while I am on this field trip.

* I will participate in this activity to the best of my abilities.
* I will behave safely and will wear appropriate clothing and use appropriate equipment on this field trip.
* I have been briefed by my teacher on the elements of risk and dangers involved and the precautions that are to be taken.
* I will abide by the District Code of Conduct, school rules, and expectations set out by the sponsor teacher and supervisors during the field trip.
* I will report any safety, medical or health issue or injury to the Sponsor Teacher.

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|  **Student’s Name***(please print)* |  **Signature** |  **Date** *(year/month/day)* |

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| **FOR OFFICE USE ONLY**Paid by* Online
* Cheque

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |