

**Public Notice – Education-Policy Committee Online Public Meeting**


A public meeting of the Education-Policy Committee for School District 62 (Sooke) **will be held on Dec. 7, 2021 at 6:00 pm.**

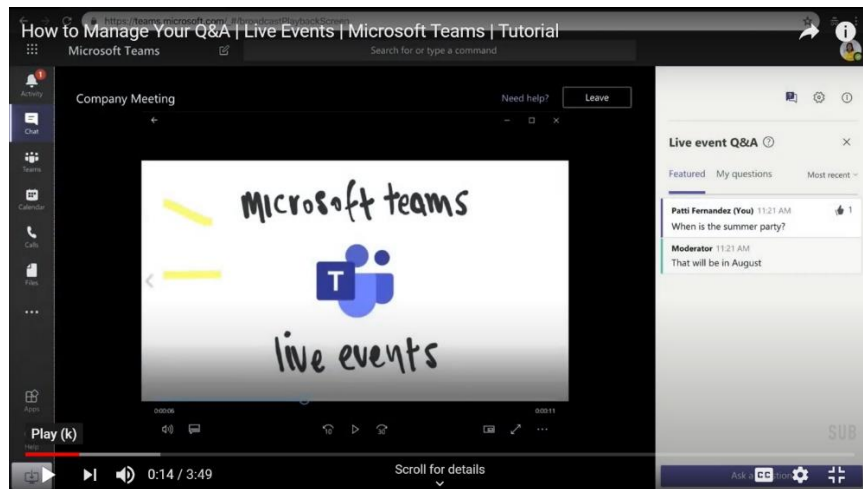
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: <https://jump.sd62.bc.ca/Education-PolicyCommittee-Dec-7-2021>

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
  - Select the **Q&A**  function on the right side of the screen.
  - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
  - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



For those who are unable to join the meetings, they will be recorded and audio will be available upon request following the meeting by emailing [jfoulger@sd62.bc.ca](mailto:jfoulger@sd62.bc.ca).

If you have questions regarding the meeting and how to access it that aren't answered in the link above please email [info@sd62.bc.ca](mailto:info@sd62.bc.ca).



## EDUCATION-POLICY COMMITTEE

School Board Office

Via MS Teams

December 7, 2021 – 6:00 p.m.

### A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**  
*We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.*
2. **Opening Remarks from Chair, Allison Watson**
3. **COMMITTEE REPORT** of Nov. 2, 2021 Education Standing Committee meeting (attached) **Pg. 4**
4. **BAA COURSE PROPOSALS**
5. **REVIEW OF POLICIES/REGULATIONS** (attached)
  - a. Draft Revised Policy and Regulations C-329 "Field Trips" – Stephanie Hedley-Smith **Pg. 7**
  - b. Draft New Policy and Regulations C-317 "Police Requests for Student Interviews" – Stephanie Hedley-Smith **Pg. 83**
  - c. Draft Revised Policy C-350 "Appeals" – Scott Stinson **Pg. 87 - 90**
  - d. Draft Revised Regulations D-205 "Fund-Raising" – Scott Stinson **Pg. 91**
  - e. Draft New Policy and Regulations A-410 "Live Streaming Public and Standing Committee Meetings" – Scott Stinson **Pg. 92**
  - f. D-111 Volunteers in Schools - Drivers' Abstracts and CRC Follow-Up – Scott Stinson **Pg. 94**
6. **NEW BUSINESS** (attached)
  - a. French Immersion Presentation – Sandra Szalipszki and Denise Wehner **Pg. 100**
  - b. Quarter 1 Strategic Plan Accountability Report – Scott Stinson **Pg. 106**
  - c. Royal Roads University Research Presentation – K-12 Stress Adaptation – Dr. Wendy Rowe and Dr. Jennifer Walinga
7. **FOR INFORMATION**
  - a. Research Project Approval – Dana Fraser – "The Relationship Between Teachers and Hope: An Integral Study of How Teachers Experience, Enact and Understand in their Teaching Contexts" **Pg. 112**
  - b. Research Project Approval – Dr. Tammara Soma – "Digging into the Farm to School Movement: Assessing the Environmental and Social Impacts of Connecting Learners and Growers Through Food Literacy and Sustainable Local Food Procurement Partnerships in BC" **Pg. 115**

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** Jan. 4, 2021



**COMMITTEE REPORT OF THE  
EDUCATION-POLICY COMMITTEE via MS Teams Live  
November 2, 2021 – 6:00 p.m.**

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Present: Allison Watson, Trustee (Committee Chair)  
 Bob Phillips, Trustee (Committee Member)  
 Dianna Seaton, Trustee (Committee Member)  
 Margot Swinburnson, Trustee  
 Ravi Parmar, Trustee  
 Christina Kempenaar, STA  
 Lou Leslie, CUPE  
 Sandra Arnold, SPEAC  
 Georgie Walker, SPVPA  
 Scott Stinson, Superintendent/CEO  
 Stephanie Hedley-Smith, Associate Superintendent  
 Dave Strange, Associate Superintendent  
 Paul Block, Associate Superintendent  
 Farzaan Nusserwanji, Executive Director

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**  
*We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.*
2. **Opening Remarks from Chair, Allison Watson**
3. **COMMITTEE REPORT** of Oct. 5, 2021 Education Standing Committee meeting  
 The committee report for the Oct. 5, 2021 Education-Policy Committee meeting was reviewed by the committee members.
4. **BAA COURSE PROPOSALS**  
 There were no BAA course proposals for this meeting.
5. **REVIEW OF POLICIES/REGULATIONS**
  - a. Draft New Policy and Regulations B-118 "Social Media" – Farzaan Nusserwanji  
 Mr. Nusserwanji spoke to the draft new policy and regulations related to social media. Lindsay Vogan's (Communications Manger) contributions to the development of the draft policy and regulations were recognized. The district has operated without a social media policy and policy and regulations are needed to set guidelines for staff and students.

Discussion and questions followed. Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Nusserwanji and will be added to any additional information that comes through Notice of Motion.

**Recommendation:**

That the Board of Education give Notice of Motion to draft new Policy and Regulations B-118 “Social Media”.

- b. Draft Revised Policy and Regulations E-530 “Use of Tobacco, Vapour Products and Cannabis on School Board Premises” – Dave Strange

Mr. Strange spoke to the draft revised policy and regulations. Discussion and questions followed.

Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Strange and will be added to any additional information that comes through notice of motion.

**Recommendation:**

That the Board of Education give Notice of Motion to draft revised Policy and Regulations E-530 “Use of Tobacco, Vapour Products and Cannabis”.

- c. Draft Revised Policy F-228 “Pest Management” – Harold Cull

Mr. Stinson spoke to the draft revised policy on behalf of Mr. Cull. Discussion and questions followed.

Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Stinson.

**Recommendation:**

That the Board of Education give Notice of Motion to draft revised Policy F-228 “Pest Management”.

- d. Draft Revised Regulations F-335 “Audit Committee” – Harold Cull

Mr. Stinson spoke to the draft revised regulations on behalf of Mr. Cull. Discussion and questions followed.

**Recommendation:**

The revised regulations will be brought forward to the Board.

6. **NEW BUSINESS**

- a. Establishing Before and After School Child Care – Scott Stinson

Mr. Stinson spoke to the topic and provided an update to the committee. Discussion was guided by questions from the information note provided by Mr. Stinson. See below:

Question: Does the Board of Education wish to provide childcare service directly to students and families within SD62 schools, where a gap in service currently exists?

- Determining where service gaps exist will eliminate direct competition with current childcare providers and will assist the community with additional childcare spaces.

Question: If the Board of Education wishes to provide childcare services directly, do they wish to restrict this to school-age programming?

Specific questions and recommendations came from partner groups. These were recorded by Mr. Stinson.

**Recommendation:**

That the Board of Education direct staff to develop a Request for Proposals for childcare provision at Pexsisen Elementary.

b. Equity Hiring Practices – Allison Watson

Trustee Watson spoke to the topic of Equity Hiring Practices. Discussion and questions followed.

Specific comments, questions and recommendations came from trustees and partner groups.

**Recommendation:**

That the Board of Education direct staff to develop policy related to equity hiring practices. As a component to this work, explore opportunities to include a Human Rights Tribunal exemption to encourage the hiring of individuals who are otherwise disadvantaged. This includes persons characterized by a physical or mental disability or by a common race, religion, age, sex, sexual orientation, gender identity or expression, marital status, political belief, colour, ancestry, or place of origin.

7. **FOR INFORMATION**

- a. Research Project Approval – Dr. Sarah Macoun/Jessi Lewis – “Attention and Executive Function Training in Children with Attention and Executive Function Difficulties”

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** Dec. 7, 2021



**Committee Information Note**  
**Education-Policy Committee Meeting**  
**December 7, 2021**  
**Agenda Item 5a: Draft Revised Policy and**  
**Regulations C-329 “Field Trips”**

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**Background**

During the 2019 – 2020 school year an A5 committee for reviewing International Field Trips met to discuss our present field trip policy and regulations. The committee worked to proposed policy revisions that addressed concerns that were emerging for teachers and administrators with regards to international travel and the types of out-of-country travel that teachers have been participating. The Board requested that this group ensure the International travel policy address equity. Feedback from the April 6, 2021 Education-Policy Committee asked that equity was written into the policy and regulations and that was reviewed through a SOGI sensitive lens.

**The Concerns**

Staff requested a separate section and checklist to ensure clarity for educators and parents regarding the implications and responsibilities for teachers, students, chaperones and volunteers. It became apparent that our District participates in a variety of International travel options from sister schools to educational field trips. These types of trips require a more detailed policy and checklist.

During this process it became clear that our regular field trip policy still relied on “waivers.” After consultation with our Secretary-Treasurer and the BCSTA, it was advised that we replace “waiver” with “consent”. It also was advised that we include wording specific to trip and medical insurance.

During the last two Education-Policy Committee meetings it became clear that equity needed to be written explicitly into the policy and regulations.

**Context**

The Committee looked at numerous other Districts’ policies in an attempt to use the best of all of these policies. The Committee realized that a separate section was needed in our field trip regulations to address the issues of International travel.

**Recommendations**

That the Education-Policy Committee recommend a motion to the Board of Education to circulate the draft revised Policy and Regulations C-329 “Field Trips” for Notice of Motion.

Respectfully,

Stephanie Hedley-Smith  
 Associate Superintendent

**School District #62 (Sooke)**

<b>FIELD TRIPS — CURRICULAR AND EXTRACURRICULAR</b>	No.: C-329
	Effective: Feb. 22, 2005 Revised: Dec. 14/16 Reviewed: Dec. 7/21

**SCHOOL BOARD POLICY**

The Board recognizes that curricular and extra-curricular field trips enrich the academic, physical and social development of District students. **When field trips are being considered they** will be educationally valuable and properly planned. Ultimately, the Board wishes to ensure that all necessary safety precautions are included in the planning effort and the highest standard of care is applied during the activity.

The Board also acknowledges the potential for accidental injury during curricular and extra-curricular field trips. The type of field trip, its location and level of participation will be matched to the qualifications and abilities of the leaders and students, supervisors and/or adjunct instructors so as to minimize the potential for injury. The health, safety and security of students and supervisors on field trips will take the highest priority.

Parents will be informed of the known risks of the activity being considered by a school-sponsored trip so that they can make informed decisions regarding their child’s participation.

**The Board believes that field trips should be planned with equity and inclusion for students as a primary consideration. All students should be afforded the opportunity to participate in field trips. Students with diverse abilities should be provided the support they need to participate fully.**

**Every effort must be made to ensure all students have the opportunity to access school organized field trips.**

If the Superintendent of Schools deems the trip unsafe, ~~he or she~~ **they** can recall students back at any time.



## School District #62 (Sooke)

<b>FIELD TRIPS –CURRICULAR</b>	No.: C-329
	Effective: Feb. 22, 2005 Revised: June 24/08; Sept. 22/15; Dec. 14/16; July 6/18 (trip forms only); Reviewed: Sept. 22/15; Apr. 6/21; Sept. 7/21; Dec. 7/21

## ADMINISTRATIVE REGULATIONS

### A. FIELD TRIP CATEGORIES:

#### 1. **Curricular Field Trips**

These comprise of activities that take place as extensions of the classroom learning situation and involve trips away from the school for as little as one period or as long as several days. Attendance is required for all students as part of the class or course and may reflect grades or assessment practice. All costs will be paid by the school or through fundraising. No fees may be charged.

#### 2. **Extra-Curricular Activity Field Trips**

While some activities may be part of the class or course, attendance is voluntary and so there is no grading or assessment associated with this type of field trip. Fees may be charged and paid by students/parents/guardians.

Optional curricular field trips, where attendance and grading do not constitute any part of **the assessment** success in the class, have the same guidelines. Examples such as overnight music and sport trips that include curricular time because of an extended event can include student fees. Additionally, the students may fundraise, and the school may provide some funds to offset the cost of participation in the event.

#### 3. **Out-of-Province Educational Travel Field Trips (requires Board approval)**

These comprise of travel to other provinces within Canada ~~or to foreign countries~~ for the purpose of broadening students' understanding of ~~other cultures and of helping them to see their relationship in the world as a Canadian~~ **Canada**. All out-of-province field trips require Board approval. If the Superintendent of Schools deems the trip unsafe, ~~he or she~~ **they** can recall students back at any time **or can cancel the trip prior to travel taking place**.

#### 4. **International Educational Trips (requires Board approval)**

**These trips are comprised of out of school activities in which the student travels outside of Canada. Examples include International Student Exchange Trips or International Sports-Based and student exchange trips. The examples attached to each category are intended to illustrate type of activity rather than to provide an exhaustive list.**

### B. COMMERCIAL OR INTEREST-BASED EXCURSIONS

The Board will not assume any responsibility for Commercial nor Interest-Based field trips nor excursions that have not been approved or endorsed by the Board. This includes but is not limited to companies specializing in student travel or individuals organizing trips for profit.

Individuals who organize and participate in student package tours for personal gain must make it clear to parents/guardians and students that neither the school nor the Board is involved. The Board's liability insurance does not apply to commercial or interest-based excursions.

The Principal shall ensure that any advertising of or recruiting for these trips, which may occur within the school, must clearly indicate that there is no Board approval or endorsement of the excursion.

**Exemptions are not limited to but may include:**

Career Preparation, Career Education, Career Apprenticeship Programs and Career Co-op Programs trips where individual students travel to attend a place of work, are not normally considered Field Trips.

**C. DEFINITIONS**

The Field Trip Policy Regulations are intended to be reflective of the degree of risk inherent in a variety of activities. To this end, three **risk** categories of **for** field trips, ~~based upon the degree of risk,~~ have been identified. The examples attached to each category are intended to illustrate the type of activity rather than to provide an exhaustive list. The leader of the activity must do a risk assessment based on the abilities of each child. Principals must consult with the Superintendent or designate if they are unsure about which category an activity falls under.

**1. Low Risk Field Trips are characterized as those involving activities that have:**

- a. Little risk of injury because of the benign nature of the activity.
- b. Possible risk of injuries such as those routinely associated with common athletic activities. These risks are generally limited to minor injuries such as sprains and bruises or, at worst, broken bones.
- c. Close or immediate access to medical attention.

Examples may include:

- skating or swimming with direct adult supervision, depending on ability of students.
- trips to museums/libraries.
- school team games/tournaments.

*N.B. This category may change based on the abilities of each participant.*

**2. Moderate Risk Field Trips are characterized as those involving activities that have:**

- a. Possibility for serious injury (which could result in loss of limbs, paralysis or death) that may be reduced with appropriate consideration to safety precautions and risk management procedures. This includes attention to supervisory ratios, equipment, instruction, and supervisors'/instructors' experience and training.
- b. Delayed or limited access to immediate medical attention.

Examples include, but are not limited to, snow-based activities such as skiing, snowboarding, snowshoeing and tobogganing on reputable ski hills (e.g. Mt. Washington) or in backcountry, non-avalanche terrain.

- hiking, backpacking, cycling or mountaineering in gentle to moderate terrain and within the abilities of the participants.
- camping and associated activities such as campfires, wood-cutting, erecting shelters or building snow-caves.
- boating activities using canoe, kayak, raft, tube, sailboat and power boat equipment in Class 1 or 2 water (standard whitewater rating and sea kayak rating).
- rock climbing where top-roping and rappelling with instructor belaying.

*N.B. This category may change based on the abilities of each participant.*

**3. High Risk Field Trips will not be permitted nor approved by the Board. They are characterized as those involving activities that have:**

- a. Significant risk for serious injury (which could result in paralysis or death) because of dangers such as the possibilities of an avalanche, powerfully moving water, jumping or falling from heights and the nature of racing.
- b. Dangers that cannot be overlooked regardless of the attention to risk management considerations such as supervision ratios, equipment, instruction and supervisors'/instructors' experience and training.

Examples include, but are not limited to:

- backcountry activities in avalanche terrain.
- hiking, backpacking, cycling or mountaineering in extreme terrain or any terrain beyond the participants' abilities.
- downhill ski racing, bungee jumping, parachuting and hang gliding.
- boating activities in Class 3 or higher water (standard whitewater rating and sea kayak rating).
- free or lead climbing, and ice-climbing.

*N.B. This category may change based on the abilities of each participant.*

#### 4. **Definition of Roles:**

**Leader** This is the adult (i.e. a lead teacher, employee or Principal approved non-employee) who is responsible for planning and decisions for any field trip. There is only one leader on any field trip. This person must report to the school Principal for consultation and direction on any critical issues arising on the trip.

**Supervisor** The supervisor(s) is a staff member or parent who is chosen and instructed by the leader to help achieve the goals of the activity and to help ensure the safety of the students.

Supervisors must be familiar with school and District rules along with basic safety precautions for the activity.

**Supervision** Supervision is the activity of ensuring that students are adequately instructed and supervised on skill and behaviour requirements necessary to participate in the activity in a safe manner. This includes anticipating potential problems.

**Chaperone** A Chaperone is a parent or other person who has made an accepted commitment to assist the school without expectation of compensation. This does not apply to students or school staff who volunteer.

**Parent/Guardian** A parent or guardian is an adult whose own child is participating in a field trip activity.

**Instructor** A qualified individual who delivers all or part of the program in consultation with the Leader.

**Student** Any child who is a registered student attending school regularly in a Sooke School District school.

**Non-student** Any child on a field trip who is not a registered student in the School District.

#### **D. FIELD TRIP APPROVAL AND APPLICATION PROCESS AND CONDITIONS**

1. For all field trips the Leader must complete Part A of the Field Trip Approval Form and obtain the Principal's signature. The Principal shall review the merits of the trip and ensure district and school policies are adhered to. Each school will have written procedures for field trips.
- ~~2. For all field trips, parents must be informed in writing of the potential risks inherent in the activity, methods of travel, duration of activity including departure and return times, level of supervision and emergency contacts and accommodation arrangements planned if overnight.~~
2. **For all field trips, parents/guardians must be informed in writing of:**
  - a. the potential risks inherent in the activity.**
  - b. methods of travel.**
  - c. duration of activity including departure and return times.**
  - d. level of supervision and emergency contacts and accommodation arrangements planned if overnight.**

- e. **if the Superintendent of Schools deems a trip unsafe and must be cancelled cancels prior to departure or during the event, the parents/guardians will be responsible the Board will not be responsible for covering all appropriate costs. Parents/guardians must ensure they have all appropriate are responsible for ensuring that they have trip cancellation insurance as well as medical insurance.**
3. For any "moderate risk" trips, overnight trips and all out-of-province trips, the Leader must complete Part B of the Approval Form and obtain the approval of the Principal. The Principal will, with the Leader, review the Approval Form based on expectations and requirements of this policy. If the Superintendent of Schools deems the trip unsafe, ~~he or she~~ **they** can recall students back at any time.
  4. After this review, the leader for any moderate trip, overnight trip, out-of-province trip **or out-of-country trip** shall meet with the parents/guardians well in advance of the proposed trip. Where a parent/guardian does not attend a meeting in person, the student shall not be permitted to attend the field trip until this requirement has been met. Informed consent by the parent/guardian can only be given after such meetings. Included in this meeting will be:
    - a. the clear expectation that the school's Code of Conduct applies for all field trips, whether local, provincial or international. Students are expected to observe the same rules and regulations as if they were attending school.
    - b. additionally, travel leaders will remind ~~students and~~ parents/guardians **about health and cancellation insurance and** of any specific guidelines prior to the trip, either verbally or in writing.
    - c. there will be no consumption of alcohol, even if the legislated rules, regulations or customs of the destination allow for such. (Reference Policy C-314 Alcohol and Other Drugs).
    - d. ~~if the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure they have all appropriate trip cancellation insurance as well as medical insurance.~~ **If the Superintendent of Schools deems a trip unsafe and must be cancelled cancels prior to departure or during the event, the parents/guardians will be responsible the Board will not be responsible for covering all appropriate costs. Parents/guardians must ensure they have all appropriate are responsible for ensuring that they have trip cancellation insurance as well as medical insurance.**
  5. After the parent/guardian meeting, the Principal will review and sign the Approval Form based on any necessary changes for moderate trips and overnight trips. For all out-of-province trips **and out-of-country trips**, the Principal will recommend approval and forward the form to the Superintendent who shall take the request to the Board for consideration.
  6. Principals will submit to the Superintendent by September 30 each year, a list of all overnight field trips for the year. Under special circumstances, additional activities may be given consideration.
  7. Supervision ratios must be consistent with the type of activity and the age of the participants. At a minimum, there should be a supervision ratio of sixteen students per adult (16:1), except for activities requiring higher levels of supervision as determined by the Principal.
  8. There must be a demonstrated match between the age and experience of the students relative to the activity. Additionally, student abilities, knowledge and experience with field trip activities must be assessed and accounted for so that appropriate instruction may be provided.
  9. Planning and consideration must be provided for any special needs student involved in any activity.
  10. Parents/guardians must sign a consent form for each activity. However, parents/guardians may be asked to give blanket permission for a set of low risk field trips that are of a continuing nature such as for an athletic season, library visits, community visits.

11. Teachers and students shall make provisions for missed course work because of participation in curricular or extra-curricular trips. Additionally, students must take responsibility for completing work/assignments as the result of a field trip.
12. Except for typical activities that are required for a course, such as excursions to business establishments, local sites and P.E., the leader must carry a copy of:
  - The district field trip policy and regulations.
  - The school policy/school checklist and.
  - Emergency contact list (phone numbers and designated person).
  - Medical Care Card numbers and a list of students with identified medical concerns (i.e. anaphylactic reactions, seizures, etc.).
13. Field trips involving both male and female participants require supervisors of both genders if the field trip requires that the participants stay overnight. When necessary, the leader may arrange with the host school for a teacher-supervisor of the appropriate gender to help with supervision. The leader must be satisfied that the provisional teacher-supervisor is able to carry out the supervision adequately.
14. The Principal, in consultation with the Transportation Department, must be satisfied that commercial vehicles have valid permits and that appropriate transportation arrangements are completed, including conveyancing forms approved for private vehicle use. If a private vehicle is used for transportation or any overnight trip, a driver's abstract will be required and identified on the "Transportation Form". This abstract must be checked and affirmed as a safe record by the Principal prior to approving the trip.
15. Students shall not drive on field trips.
16. Students are to leave and return with the group under the supervision approved by the Principal.
17. Other children or adults who wish to accompany a sibling, chaperone or teacher on a trip must have prior approval from the Principal.
18. Students shall conform to the School Code of Conduct while on all and any field trips, whether local or outside the province. This particular item will have been reinforced at the parent meeting as required under section 4 of the "Field Trip Approval Process and Conditions". (Reference Policy C-314, Alcohol and Other Drugs.)
19. Foreign Travel  
 All participants travelling out of the country must have out-of-country medical insurance and the specific travel documents as identified by foreign customs offices. ~~If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure they have all appropriate trip cancellation insurance as well as medical insurance.~~ **If the Superintendent of Schools deems a trip unsafe and cancels prior to departure or during the event, the Board will not be responsible. Parents/guardians are responsible for ensuring that they have trip cancellation insurance as well as medical insurance.** International students registered with School District #62 (Sooke) must have passports/visas for all out of Canada trips. It is recommended that students travelling out of country have a consultation with one of the Region's Foreign Travel Clinics (found in the phone book and online). Parents/guardians will be made aware of the latest requirements and students can receive the necessary shots, prescriptions and travel information.

## **E. INCIDENT REPORTING**

1. Serious injuries and infractions of District policies and/or school rules must be reported to the Principal immediately by the leader.
2. Where a student is in serious violation of the school code of conduct the leader must contact the Principal or the Superintendent/designate if the Principal is not available before taking disciplinary action. A student

shall not be asked to return home on his or her own unless specific arrangements are approved by the Principal, nor shall the action taken by a leader deprive a student of appropriate supervision or safety.

3. For any student injured on a field trip, the Incident Report Form and the signed consent form must be kept for two years after a student reaches 19 years of age. These forms will be forwarded and maintained in the School Board Office.

#### **F. SAFETY PROVISIONS**

1. A first aid safety kit must accompany all school field trips.
2. For "moderate risk" activities, first aid services will be readily available.
3. **Any activities that take place in water requires** ~~Swimming may only take place under~~ direct adult supervision **and must have a certified lifeguard present.**
4. All "moderate risk" activities shall take place with appropriate equipment and supervision ratios as well as under the leadership of teachers or instructors with experience and credentials that meet or exceed "industry standards" e.g. certified ocean kayak guides using ocean kayaks with proper flotation hatches and rescue equipment as well as industry-recognized guide-to-participant ratios.

Specific requirements:

- a. Safety helmets must be worn by all participants, including supervisors/chaperones involved in cycling, skating, downhill skiing, tobogganing, snowboarding, tubing, rock climbing, skateboarding, rollerblading, and whitewater activities.
- b. All snowboarders must wear wrist guards.
- c. Safety vests and/or red or yellow pinnies must be worn by all participants cycling on any public road.
- d. For boating activities, students must be wearing a life jacket or following the specific rules for competition (e.g. rowing).

#### **G. SKI TRIP/WINTER ACTIVITY GUIDELINES FOR SCHOOLS**

1. Trips that occur during instructional time are an extension of the P.E. curriculum. As such, all necessary preplanning and preparation is to be made prior to departure such as safety instruction, sizing and dry land lessons. Pre-checks of required equipment and supplies by the teacher are required before departure.
2. Two adults, one of whom must be a teacher, must be responsible for each bus. Students must only embark or disembark at school or the ski hill except where the Principal has made specific other arrangements. In such a case, the teacher must ensure suitable attendance records are maintained. Additionally, the leader and other supervisors shall have a cell phone for use throughout the trip.
3. Attendance must be taken prior to departure and made available to the school office. A copy is to be carried on the trip by the teacher.
4. Upon arrival, all students must remain together while ski hill personnel provide instructions, lessons and designate appropriate ski areas based on skill level observed. The teachers in charge of the ski activity shall be responsible for co-ordinating with ski personnel.
5. Supervisors/chaperones shall provide designated "on hill" minimum supervisory ratios of 1:6 for elementary and 1:10 for middle/secondary students as established by the leader.
  - a. Supervision shall involve movement around different slopes at set times designated by the leader.
  - b. Each supervisor/chaperone shall have responsibility for a specific group of students and shall take attendance at designated times throughout the day.
  - c. Supervisors/chaperones will actively monitor and enforce areas of use on the hill re out-of-bounds areas, and ensure runs are appropriate for the level of the skier.

- d. There must be one supervisor in the chalet at all times.
- 6. At the end of the day, students shall return to the same bus on which they arrived. Attendance must be taken before departing from the ski area. No student shall return to school on a different vehicle, private or otherwise, except for emergencies, in which case the leader shall determine the new travelling arrangement. Should a parent/guardian provide written authorization for different travel arrangements, the leader may permit alternate arrangements if deemed appropriate. All records must reflect this arrangement.
- 7. The leader must check with ski hill personnel for messages or complaints before allowing the buses to leave.
- 8. Once all students are accounted for, the leader shall give approval for the buses to return to the school.

#### **H. INTERNATIONAL EDUCATIONAL TRIPS**

**School District 62 (Sooke) believes that International Educational Trips for students can be of great learning value. Organizers will review field trip costs through the lens of equity and inclusion to reduce costs as much as possible and to provide financial support where possible. However, the district believes that they are not a right of any student, class or group.**

**The district endorses-in-principle International Educational Trips for students during school time provided:**

- a. advantage is taken whenever possible of weekends and holiday periods.
- b. the trip has curricular or extra-curricular relevance for participating students.
- c. the trip is initiated by school staff and approved by the Principal, Associate Superintendent and the **District Leadership Team Board**.
- d. the trip is appropriately supervised.
- e. that all financial transactions associated with the trip meet school district requirements.

#### **Guiding Principles**

- 1. **It is the Principal's responsibility to ensure the appropriateness of all International Educational Trips and the planning for safety of students.**
- 2. **Supervisors and chaperones are a valued resource in the school community and during International Educational Trips. Efforts will be made wherever possible to locate volunteer supervisors who are employees of the school district. When this is not possible, outside volunteers may be recruited and must provide background references and Criminal Record Checks and may be required to provide a Driver's Abstract. (Refer to Policy E-118 for Criminal Record Checks). All volunteer supervisors will take direction from the sponsor teacher and/or Principal.**
- 3. **All International Educational Trips must be planned to ensure that changes in travel plans, on short notice, to ensure the safety of students are possible without significant costs to participating students and/or their parents/guardians. **Trip cancellation insurance**, travel and medical insurance plans and/or alternate destination plans are essential to International Educational Trips proposals. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.**
- 4. **At all times the use of alcohol, tobacco, **misuse of prescription drugs** or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during International Educational Trips, regardless of the circumstances, the age of the participants, or local laws, customs and culture.**

#### **Procedures**

## 1. Application for Approval Conditions of Participation

- 1.1 A sponsor teacher proposing an International Educational Trip must submit an application to the Principal and Associate Superintendent for approval prior to any communication to students or parents/guardians about the proposed trip.
- 1.2 Once approval is obtained from the Principal, Associate Superintendent and **District Leadership Team Board**, the sponsor teacher MUST communicate the proposed International Educational Trip to parents/guardians and students (as per Section C-4 of the Administrative Regulations).
- 1.3 For International Educational Trips, approval from the **District Leadership Team Board** must be obtained at least six months prior to departure. Exceptions to this include championships and challenges which teams and clubs may qualify for.
- 1.4 An application for a proposed International Educational Trip submitted by a sponsor teacher must:
  - a. demonstrate the curricular or extra-curricular relevance of the proposed trip and that it is appropriate for the proposed group of student participants.
  - b. include a supervision plan appropriate to the nature of the trip, the age and the development of the students, and the activities being undertaken.
  - c. provide details of any fundraising activities to be undertaken in support of the proposed trip.
  - d. provide a plan for any special training necessary for participation in the International Educational Trip.
- 1.5 In considering whether to **approve an International Educational Trip**, the Principal, Associate Superintendent and **District Leadership Team Board** will consider all relevant facts and, in particular, will consider:
  - a. the substantive educational rationale for the proposed trip.
  - b. the reasonableness of the length of the proposed trip, having regard to the number of school days that will be used and the age of the students.
  - c. the risks associated with the trip and whether the application for approval provides an appropriate safety management plan.
  - d. the destination and the risks of travel to that destination (the Principal and Associate Superintendent will not approve travel to a destination where the Department of Foreign Affairs has published a travel warning which indicates "avoid non-essential travel" or "avoid all travel").
  - e. **equity of opportunity**.
  - f. the activities to be undertaken on the trip.
  - g. the affordability of the proposed trip for its intended participants.
  - h. how the proposed trip co-ordinates with overall school plans.
  - i. contingency and emergency planning included in the application.
  - i. the impact of the absence of attending school staff from the school.
  - j. the supervision plan.
- 1.6 Students are not permitted to participate in field trips where the service providers requires a waiver to be signed as a condition of participation in the event or activity. Acknowledgment of Risk forms may be used by service providers to gather informed consent from parents/guardians by indicating the risks associated with the field trip activity. Acknowledgment of Risk forms must accompany the initial application for the International Educational Trip.

## 2. Conditions of Participation



- 2.1 All participants on an International Educational Trip must comply with the school and District Student Codes of Conduct, abide by all laws and customs of the destination, and act as ambassador of the school district. When behaviour of a student on a trip, in the opinion of the sponsor teacher, compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians. If it is necessary for the student to be accompanied by a supervisor on the return trip, the parents/guardians of the student will be responsible for the travel costs of that supervisor. Parents/guardians will be advised of this possibility as part of the trip conditions. Prior to the student being sent home, parents/guardians will be notified.
- 2.2 Cancellation insurance or an alternate destination plan must be in place for the field trip. For reasons of student safety, an International Educational Trip may need to be changed, postponed or canceled (i.e. - global catastrophic events such as hurricane, pandemic, war or other military conflict). The cost for such a decision will not be covered by the school district. ~~If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.~~ If the Superintendent of Schools deems a trip unsafe and cancels prior to departure or during the event, the parents/guardians will be responsible the Board will not be responsible for covering all appropriate costs. Parents/guardians are responsible for ensuring that they have trip cancellation insurance as well as medical insurance.
- 2.3 Should the school or school district require the field trip to change or return home, all field trip participants will be required to comply with this directive.

### 3. Volunteers and Supervision

- 3.1 At least one of the volunteer supervisors, the sponsor teacher or a trip director must have knowledge of the customs and culture of the region, province or state being visited.
- 3.2 The minimum adult/student ratio for all trips is 1 to 10.
- 3.3 Staff and volunteer supervisors must be available to respond to the supervisory needs of the student twenty-four hours a day for each day of the event. All participants travelling on an International Educational Trip must be in the role of supervisor or student. This includes all attending staff's spouses. Staff and volunteer supervisor's children are not permitted on the trip unless they are legitimately part of the curricular or extra-curricular program. In the case of extra-curricular trips where students' family members wish to be present to encourage the team, all travellers organized through the auspices of the school/school district must comply with the guiding principles and conditions of participation.
- 3.4 Volunteer supervisors must be informed of their responsibilities in writing. Volunteer supervisors must be screened for suitability and advised of the expectations of their role as outlined by Administrative Regulations D-111 Volunteers in Schools. The Principal will approve the participation of each volunteer supervisor. Volunteer supervisors must have the appropriate skills and knowledge to participate in the field trip. It is required that a meeting of the sponsor teacher, volunteer supervisors and the Principal be held to review the expectations and standard of conduct expected of volunteer supervisors on the International Educational Trip.
- 3.5 Any CUPE employee who attends and is outside of their classification is considered to be a volunteer; therefore, they will not receive pay for the activity.

### 4. Financial Arrangements

- 4.1 Teachers will need to consider equity and inclusion when planning international field trips that have significant financial costs. Every effort should be made to reduce costs and to explore financial supports. For example, planning trips in advance to allow fundraising opportunities, working with travel companies to mitigate costs, and seeking any discounts

**or contributions.** All financing arrangements for an International Educational Trip must be transparent, including the use of any “free” or discounted tickets associated with the selection of an organizing company, or the accrual of rewards benefits such as travel points, free trips or any other items related to the group travel. Sponsor teachers shall not place themselves in a financially compromising position or a conflict of interest with their students or with commercial agencies as a result of trips. A summary of costs associated with the trip shall be completed by the sponsor teacher and submitted to the Principal within two weeks of the completion of the field trip.

- 4.2 International Educational Trips are assumed by the teacher and any supervisor on a voluntary basis. There shall be no compensation for the provision of extracurricular activities (Article D.17 STA Collective Agreement: Extra-Curricular Activities).
- 4.2 If a teacher-on-call is required as a result of the International Educational Trip, the cost of the teacher-on-call will be included in the students’ cost of the trip.
- 4.4 The school district will not be responsible for the costs of any International Educational Trip. Parents/guardians must be advised in writing before any funds are collected from parents/guardians or students, that should the travel have to be cancelled for any reason the school district is not responsible for any costs incurred. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.

## **I STUDENT EXCHANGE, SISTER SCHOOL OR HUMANITARIAN PROGRAMS**

- 1. School District 62 (Sooke) recognizes the educational merit and supports the objectives of Student Exchange, Sister School and Humanitarian Programs which promote learning, foster international understanding and cultural appreciation and provide educational advancement for all participants. Student Exchange, Sister School and Humanitarian Programs are also an important component of the district’s International Education program. For the purposes of this Administrative Procedure, the following definitions are provided:
  - a. **Student Exchange Programs** provide students with affordable and practical opportunities to experience new and diverse settings in which to study and learn about other cultures and countries. Students will gain inter-cultural communications skills, develop lasting friendships and experience another way of life. Students will exchange educational experiences by both visiting and hosting students from another culture.
  - b. **Sister School Programs** provide opportunities to develop positive associations between two countries through the establishment of links between students, staff, schools and school communities. The opportunity to participate in a sister school relationship is open to any school with a desire to learn more about the languages and culture of countries other than their own. Sister school relations are agreements formed for the purpose of strengthening educational exchange, to enhance students’ language skills and to promote mutual friendship.
  - c. **Humanitarian Programs** provide students with an opportunity to gain awareness of the developing world and its complex issues, with the goal of developing reflective, action-oriented, global-minded citizens. The intention of the program is to support student learning in this area through an interdisciplinary academic learning program, focusing on global education with hands on experiences both locally and internationally.
- 2. The district endorses in principle Student Exchange, Sister School and Humanitarian Programs for students during school time provided:

- a. advantage is taken whenever possible of weekends and holiday periods.
- b. the program has curricular relevance for participating students and is mutually beneficial to all groups.
- c. the program is initiated by school staff and approved by the Principal and District Leadership Team.
- d. the program is appropriately supervised.

#### **Guiding Principles**

1. It is the Principal's responsibility to ensure the appropriateness of all programs and the planning for safety of students.
2. All Student Exchange, Sister School and Humanitarian Program proposals will be brought forward to the attention of the District Leadership team for discussion. The Associate Superintendent for the school has the responsibility to approve proposed programs.
3. Programs offered through the school or school district must be under the general supervision of school district staff. Planning and supervision for the program are the shared responsibility of the Principal and the sponsor teacher.
4. The safety and welfare of students and staff is the primary consideration in planning and implementing the program. The supervisors of each such program must incorporate appropriate safety practices that consider factors such as the location to which the students are travelling, the nature of the activity in which the students are participating, the skill level of the students, the number of students and the age and development of the students.
5. Parents and guardians must provide informed consent for their child's participation in a program, including informed consent for activities undertaken in that program. Parents and guardians must be provided with all appropriate information regarding the date, location, arrangements, levels of supervision and known inherent risks specific to the program in order to give informed consent.
6. Volunteer supervisors are a valued resource in the school community and in assisting with programs. Volunteers will take direction from the sponsor teacher or Principal. Volunteers must provide background, reference, and Criminal Record Checks and may be required to provide a Driver's Abstract. (Refer to Policy/Regulations D-111 Volunteers in the Schools).
7. All Student Exchange, Sister School or Humanitarian Programs must be planned to ensure that changes in travel plans, on short notice, to ensure the safety of students are possible without significant costs to participating students and/or their parents/guardians. Travel insurance plans and/or alternate destination plans are essential to Student Exchange, Sister School or Humanitarian Programs Trips proposals. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.
8. At all times the use of alcohol, tobacco or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during all program activities and travel, regardless of the circumstances, the age of the participants, or local laws, customs and culture.

#### **Procedures**

##### **1. Application for Approval**

- 1.1 A sponsor teacher proposing a program must submit an application to the Principal and Associate Superintendent for approval prior to any communication to students or parents/guardians about the proposed program.
- 1.2 Once approval is obtained from the Principal, Associate Superintendent and District Leadership Team, the sponsor teacher may communicate the proposed program to parents/guardians and students.

- 1.3 For programs outside British Columbia but inside Canada or the United States, approval from the Associate Superintendent must be obtained at least six months prior to departure.**
- 1.4 For programs involving international travel, approval from the District Leadership Team must be obtained at least six months prior to departure.**
- 1.5 An application for a proposed program submitted by a sponsor teacher must:**
- a. demonstrate the curricular relevance, which would include the reciprocal cultural exchange benefits and details of the proposed program.
  - b. include a supervision plan appropriate to the nature of the program, the age and the development of the students, and the activities being undertaken.
  - c. provide details of any fundraising activities to be undertaken in support of the proposed program.
  - d. provide a plan for any special training necessary for participation in the program.
- 1.6 In considering whether to approve a program, the Principal and District Leadership Team will consider all relevant facts and in particular, will consider:**
- a. the substantive educational rationale for the proposed program.
  - b. the reasonableness of the length of the proposed program, having regard to the number of school days that will be used and the age of the students.
  - c. the risks associated with the program and whether the application for approval provides an appropriate safety management plan.
  - d. the destination and the risks of travel to that destination (the Principal and Associate Superintendent will not approve travel to a destination where the Department of Foreign Affairs has published a travel warning which indicates "avoid non-essential travel" or "avoid all travel").
  - e. the activities to be undertaken in the program.
  - f. the affordability of the proposed program for its intended participants.
  - g. how the proposed program co-ordinates with overall school plans.
  - h. contingency and emergency planning included in the application.
  - i. the impact of the absence of attending school staff from the school.
  - j. the supervision plan.
- 1.7 Students are not permitted to participate in field trips where the service providers requires a waiver to be signed as a condition of participation in the event or activity. Acknowledgment of Risk forms may be used by service providers to gather informed consent from parents/guardians by indicating the risks associated with the field trip activity. Acknowledgment of Risk forms must accompany the initial application for the Student Exchange, Sister School or Humanitarian Program.**

## **2. Conditions of Participation**

- 2.1 Any School District No. 62 student in good standing is eligible to take part in a Student Exchange, Sister School or Humanitarian Program, subject to the criteria and guidelines of the program. Students who participate in a program must be currently enrolled in the school and must be known by the teacher undertaking the planning of the program.**
- 2.2 Participation in a program is not a right. The Principal may determine whether a student may participate. Non-participation will not affect a student's standing or grade. As necessary, an appropriate educational program must be provided to students not participating in the program.**
- 2.3 All participants in a program must comply with the school and district Student Codes of Conduct, abide by all laws and customs of the destination, and act as ambassador of the school district. When behaviour of a student in a program, in the opinion of the sponsor**

teacher, compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians. If it is necessary for the student to be accompanied by a supervisor on the return home, the parents/guardians of the student will be responsible for the travel costs of that supervisor. Parents/guardians will be advised of this possibility as part of the program conditions. Prior to the student being sent home, parents/guardians will be notified.

- 2.4 Student participants in a program must attend pre-program meetings at which the activities to be undertaken in the program, the risks associated with the program, and the expected standards of conduct and consequences of noncompliance with that standard of conduct are reviewed. No student may participate in a program without attending such a meeting and agreeing to comply with that expected standard of behaviour. Student participants must satisfy any academic responsibilities prior to and during a program.
  - 2.5 A sponsor teacher must provide detailed information to the parents/guardians of proposed student participants outlining the proposed activities to be undertaken in the program, including any known risks or dangers associated with that program, the educational purpose behind the program, the supervision to be provided in the program, and must obtain informed parental consent for each student participating in the program. The sponsor teacher will also communicate expectations to parents/guardians of responsibilities and expectations of student and adult participants and the consequences of failure to comply with the expected standards of conduct. A pre-program meeting must be held to provide parents/guardians information about the program, and parental attendance must be documented.
  - 2.6 Cancellation insurance or an alternate destination plan must be in place for the field trip. For reasons of student safety, a Student Exchange, Sister School or Humanitarian Program may need to be changed, postponed or cancelled. The cost for such a decision will not be covered by the school district. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.
  - 2.7 Should the school or school district require the field trip to change or return home, all field trip participants will be required to comply with this directive.
3. **Volunteers and Supervision**
- 3.1 At least one of the volunteer supervisors, the sponsor teacher or a program director must have knowledge of the customs and culture of the country being visited.
  - 3.2 The minimum adult/student ratio for all trips is 1 to 10.
  - 3.3 If the students in the program are either male or female students, there must be at least one supervisor of the same sex. If the program includes both male and female students, then there must be at least one supervisor of each sex.
  - 3.4 Staff and volunteer supervisors must be available to respond to the supervisory needs of the student twenty-four hours a day for each day of the event. All participants in a program must be in the role of supervisor or student. This includes all attending staff's spouses. Staff and volunteer supervisor's children are not permitted on the trip unless they are legitimately part of the curricular or extra-curricular program. In the case of extra-curricular trips where family members wish to be present to encourage the team, all travellers organized through the auspices of the school/school district must comply with the guiding principles and conditions of participation.
  - 3.5 Volunteer supervisors must be informed of their responsibilities in writing. Volunteer supervisors must be screened for suitability and advised of the expectations of their role as outlined by Policy and Regulations D-111 Volunteers in Schools. The Principal will approve the

participation of each volunteer supervisor. Volunteer supervisors must have the appropriate skills and knowledge to participate in the program. It is required that a meeting of the sponsor teacher, volunteer supervisors and the Principal is held to review the expectations and standard of conduct expected of volunteer supervisors in the program.

3.6 Any attending district CUPE employee is attending outside of their classification and is considered to be a volunteer and will not receive pay for the activity.

#### **4. Financial Arrangements**

4.1 Fundraising activities to support a program must comply with school district procedures and be approved by the Principal (refer to Policy and Regulations D-205 Fund Raising).

4.2 Teachers will need to consider equity and inclusion when planning international field trips that have significant financial costs. Every effort should be made to reduce costs and to explore financial supports. For example, planning trips in advance to allow fundraising opportunities, working with travel companies to mitigate costs, and seeking any discounts or contributions.

4.3 All financing arrangements for a program must be transparent, including the use of any "free" or discounted tickets associated with the selection of an organizing company, or the accrual of travel rewards benefits such as Air Miles related to the group travel. Sponsor teachers shall not place themselves in a financially compromising position or a conflict of interest with their students or with commercial agencies as a result of Student Exchange, Sister School or Humanitarian Programs. A summary of costs associated with the program shall be completed by the sponsor teacher and submitted to the Principal within two weeks of the completion of the program.

4.4 Programs are assumed by the teacher on a voluntary basis. There shall be no compensation for the provision of extra-curricular activities (Article D.17 STA Collective Agreement – Extra-Curricular Activities).

4.5 If a teacher-on-call is required as a result of the program, the cost of the teacher-on-call will be included in the students' cost of the program.

4.6 The school district will not be responsible for the costs of any Student Exchange, Sister School or Humanitarian Program. Parents/guardians must be advised, in writing, before any funds are collected from parents/guardians or students, that should the travel have to be cancelled for any reason the school district is not responsible for any costs incurred.

## **LIST OF APPENDICES FOR ALL TRIP FORMS**

Appendix A – Low Risk Trip Forms

Appendix B – Moderate Risk Trip Forms – for Day Trips

Appendix C – Moderate Risk Trip Forms – Overnight Within Province Trips

Appendix D – Moderate Risk Trip Forms – Overnight Out-of-Province, Within Canada Trips

Appendix E – International Educational Trip Forms

Appendix F – International Student Exchange, Sister School, Humanitarian Programs or Sports-Based Trip Forms

**APPENDIX A***School District #62 (Sooke)***LOW RISK FIELD TRIP APPROVAL FORM**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: \_\_\_\_\_

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

Purpose/Activities: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Number of Supervisors/Chaperones: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Times & Locations (When & Where?):  
\_\_\_\_\_  
\_\_\_\_\_

Method(s) of Transportation: \_\_\_\_\_

Costs: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

I have read School District #62 Field Trip Policy C-329.

**Planned by:** \_\_\_\_\_  
Leader's signature**Approved by:** \_\_\_\_\_  
Principal's Signature**Date:** \_\_\_\_\_



### CHECK LIST FOR LOW RISK FIELD TRIPS

So, you want to go on a field trip! Please follow these steps to help make the process smoothly.

**PLEASE PREPARE AT LEAST ONE WEEK BEFORE THE TRIP:**

- 1. Make sure you have money for the field trip. *PAC does give some money for field trips, but this money is not available until late fall. Also, you can charge students a small fee for trips.*
- 2. Fill out the permission form (located \_\_\_\_\_) **at least three days before trip.** NOTE: if using parent/guardian drivers, please see 8c. deadline.
- 3. Give form to Principal for approval and signature. *On approval, office will put completed form in field trip book with photocopy to your box so you know the trip is approved.*
- 4. Send out a form to parents/guardians describing trip and requesting their signed permission. *If you do not have a generic form, please check the District SharePoint site.*
- 5. First Aid kit – Student Contacts
- 6. Cell Phone
- 7. **If you require a bus:**
  - a. Fill out bus request form and then give it to Principal for signature. *Form is located \_\_\_\_\_.*  
*The **form needs an account number** before it can be booked.*
  - b. The School Secretary will book the bus(es).
- 8. **If you use Parent/Guardian drivers:**
  - a. Request that insurance and licence be presented to the office. *They will be photocopied and place in binder.*
  - b. Check insurance for valid dates and minimum \$1,000,000.00 liability coverage (\$2,000,000.00 is preferred).
  - c. Send list of parent drivers to office **at least three days** before trip.

**Teachers are responsible for checking binder to confirm parent/guardian drivers have filed licence and insurance papers with the school.**
- 9. Write your trip in office calendar so office staff can inform parents/guardians when they call about field trips.

Have a great field trip!

**SCHOOL  
FIELD TRIP CONSENT FORM  
FOR LOW RISK ACTIVITIES**

**WHEN:** We are arranging a field trip for students in Grade \_\_\_\_\_ on \_\_\_\_\_ (dd/mm/yyyy).

**WHERE:** We will be going to \_\_\_\_\_ (location), and will be away from the school from \_\_\_\_\_ to \_\_\_\_\_ (times). We will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot).

**WHAT:** On this field trip, we will be: \_\_\_\_\_ (describe activities – a field trip to a park might include hiking, walking, using climbing apparatus, eating lunch, etc.)

Students will need to bring:

**WHY:** The class will be supervised by \_\_\_\_\_ (a typical response might be "2 school employees and hopefully 2 – 4 volunteers"). It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. \*\*With older grades, you should add a sentence saying: Your child will not necessarily be supervised by an adult at all times.)

**COST:**

If you do not wish your child to accompany his or her class on this trip, please contact \_\_\_\_\_, who will arrange alternate supervision.

**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 give \_\_\_\_\_ (name of student) permission to participate in the field trip to on \_\_\_\_\_ (dd/mm/yyyy). I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Parent/Guardian

\_\_\_\_\_  
Address of Parent/Guardian

**APPENDIX B***School District #62 (Sooke)***MODERATE RISK FIELD TRIP (DAY) APPROVAL FORM**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: \_\_\_\_\_

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

Purpose/Activities: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Number of Supervisors/Chaperones: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Times & Locations (When & Where?):  
\_\_\_\_\_  
\_\_\_\_\_

Method(s) of Transportation: \_\_\_\_\_

Costs: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

I have read School District #62 Field Trip Policy C-329.

**Planned by:** \_\_\_\_\_

Leader's signature

**Approved by:** \_\_\_\_\_

Principal's Signature

**Date:** \_\_\_\_\_

**PART B** (to be submitted to the Principal at least 30 days prior to trip)

Required only for field trips that are overnight, within province,  
and/or involve “moderate risk” activities.

**Date of Parent/Guardian Information Meeting(s) (required by policy):** \_\_\_\_\_

**Section 1 – Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements \_\_\_\_\_

Meal Arrangements \_\_\_\_\_

**Section 2 - Required if Field Trip involves any “Moderate Risk” Activities**

List “Moderate Risk” Activities (see Field Trip Policy for definitions): \_\_\_\_\_

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): \_\_\_\_\_

Leader’s and/or Instructors’ Local Knowledge: \_\_\_\_\_

Type & Quality of Safety Equipment: \_\_\_\_\_

Ratio of Students-to-Instructors (qualified to lead activities): \_\_\_\_/ 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): \_\_\_\_/ 1

Details of Student Preparation for Activities: \_\_\_\_\_

Details of Leader’s, Supervisor’s, and/or Instructor’s Experience and Qualifications: \_\_\_\_\_

First Aid Training: \_\_\_\_\_

Contingency Plans for Emergencies: \_\_\_\_\_

**Section 3 – Any Relevant Additional Information**

**Planned By:**

**Approved/Recommended by:**

**Date:**

\_\_\_\_\_  
Leader’s Signature

\_\_\_\_\_  
Principal’s Signature

School District No. 62 (Sooke)**MODERATE RISK FIELD TRIP**  
**SCHOOL TRAVEL/ACTIVITY CHECKLIST**

*This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated "free time" and while being transported. (School district policies regarding student travel, student behaviour and the teachers' duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.*

*Please ensure that all relevant documents are on file in the school office.*

*Items marked (\*) are related to all trips.*

SCHOOL: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

\_\_\_\_\_

SUPERVISORS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.**

NUMBER OF STUDENTS: \_\_\_\_\_ LENGTH OF TRIP: \_\_\_\_\_ DAYS

**NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.**

DEPARTURE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

ARRIVAL AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

LEAVE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

ARRIVE AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

**TEACHER'S SIGNATURE** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE INDICATING PLANNING COMPLETE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.*****SAFETY KIT – TO BE BROUGHT BY TRIP LEADER***

- \*1. First Aid Kit
- \*2. Charged cell phone
- \*3. Emergency contact numbers on a separate sheet of paper
- \*4. Medical information for each student
- \*5. Emergency Plan for trip (what to do in the event of an emergency)

***COMMUNICATION WITH PARENTSGUARDIANS***

- \*1. a) Date of Parent/Guardian Information Meeting (*for Moderate risk*) \_\_\_\_\_
- b) Are parental/guardian permission slips on file for participating student?
- \*2. Have a detailed trip itinerary been:
  - a) filed at school?
  - b) sent home?
- \*3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip?
- \*4. Have arrangements been made to cope with known individual medical situations?
- 5. Have destination contact persons, addresses and phone numbers been
  - a) carried on trip?
  - b) filed at school?
  - c) given to parents/guardians?
- 6. Have students/parents/guardians been provided with equipment list?
- 7. Have provision been made to check student preparation before trip date?
- 8. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage?
- 9. Have procedures for serious behaviour problems been communicated to the parent/guardian?

*Moderate Risk Field Trip - School Travel Activity Checklist,***SAFETY**

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip?
2. Have potential hazards been considered in your planning?
- \*3. Are there provisions for first aid?
4. Is the Supervisor familiar with the route/destination?

**FUNDING**

- \*1. Has funding been organized and reviewed with the Principal?

**TRANSPORTATION**

- \*1. Are transportation arrangements in accordance with Board Policy? Check Policy No. C-329, C-320, C-330, C-331, D-111, Form 62-21
- \*2. Has adequate supervision been provided?

**SCHOOL  
CONSENT FORM  
FOR CHILD PARTICIPATING IN  
MODERATE RISK ACTIVITY**

**Date:**

**Dear:**

~~In consideration of School District No. 62 (Sooke) offering my child \_\_\_\_\_, an opportunity to participate in a field trip for Grade \_\_\_ students on \_\_\_\_\_ (mm/dd/yy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District No. 62 (Sooke) 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.~~

**I hereby give my consent and acknowledge by my signature that:**

Students will be going to \_\_\_\_\_ (location) and will be away from the school from \_\_\_\_\_  
to \_\_\_\_\_ (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot). \_\_\_\_\_  
Initial

On this field trip, up to \_\_\_\_\_ (number) students will be: \_\_\_\_\_  
(describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on  
camp stoves, tenting.) \_\_\_\_\_  
Initial

The students will be supervised by \_\_\_\_\_ (a typical response might be "school  
employees and hopefully 2 – 4 parent/**guardian** volunteers". It is important to indicate supervisory  
arrangements that will not be modified or reduced. For instance, consider whether the trip will  
proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available.  
\*\*With older grades, you should add a sentence saying "Your child will not necessarily be supervised by  
an adult at all times.") \_\_\_\_\_  
Initial

My child has no illnesses, allergies or disabilities that may require special attention, 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: (provide specific  
and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_  
Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall  
students back at any time. \_\_\_\_\_  
Initial

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

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

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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.

\_\_\_\_\_ Initial

In signing this consent ~~and Waiver~~, 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, 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 more 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

Date:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**NOTE: This Consent ~~and Waiver~~ must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**

**APPENDIX C***School District #62 (Sooke)***MODERATE RISK FIELD TRIP APPROVAL FORM  
FOR OVERNIGHT WITHIN PROVINCE TRIPS**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: \_\_\_\_\_

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

Purpose/Activities: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Number of Supervisors/Chaperones: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Times & Locations (When & Where?):  
\_\_\_\_\_  
\_\_\_\_\_

Method(s) of Transportation: \_\_\_\_\_

Costs: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

I have read School District #62 Field Trip Policy C-329.

**Planned by:** \_\_\_\_\_

Leader's signature

**Approved by:** \_\_\_\_\_

Principal's Signature

**Date:** \_\_\_\_\_

**PART B** (to be submitted to the Principal at least 30 days prior to trip)

Required only for field trips that are overnight, within province,  
and/or involve “moderate risk” activities.

**Date of Parent/Guardian Information Meeting(s) (required by policy):** \_\_\_\_\_

**Section 1 – Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements \_\_\_\_\_

Meal Arrangements \_\_\_\_\_

**Section 2 - Required if Field Trip involves any “Moderate Risk” Activities**

List “Moderate Risk” Activities (see Field Trip Policy for definitions): \_\_\_\_\_

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): \_\_\_\_\_

Leader’s and/or Instructors’ Local Knowledge: \_\_\_\_\_

Type & Quality of Safety Equipment: \_\_\_\_\_

Ratio of Students-to-Instructors (qualified to lead activities): \_\_\_\_/ 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): \_\_\_\_/ 1

Details of Student Preparation for Activities: \_\_\_\_\_

Details of Leader’s, Supervisor’s, and/or Instructor’s Experience and Qualifications: \_\_\_\_\_

First Aid Training: \_\_\_\_\_

Contingency Plans for Emergencies: \_\_\_\_\_

**Section 3 – Any Relevant Additional Information**

**Planned By:**

**Approved/Recommended by:**

**Date:**

\_\_\_\_\_  
Leader’s Signature

\_\_\_\_\_  
Principal’s Signature

School District No. 62 (Sooke)**MODERATE RISK FIELD TRIP – OVERNIGHT WITHIN PROVINCE**  
**SCHOOL TRAVEL/ACTIVITY CHECKLIST**

*This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated “free time” and while being transported. (School district policies regarding student travel, student behaviour and the teachers’ duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.*

*Please ensure that all relevant documents are on file in the school office.*

SCHOOL: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

SUPERVISORS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.**

NUMBER OF STUDENTS: \_\_\_\_\_ LENGTH OF TRIP: \_\_\_\_\_ DAYS

**NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.**

DEPARTURE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

ARRIVAL AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

LEAVE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

ARRIVE AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

**TEACHER’S SIGNATURE:** \_\_\_\_\_

**PRINCIPAL’S SIGNATURE INDICATING PLANNING COMPLETE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.****RATIONALE**

1. Is trip consistent with Board policy?
2. Has appropriate permission been received? (e.g. Principal)
3. Have provisions been made for non-participating students who remain at school?

**SAFETY KIT – TO BE BROUGHT BY TRIP LEADER**

1. First Aid Kit
2. Charged cell phone      Cell Number \_\_\_\_\_
3. Emergency contact numbers for school & emergency services on a separate sheet of paper
4. Medical information and contacts for each student
5. Emergency Plan for trip (what to do in the event of an emergency)
6. Have destination contact persons, addresses and phone numbers been:
  - a) carried on trip?
  - b) filed at school?
  - c) given to parents/guardians?

**COMMUNICATION WITH PARENTS/GUARDIANS**

1. a) Date of Parent/**Guardian** Information Meeting: \_\_\_\_\_
- b) Are parental/guardian permission slips on file for participating students?
2. Has a detailed trip itinerary been:
  - a) filed at school?
  - b) sent home?
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip?
4. Have arrangements been made to cope with known individual medical situations?
5. Have students/parents/guardians been provided with equipment list?
6. Have provision been made to check student preparation before trip date?
7. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage?
8. Have procedures for serious behaviour problems been communicated to the parent/guardian?

*School Travel Activity Checklist – Moderate Risk – Overnight, Within Province***TEACHER-ON-CALL**

1. Is a TTOC needed? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has a TTOC been booked? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has funding been approved by the Principal? Yes \_\_\_\_\_ No \_\_\_\_\_

**SUPERVISION**

1. Have all supervisors been briefed on their responsibilities and trip details?
2. Are supervisors provided with student/billet accommodation lists?
3. Has provision been made for supervision during structured and unstructured time?
4. Curfew times/billets detailed?
5. Are supervisors of both sexes required? (sports constitution requirement)
6. Do supervisors have Criminal Record Checks?

**SAFETY**

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip?
2. Have potential hazards been considered in your planning?
3. Are there provisions for first aid?
4. Is the Supervisor familiar with the route/destination?

**FUNDING**

1. Has funding for the trip been obtained in accordance with Board policy?
2. Are payment methods organized for the trip?
3. Has an itemized budget been filed?
4. Ensure all receipts are turned into the office.

**TRANSPORTATION**

1. Are transportation arrangements in accordance with Board Policies? Check Policy No. C-329 C-320, C-330, C-331, D-111, Form 62-21
2. Has adequate supervision been provided?
3. Are drivers given clear directions regarding routes and stops?

*School Travel Activity Checklist – Moderate Risk – Overnight, Within Province*

4. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO?
- 5 a) If more than one vehicle is being used, is list on file showing who is in which vehicle?   
b) If any student changes vehicles, a record of this change must be made and communicated to each supervisor.
6. Is list of students going, and home telephone numbers been filed in school office?
7. Does means of transport have adequate luggage/equipment storage?
8. Are arrangements made well in advance for meals enroute?
9. Will there be access to the school on departure or return?
10. Have provisions been made to deal with the 
  - a) alarm system?
  - b) fire gates?

**SCHOOL CONSENT FORM  
FOR CHILD PARTICIPATING IN MODERATE RISK  
– OVERNIGHT, WITHIN PROVINCE ACTIVITY**

**Date:**

**Dear:**

~~In consideration of School District No. 62 (Sooke) offering my child \_\_\_\_\_, an opportunity to participate in a field trip for Grade~~

~~Students on \_\_\_\_\_ (mm/dd/yy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District No. 62 (Sooke) 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.~~

**I hereby give my consent and acknowledge by my signature that:**

Students will be going to \_\_\_\_\_ (location) and will be away from the school from \_\_\_\_\_  
to \_\_\_\_\_ (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot). \_\_\_\_\_  
Initial

On this field trip, up to \_\_\_\_\_ (number) students will be: \_\_\_\_\_  
(describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) \_\_\_\_\_  
Initial

The students will be supervised by \_\_\_\_\_ (a typical response might be "school employees and hopefully 2 – 4 parent volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. \*\*With older grades, you should add a sentence saying "Your child will not necessarily be supervised by an adult at all times.") \_\_\_\_\_  
Initial

My child has no illnesses, allergies or disabilities that may require special attention, 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: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_  
Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. \_\_\_\_\_  
Initial

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

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

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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.

\_\_\_\_\_  
Initial

In signing this consent ~~and Waiver~~, 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, 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 more 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

Date:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**NOTE: This Consent ~~and Waiver~~ must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**

**APPENDIX D***School District #62 (Sooke)***MODERATE RISK FIELD TRIP APPROVAL FORM  
FOR OVERNIGHT OUT-OF-PROVINCE/~~COUNTRY~~ WITHIN CANADA TRIPS**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: \_\_\_\_\_

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

Purpose/Activities: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Number of Supervisors/Chaperones: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Times & Locations (When & Where?):  
\_\_\_\_\_  
\_\_\_\_\_

Method(s) of Transportation: \_\_\_\_\_

Costs: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

I have read School District #62 Field Trip Policy C-329.

**Planned by:** \_\_\_\_\_  
Leader's signature**Approved by:** \_\_\_\_\_  
Principal's Signature**Date:** \_\_\_\_\_

**PART B** (to be submitted 45 days prior to trip)  
 Required only for field trips that are overnight, out-of-province/country within Canada,  
 and/or involve “moderate risk” activities.

**Date of Parent/Guardian Information Meeting(s) (required by policy):** \_\_\_\_\_

**Section 1 – Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements \_\_\_\_\_

Meal Arrangements \_\_\_\_\_

**Section 2 - Required if Field Trip involves any “Moderate Risk” Activities**

List “Moderate Risk” Activities (see Field Trip Policy for definitions): \_\_\_\_\_

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): \_\_\_\_\_

Leader’s and/or Instructors’ Local Knowledge: \_\_\_\_\_

Type & Quality of Safety Equipment: \_\_\_\_\_

Ratio of Students-to-Instructors (qualified to lead activities): \_\_\_\_ / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): \_\_\_\_ / 1

Details of Student Preparation for Activities: \_\_\_\_\_

Details of Leader’s, Supervisor’s, and/or Instructor’s Experience and Qualifications: \_\_\_\_\_

First Aid Training: \_\_\_\_\_

Contingency Plans for Emergencies: \_\_\_\_\_

**Section 3 – Any Relevant Additional Information**

**Planned By:**

**Approved/Recommended by:**

**Date:**

\_\_\_\_\_  
 Leader’s Signature

\_\_\_\_\_  
 Principal’s Signature

School District No. 62 (Sooke)

**MODERATE RISK FIELD TRIP – OVERNIGHT OUT-OF-PROVINCE/~~COUNTRY~~**  
**WITHIN CANADA**  
**SCHOOL TRAVEL/ACTIVITY CHECKLIST**

*This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated “free time” and while being transported. (School district policies regarding student travel, student behaviour and the teachers’ duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.*

*Please ensure that all relevant documents are on file in the school office.*

SCHOOL: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

SUPERVISORS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.**

NUMBER OF STUDENTS: \_\_\_\_\_ LENGTH OF TRIP: \_\_\_\_\_ DAYS

**NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.**

DEPARTURE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

ARRIVAL AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

LEAVE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

ARRIVE AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_ 20\_\_

**TEACHER’S SIGNATURE:** \_\_\_\_\_

**PRINCIPAL’S SIGNATURE INDICATING PLANNING COMPLETE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.****RATIONALE**

1. Is trip consistent with Board policy?
2. Has appropriate permission been received? (1. Principal; **2. Board approval;**  
3. **Parent/guardian consent**)
3. Have provisions been made for non-participating students who remain at school?

**SAFETY KIT – TO BE BROUGHT BY TRIP LEADER**

1. First Aid Kit
2. Charged cell phone      Cell Number \_\_\_\_\_
3. Emergency contact numbers for school & emergency services on a separate sheet of paper
4. Medical information and contacts for each student
5. Emergency Plan for trip (what to do in the event of an emergency)
6. Have destination contact persons, addresses and phone numbers been:
  - a) carried on trip?
  - b) filed at school?
  - c) given to parents/guardians?

**COMMUNICATION WITH PARENTS/GUARDIANS**

1. a) Date of Parent/Guardian Information Meeting: \_\_\_\_\_
- b) Are parental/guardian permission slips on file for participating students?
2. Has a detailed trip itinerary been:
  - a) filed at school?
  - b) sent home?
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip?
4. Have arrangements been made to cope with known individual medical situations?
5. Have students/parents/guardians been provided with equipment list?
6. Have provision been made to check student preparation before trip date?
7. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage?
8. Have procedures for serious behaviour problems been communicated to the parent/guardian?

*School Travel Activity Checklist – Moderate Risk – Overnight, Out-of-Province/Country ~~Country~~ Within Canada*

**TEACHER-ON-CALL**

1. Is a TTOC needed? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has a TTOC been booked? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has funding been approved by the Principal? Yes \_\_\_\_\_ No \_\_\_\_\_

**SUPERVISION**

1. Have all supervisors been briefed on their responsibilities and trip details?
2. Are supervisors provided with student/billet accommodation lists?
3. Has provision been made for supervision during structured and unstructured time?
4. Curfew times/billets detailed?
5. Are supervisors of both sexes required? (sports constitution requirement)
6. Do supervisors have Criminal Record Checks?

**SAFETY**

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip?
2. Have potential hazards been considered in your planning?
3. Are there provisions for first aid?
4. Is the Supervisor familiar with the route/destination?

**FUNDING**

1. Has funding for the trip been obtained in accordance with Board policy?
2. Are payment methods organized for the trip?
3. Has an itemized budget been filed?
4. Ensure all receipts are turned into the office.

**TRANSPORTATION**

1. Are transportation arrangements in accordance with Board Policies? Check Policy No. C-329 C-320, C-330, C-331, D-111, Form 62-21
2. Has adequate supervision been provided?

*School Travel Activity Checklist – Moderate Risk – Overnight, Out-of-Province/Country ~~Country~~ Within Canada*

3. Are drivers given clear directions regarding routes and stops?
4. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO?
- 5 a) If more than one vehicle is being used, is list on file showing who is in which vehicle?
- b) If any student changes vehicles, a record of this change must be made and communicated to each supervisor.
6. Is list of students going, and home telephone numbers been filed in school office?
7. Does means of transport have adequate luggage/equipment storage?
8. Are arrangements made well in advance for meals enroute?
9. Will there be access to the school on departure or return?
10. Have provisions been made to deal with the:
- a) alarm system?
- b) fire gates?

SCHOOL CONSENT FORM  
FOR CHILD PARTICIPATING IN MODERATE RISK  
– OVERNIGHT, OUT-OF-PROVINCE/~~COUNTRY~~ **WITHIN CANADA** ACTIVITY

**Date:**

**Dear:**

~~In consideration of School District No. 62 (Sooke) offering my child \_\_\_\_\_, an opportunity to participate in a field trip for Grade \_\_\_\_\_ Students on \_\_\_\_\_ (mm/dd/yy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District No. 62 (Sooke) 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.~~

**I hereby give my consent and acknowledge by my signature that:**

Students will be going to \_\_\_\_\_ (location) and will be away from the school from \_\_\_\_\_  
to \_\_\_\_\_ (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot). \_\_\_\_\_  
Initial

On this field trip, up to \_\_\_\_\_ (number) students will be: \_\_\_\_\_  
(describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) \_\_\_\_\_  
Initial

The students will be supervised by \_\_\_\_\_ (a typical response might be "school employees and hopefully 2 – 4 parent volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. \*\*With older grades, you should add a sentence saying "Your child will not necessarily be supervised by an adult at all times.") \_\_\_\_\_  
Initial

My child has no illnesses, allergies or disabilities that may require special attention, 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: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_  
Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. \_\_\_\_\_  
Initial

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

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

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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.

\_\_\_\_\_

Initial

In signing this consent ~~and Waiver~~, 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, 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 more 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

Date:

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Printed Name of Witness

\_\_\_\_\_

Printed Name of Parent/Guardian

\_\_\_\_\_

Address

\_\_\_\_\_

Address

**NOTE: This Consent ~~and Waiver~~ must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**

**APPENDIX E****International Educational Trips****1. Pre-Trip Review**

- 1.1 Not less than one month prior to departure on an Out of Province Educational Trip, the sponsor teacher will meet with the Principal to review and revise, as appropriate:
- a. the critical incident plan to deal with health, financial or discipline emergencies, that includes a telephone tree and arrangements for two-way communication.
  - b. the supervision plan.
  - c. the list of student participants and volunteers.
  - d. the detailed itinerary.
  - e. the general state of readiness and preparedness for the trip.

**2. Documentation**

- 2.1 Prior to embarking upon the International Educational Trip, the sponsor teacher will provide the school administration a copy of all relevant documents for the trip (the "Trip File"), and specifically:
- a. a list of all participants and volunteers, with medical and emergency contact information.
  - b. a copy of the informed consent form signed by the parent/guardian of each participating student.
  - c. a detailed itinerary, including transportation arrangements, accommodation, activities, with contact numbers and addresses.
  - d. emergency contact numbers for sponsor teacher and supervisors.
  - e. a copy of each student's valid passport and, if necessary, travel visa.
  - f. information about travel insurance and alternate destination planning.
- 2.2 A copy of the Trip File will be kept by the Principal and provided to the Associate Superintendent at least one week prior to the departure of the trip.

**3. Health and Safety**

- 3.1 All participants on an International Educational Trip, including students, volunteers and the sponsor teacher, must provide confirmation of adequate health and hospital insurance coverage prior to departure.
- 3.2 All participants on an International Educational Trip must provide the sponsor teacher with information concerning any known medical or health condition that may require emergency attention on the trip.
- 3.3 The sponsor teacher must carry with them on the trip a copy of the relevant health information for students, including emergency contact information for parents/guardians and school district administration.

**INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE**

**This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.**

**Part A:**

School: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Principal: \_\_\_\_\_

Supervisor (Educator in charge): \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Grade level(s): \_\_\_\_\_ No. of students involved: \_\_\_\_\_

Approx. cost of tour: \$ \_\_\_\_\_ Approx. cost to students: \$ \_\_\_\_\_

Transportation: \_\_\_\_\_

No. of school days missed (recommend 3 days maximum) \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Accommodation Arrangements: \_\_\_\_\_ Billet \_\_\_\_\_ Hotel/Motel \_\_\_\_\_ Camping \_\_\_\_\_ Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

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- Unique Risk/Safety Considerations: \_\_\_\_\_

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**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*

_____ Supervisor's Signature	_____ Date
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**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**

_____ Principal's Signature	_____ Date
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_____ Associate Superintendent's Signature	_____ Date
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**INTERNATIONAL EDUCATIONAL TRIPS  
PLANNING UPDATE  
STEP TWO**

**NOTE: Approval for International Educational Trips is a two-step process. This form must be completed as an update and is to be provided to the Principal and Associate Superintendent one month before the departure of the trip.**

**Please attach a copy of the approved Preliminary Application Form (Step One)**

<b>School</b>	<b>Date Final Form Submitted</b>
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**GENERAL DESCRIPTION**

1. Destination \_\_\_\_\_  
\_\_\_\_\_
2. Dates of International Educational Trip \_\_\_\_\_
3. Number of school days missed (recommended 3 days max.) \_\_\_\_\_
4. Names and grade levels of students participating. Please indicate male/female/**other**. (Attach list if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final list of participants (names & phone numbers) must be submitted to the Associate Superintendent prior to departure.

5. a) Name of Lead Supervisor: \_\_\_\_\_
- b) Names of supervisors (indicate male/female/**other**, teacher, parent/**guardian**, volunteer, etc.)

_____	_____
_____	_____
_____	_____

*Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies attached.*

- c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.

_____	_____
_____	_____

6. Method of travel/transportation: \_\_\_\_\_  
 \_\_\_\_\_

7. Brief Itinerary and Details: Please attach a detailed itinerary that contains the following information:

Destination	Accommodation	Contact Person	Phone Number	Date

### **PLANNING DETAILS**

#### **1. Educational Objectives**

a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

\_\_\_\_\_  
 \_\_\_\_\_

b. What follow-up activities are planned for the students?

\_\_\_\_\_  
 \_\_\_\_\_

c. Location \_\_\_\_\_

#### **2. Supervision**

a) Proposed adult/gender/student ratio: \_\_\_\_\_ (minimum 1:10)

b) What evidence is there that the supervising staff has the experience to assist the students in the intended outcome?

\_\_\_\_\_  
 \_\_\_\_\_

c) What arrangements are in place to cover supervising staff's teaching assignment?

\_\_\_\_\_  
 \_\_\_\_\_

d) First Aid Training: \_\_\_\_\_

#### **3. Student Participation**

What are the qualifying factors (if any) required of participating students? How were students selected?

\_\_\_\_\_

*\*Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.*

### **FINANCES**

1. What is the total per student cost for the International Education trip? \_\_\_\_\_

2. Of the total per student cost, how much is each student required to pay? \_\_\_\_\_
3. What is the source of funds and amounts when there is a difference between a) and b)?  
\_\_\_\_\_
4. How much is the staff required to pay? \_\_\_\_\_
5. What is the total cost of the International Educational trip? \_\_\_\_\_
6. If a commercial tour company has been used to assist in the arrangements, what is the name of the agency?  
\_\_\_\_\_. Identify the contact person and their  
telephone number and e-mail address. \_\_\_\_\_
7. If TTOC time is required, how will the cost be borne? \_\_\_\_\_
8. First Aid Training: \_\_\_\_\_

### **LIABILITY COVERAGE**

1. Explain the arrangements that have been made to ensure that all applications have **adequate health and cancellation insurance for travelling out of the country**.  
\_\_\_\_\_  
\_\_\_\_\_
2. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations? \_\_\_\_\_  
\_\_\_\_\_

*\*Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.*

### **INSURANCE AND ALTERNATE DESTINATION PLANS**

#### **Information to Parents/Guardians:**

- Please include a sample of proposed letter or notices to parents/guardians.

#### **Parental Consent Forms:**

- Please include a sample of proposed parental/guardian consent forms.

### **RETENTION OF KEY DOCUMENTATION**

Following approval from the Associate Superintendent, it is expected the Principal will retain on file all pertinent documentation. Teacher will complete International Educational Trip forms. The Trip File will be sent to the Associate Superintendent just prior to trip departure.

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**OTHER EDUCATORS' SIGNATURES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Upon receiving the update, the Principal will submit to the Associate Superintendent. Once signed by the Associate Superintendent, it will be returned to the Principal.**

DRAFT



**FINAL SIGN OFF FOR INTERNATIONAL EDUCATIONAL TRIP**\_\_\_\_\_  
**School**\_\_\_\_\_  
**Supervising Teacher**\_\_\_\_\_  
**Travel Date****Destination:** \_\_\_\_\_**Purpose:** \_\_\_\_\_**Date Plan and Update Signed Off:** \_\_\_\_\_**Associate Superintendent's Signature:** \_\_\_\_\_

DRAFT

## INTERNATIONAL EDUCATIONAL TRIP FILE FINAL CHECKLIST

**This checklist must be submitted to School Administrator at least one week prior to departure.** Label folder/binder with school name, location and dates of travel.

- Copy of signed informed consent forms
- Detailed trip Itinerary – includes name of accommodation and contact numbers
- List and phone numbers of accommodations
- Transportation schedules including any flight numbers, bus and/or train schedules. Please also include company names
- Insurance and Alternate Destination Plans
- List of students, gender, grade levels and home/cell contact phone numbers for time of travel
- List of all supervisors and chaperones
- If using a travel company, include name and contact numbers of tour guides.
- Confirm with students/parents/guardians all medical and necessary trip insurance.
- Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).
- Understanding of travel insurance and parent/guardian responsibility.

*School District #62 (Sooke)*  
**MODERATE RISK FIELD TRIP APPROVAL FORM  
 FOR INTERNATIONAL EDUCATIONAL TRIPS**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: \_\_\_\_\_

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

Purpose/Activities: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Number of Supervisors/Chaperones: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Times & Locations (When & Where?):  
 \_\_\_\_\_  
 \_\_\_\_\_

Method(s) of Transportation: \_\_\_\_\_

Costs: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

I have read School District #62 Field Trip Policy C-329.

**Planned by:** \_\_\_\_\_

Leader's signature

**Approved by:** \_\_\_\_\_

Principal's Signature

**Date:** \_\_\_\_\_

**PART B** (to be submitted 45 days prior to trip)  
Required only for field trips that are International Educational trips,  
and/or involve "moderate risk" activities.

**Date of Parent/Guardian Information Meeting(s) (required by policy):** \_\_\_\_\_

**Section 1 – Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements \_\_\_\_\_

Meal Arrangements \_\_\_\_\_

**Section 2 - Required if Field Trip involves any "Moderate Risk" Activities**

List "Moderate Risk" Activities (see Field Trip Policy for definitions): \_\_\_\_\_

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): \_\_\_\_\_

Leader's and/or Instructors' Local Knowledge: \_\_\_\_\_

Type & Quality of Safety Equipment: \_\_\_\_\_

Ratio of Students-to-Instructors (qualified to lead activities): \_\_\_\_ / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): \_\_\_\_ / 1

Details of Student Preparation for Activities: \_\_\_\_\_

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: \_\_\_\_\_

First Aid Training: \_\_\_\_\_

Contingency Plans for Emergencies: \_\_\_\_\_

**Section 3 – Any Relevant Additional Information**

**Planned By:**

**Approved/Recommended by:**

**Date:**

\_\_\_\_\_  
Leader's Signature

\_\_\_\_\_  
Principal's Signature

School District No. 62 (Sooke)**MODERATE RISK FIELD TRIP – INTERNATIONAL EDUCATIONAL TRIPS**  
**SCHOOL TRAVEL/ACTIVITY CHECKLIST**

*This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated “free time” and while being transported. (School district policies regarding student travel, student behaviour and the teachers’ duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.*

*Please ensure that all relevant documents are on file in the school office.*

SCHOOL: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

SUPERVISORS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.**

NUMBER OF STUDENTS: \_\_\_\_\_ LENGTH OF TRIP: \_\_\_\_\_ DAYS

**NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.**

DEPARTURE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

ARRIVAL AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

LEAVE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

ARRIVE AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

**TEACHER’S SIGNATURE:** \_\_\_\_\_

**PRINCIPAL’S SIGNATURE INDICATING PLANNING COMPLETE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.****RATIONALE**

1. Is trip consistent with Board policy?
2. Has appropriate permission been received? (1. Principal 2. Board approval 3. Parent/guardian consent)
3. Have provisions been made for non-participating students who remain at school?

**SAFETY KIT – TO BE BROUGHT BY TRIP LEADER**

1. First Aid Kit
2. Charged cell phone Cell Number \_\_\_\_\_
3. Emergency contact numbers for school & emergency services on a separate sheet of paper
4. Medical information and contacts for each student
5. Emergency Plan for trip (what to do in the event of an emergency)
6. Have destination contact persons, addresses and phone numbers been:
- a) carried on trip?
- b) filed at school?
- c) given to parents/guardians?

**COMMUNICATION WITH PARENTS/GUARDIANS**

1. a) Date of Parent Information Meeting: \_\_\_\_\_
- b) Are parental permission slips on file for participating students?
2. Has a detailed trip itinerary been:
- a) filed at school?
- b) sent home?
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip?
4. Have arrangements been made to cope with known individual medical situations?
5. Have students/parents/guardians been provided with equipment list?
6. Have provision been made to check student preparation before trip date?
7. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage?
8. Have procedures for serious behaviour problems been communicated to the parent/guardian?

*School Travel Activity Checklist – Moderate Risk – Int'l Educational trips*

**TEACHER-ON-CALL**

1. Is a TTOC needed? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has a TTOC been booked? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has funding been approved by the Principal? Yes \_\_\_\_\_ No \_\_\_\_\_

**SUPERVISION**

1. Have all supervisors been briefed on their responsibilities and trip details?
2. Are supervisors provided with student/billet accommodation lists?
3. Has provision been made for supervision during structured and unstructured time?
4. Curfew times/billets detailed?
5. Are supervisors of both sexes required? (sports constitution requirement)
6. Do supervisors have Criminal Record Checks?

**SAFETY**

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip?
2. Have potential hazards been considered in your planning?
3. Are there provisions for first aid?
4. Is the Supervisor familiar with the route/destination?

**FUNDING**

1. Has funding for the trip been obtained in accordance with Board policy?
2. Are payment methods organized for the trip?
3. Has an itemized budget been filed?
4. Ensure all receipts are turned into the office.

**TRANSPORTATION**

2. Are transportation arrangements in accordance with Board Policies?  
Check Policy No. C-329C-320, C-330, C-331, D-111, Form 62-21
2. Has adequate supervision been provided?

*School Travel Activity Checklist – Moderate Risk – Int'l Educational, Int'l Student Exchange or Int'l Sports-Based Trips*

3. Are drivers given clear directions regarding routes and stops?
4. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO?
5. a) If more than one vehicle is being used, is list on file showing who is in which vehicle?
- b) If any student changes vehicles, a record of this change must be made and communicated to each supervisor.
6. Is list of students going, and home telephone numbers been filed in school office?
7. Does means of transport have adequate luggage/equipment storage?
8. Are arrangements made well in advance for meals enroute?
9. Will there be access to the school on departure or return?
10. Have provisions been made to deal with the:
- a) alarm system?
- b) fire gates?



**SCHOOL CONSENT FORM  
FOR CHILD PARTICIPATING IN MODERATE RISK  
INTERNATIONAL EDUCATIONAL TRIP**

**Date:**

**Dear:**

~~In consideration of School District No. 62 (Sooke) offering my child \_\_\_\_\_, an opportunity to participate in a field trip for Grade \_\_\_\_\_ Students on \_\_\_\_\_ (mm/dd/yy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District No. 62 (Sooke) 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.~~

**I hereby give my consent and acknowledge by my signature that:**

Students will be going to \_\_\_\_\_ (location) and will be away from the school from \_\_\_\_\_ to \_\_\_\_\_ (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot). \_\_\_\_\_ Initial

On this field trip, up to \_\_\_\_\_ (number) students will be: \_\_\_\_\_ (describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) \_\_\_\_\_ Initial

The students will be supervised by \_\_\_\_\_ (a typical response might be "school employees and hopefully 2 – 4 parent volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. \*\*With older grades, you should add a sentence saying "Your child will not necessarily be supervised by an adult at all times.") \_\_\_\_\_ Initial

My child has no illnesses, allergies or disabilities that may require special attention, 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: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. \_\_\_\_\_ Initial

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

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

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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.

\_\_\_\_\_

Initial

In signing this consent ~~and Waiver~~, 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, 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 more 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

Date:

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Printed Name of Witness

\_\_\_\_\_

Printed Name of Parent/Guardian

\_\_\_\_\_

Address

\_\_\_\_\_

Address

**NOTE: This Consent ~~and Waiver~~ must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**

**APPENDIX F****INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL,  
HUMANITARIAN PROGRAMS OR SPORTS-BASED TRIPS****1. Pre-Program Review**

- 1.1 Not less than one month prior to departure on a program, the sponsor teacher will meet with the Principal to review and revise, as appropriate:
- a. the critical incident plan to deal with health, financial or discipline emergencies, that includes a telephone tree and arrangements for two-way communication.
  - b. the supervision plan.
  - c. the list of student participants and volunteers.
  - d. the detailed itinerary.
  - e. the general state of readiness and preparedness for the Student Exchange, Sister School or Humanitarian Program.

**2. Documentation**

- 2.1 Prior to embarking upon the program, the sponsor teacher will provide the school administration a copy of all relevant documents for the program (the "Program File"), and specifically:
- a. a list of all participants and volunteers, with medical and emergency contact information.
  - b. a copy of the informed consent form signed by the parent/guardian of each participating student.
  - c. a detailed itinerary, including transportation arrangements, accommodation, activities, with contact numbers and addresses.
  - d. emergency contact numbers for sponsor teacher and supervisors.
  - e. a copy of each student's valid passport and, if necessary, travel visa, if international travel is involved.
  - f. information about travel insurance and alternate destination planning.
  - g. A copy of the Program File will be kept by the Principal and provided to the Associate Superintendent at least one week prior to the departure.

**3. Health and Safety**

- 3.1 All participants in a program, including students, volunteers and the sponsor teacher, must provide confirmation of adequate health and hospital insurance coverage prior to departure.
- 3.2 All participants in a program must provide the sponsor teacher with information concerning any known medical or health condition that may require emergency attention during the program.
- 3.3 The sponsor teacher must carry with them during the program a copy of the relevant health information for students, including emergency contact information for parents/guardians and school district administration.
- 3.4 Prior to any international travel, the Department of Foreign Affairs and International Trade must be consulted to determine if any travel warning has been issued. Should conditions require it, the sponsor teacher should register with DFAIT ([www.voyage.gc.ca](http://www.voyage.gc.ca)) prior to departure and activate the registration with the local Canadian Consulate upon arrival.

**INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN  
PROGRAMS OR SPORTS-BASED TRIPS  
PRELIMINARY APPLICATION  
STEP ONE**

**This form must be completed as Step One of an approval process. Approval from the applicable Associate Superintendent must be received six months before the date of departure. Once this completed form has been approved, the program details may be confirmed and communication to student and parents/guardians can commence.**

**Part A:**

School: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Principal: \_\_\_\_\_

Supervisor (Educator in charge): \_\_\_\_\_

Destination of Program: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Grade level(s): \_\_\_\_\_ No. of students involved: \_\_\_\_\_

Approx. cost of tour: \$ \_\_\_\_\_ Approx. cost to students: \$ \_\_\_\_\_

Transportation: \_\_\_\_\_

No. of school days missed (recommended 3 days max.): \_\_\_\_\_

Source of funding: \_\_\_\_\_

Accommodation Arrangements: \_\_\_\_\_ Billet \_\_\_\_\_ Hotel/Motel \_\_\_\_\_ Camping \_\_\_\_\_ Other

• Has the proposed program been included in the overall plan for the year? \_\_\_\_\_

• Unique Risk/Safety Considerations: \_\_\_\_\_

**Part B:**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the program.
2. Proposed draft itinerary.
3. Method of financing the program.
4. Plan for supervision (include number of supervisors and names – minimum 1:10)
5. Any other pertinent information.



**INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL,  
HUMANITARIAN PROGRAMS OR SPORTS-BASED TRIPS  
PLANNING UPDATE  
STEP TWO**

**NOTE: Approval for a Program is a two-step process. This form must be completed as an update and is to be provided to the Principal and Associate Superintendent one month before the departure of the trip.**

**Please attach a copy of the approved Preliminary Application Form (Step One)**

<b>School</b>	<b>Date Final Form Submitted</b>
---------------	----------------------------------

**GENERAL DESCRIPTION**

1. Destination \_\_\_\_\_  
\_\_\_\_\_
2. Dates of Student Exchange, Sister School or Humanitarian Program \_\_\_\_\_
3. Number of school days missed (recommended 3 days max.) \_\_\_\_\_
4. Names and grade levels of students participating. Please indicate male/female/other. (Attach list if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final list of participants (names & phone numbers) must be submitted to the Associate Superintendent prior to departure.

5. a) Name of Lead Supervisor: \_\_\_\_\_
- b) Names of supervisors (indicate male/female, teacher, parent/**guardian**, volunteer, etc.)


*Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies attached.*

- c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.


6. Method of travel/transportation: \_\_\_\_\_  
 \_\_\_\_\_

7. Brief Itinerary and Details: Please attach a detailed itinerary that contains the following information:

Destination	Accommodation	Contact Person	Phone Number	Date

### **PLANNING DETAILS**

#### **1. Educational Objectives**

a) Describe the curricular and/or extra-curricular relevance students will receive from the Student Exchange or Sister School program.

\_\_\_\_\_  
 \_\_\_\_\_

b) What follow-up activities are planned for the students?

\_\_\_\_\_  
 \_\_\_\_\_

#### **2. Supervision**

a) Proposed adult/gender/student ratio: \_\_\_\_\_ (minimum 1:10)

b) What evidence is there that the supervising staff has the experience to assist the students in the intended outcome?

\_\_\_\_\_  
 \_\_\_\_\_

c) What arrangements are in place to cover supervising staff's teaching assignment?

\_\_\_\_\_  
 \_\_\_\_\_

#### **3. Student Participation**

What are the qualifying factors (if any) required of participating students? How were students selected?

\_\_\_\_\_

*\*Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.*

### **FINANCES**

1. What is the total per student cost for the International Education trip? \_\_\_\_\_

2. Of the total per student cost, how much is each student required to pay? \_\_\_\_\_

3. What is the source of funds and amounts when there is a difference between 1 and 2? \_\_\_\_\_

\_\_\_\_\_

4. How much is the staff required to pay? \_\_\_\_\_

\_\_\_\_\_

5. What is the total cost of the program? \_\_\_\_\_
6. If a commercial tour company has been used to assist in the arrangements, what is the name of the agency? \_\_\_\_\_  
 Identify the contact person and their telephone number and e-mail address. \_\_\_\_\_
7. If TTOC time is required, how will the cost be borne? \_\_\_\_\_

### **LIABILITY COVERAGE**

1. Explain the arrangements that have been made to ensure that all participants have **adequate health insurance for travelling out of the country**. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations? \_\_\_\_\_  
 \_\_\_\_\_

*\*Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.*

### **INSURANCE AND ALTERNATE DESTINATION PLANS**

#### **Information to Parents/Guardians:**

- Please include a sample of proposed letter or notices to parents/guardians.

#### **Parental Consent Forms:**

- Please include a sample of proposed parental consent forms.

### **RETENTION OF KEY DOCUMENTATION**

Following approval from the Associate Superintendent, it is expected the Principal will retain on file all pertinent documentation. The sponsor teacher will complete all necessary forms. The Program File will be sent to the Associate Superintendent just prior to trip departure.

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**OTHER EDUCATORS' SIGNATURES:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Upon receiving the update, the Principal will submit to the Associate Superintendent. Once signed by the Associate Superintendent, it will be returned to the Principal.**



**FINAL SIGN OFF FOR INT'L STUDENT EXCHANGE, SISTER SCHOOL,  
HUMANITARIAN PROGRAM OR SPORTS-BASED TRIP**

\_\_\_\_\_ **School**

\_\_\_\_\_ **Supervising Teacher**

\_\_\_\_\_ **Travel Date**

**Destination:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Date Plan and Update Signed Off:** \_\_\_\_\_

**Associate Superintendent's Signature:** \_\_\_\_\_

DRAFT

**INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN  
PROGRAM OR SPORTS-BASED TRIP  
FINAL CHECKLIST**

**This checklist must be submitted to School Administrator at least one week prior to departure.** Label folder/binder with school name, location and dates of travel.

- Copy of signed informed consent forms
- Detailed trip Itinerary – includes name of accommodation and contact numbers
- List and phone numbers of accommodations
- Transportation schedules including any flight numbers, bus and/or train schedules. Please also include company names
- Insurance and Alternate Destination Plans
- List of students, gender, grade levels and home/cell contact phone numbers for time of travel
- List of all supervisors and chaperones
- If using a travel company, include name and contact numbers of tour guides.
- Confirm with students/parents/guardians all medical and necessary trip insurance.
- Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).
- Understanding of travel insurance and parent responsibility.

*School District #62 (Sooke)*

**MODERATE RISK FIELD TRIP APPROVAL FORM  
FOR INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL,  
HUMANITARIAN PROGRAM OR SPORTS-BASED TRIPS**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: \_\_\_\_\_

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

Purpose/Activities: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Number of Supervisors/Chaperones: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Times & Locations (When & Where?):  
\_\_\_\_\_  
\_\_\_\_\_

Method(s) of Transportation: \_\_\_\_\_

Costs: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

I have read School District #62 Field Trip Policy C-329.

**Planned by:** \_\_\_\_\_

Leader's signature

**Approved by:** \_\_\_\_\_

Principal's Signature

**Date:** \_\_\_\_\_

**PART B** (to be submitted 45 days prior to trip)

Required only for field trips that are International Student Exchange, Sister School, Humanitarian or Sports-Based, and/or involve "moderate risk" activities.

**Date of Parent/Guardian Information Meeting(s) (required by policy):** \_\_\_\_\_

**Section 1 – Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements \_\_\_\_\_

Meal Arrangements \_\_\_\_\_

**Section 2 - Required if Field Trip involves any "Moderate Risk" Activities**

List "Moderate Risk" Activities (see Field Trip Policy for definitions): \_\_\_\_\_

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): \_\_\_\_\_

Leader's and/or Instructors' Local Knowledge: \_\_\_\_\_

Type & Quality of Safety Equipment: \_\_\_\_\_

Ratio of Students-to-Instructors (qualified to lead activities): \_\_\_\_ / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): \_\_\_\_ / 1

Details of Student Preparation for Activities: \_\_\_\_\_

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: \_\_\_\_\_

First Aid Training: \_\_\_\_\_

Contingency Plans for Emergencies: \_\_\_\_\_

**Section 3 – Any Relevant Additional Information**

**Planned By:**

**Approved/Recommended by:**

**Date:**

\_\_\_\_\_  
Leader's Signature

\_\_\_\_\_  
Principal's Signature

School District No. 62 (Sooke)

**MODERATE RISK FIELD TRIP – INTERNATIONAL STUDENT  
EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAM OR  
SPORTS-BASED TRIPS  
SCHOOL TRAVEL/ACTIVITY CHECKLIST**

*This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated “free time” and while being transported. (School district policies regarding student travel, student behaviour and the teachers’ duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.*

*Please ensure that all relevant documents are on file in the school office.*

SCHOOL: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

SUPERVISORS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.**

NUMBER OF STUDENTS: \_\_\_\_\_ LENGTH OF TRIP: \_\_\_\_\_ DAYS

**NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.**

DEPARTURE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

ARRIVAL AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

LEAVE FROM: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

ARRIVE AT: \_\_\_\_\_ (AM) (PM) \_\_\_\_\_

**TEACHER’S SIGNATURE:** \_\_\_\_\_

**PRINCIPAL’S SIGNATURE INDICATING PLANNING COMPLETE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*School Travel Activity Checklist – Moderate Risk – Int’l Student Exchange, Sister School, Humanitarian or Int’l Sport-Based Trips*

**CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.**

***RATIONALE***

1. Is trip consistent with Board policy?
2. Has appropriate permission been received? (1. Principal 2. Board approval 3. Parent/Guardian consent)
3. Have provisions been made for non-participating students who remain at school?

***SAFETY KIT – TO BE BROUGHT BY TRIP LEADER***

1. First Aid Kit
2. Charged cell phone      Cell Number \_\_\_\_\_
3. Emergency contact numbers for school & emergency services on a separate sheet of paper
4. Medical information and contacts for each student
5. Emergency Plan for trip (what to do in the event of an emergency)
6. Have destination contact persons, addresses and phone numbers been:
  - a) carried on trip?
  - b) filed at school?
  - c) given to parents/guardians?

***COMMUNICATION WITH PARENTS/GUARDIANS***

1. a) Date of Parent/Guardian Information Meeting: \_\_\_\_\_
- b) Are parental/guardian permission slips on file for participating students?
2. Has a detailed trip itinerary been:
  - a) filed at school?
  - b) sent home?
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip?
4. Have arrangements been made to cope with known individual medical situations?
5. Have students/parents/guardians been provided with equipment list?
6. Have provision been made to check student preparation before trip date?
7. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage?
8. Have procedures for serious behaviour problems been communicated to the parent/guardian?

*School Travel Activity Checklist – Moderate Risk – Int’l Student Exchange, Sister School, Humanitarian or Int’l Sports-Based Trips*

**TEACHER-ON-CALL**

1. Is a TTOC needed? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has a TTOC been booked? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has funding been approved by the Principal? Yes \_\_\_\_\_ No \_\_\_\_\_

**SUPERVISION**

1. Have all supervisors been briefed on their responsibilities and trip details?
2. Are supervisors provided with student/billet accommodation lists?
3. Has provision been made for supervision during structured and unstructured time?
4. Curfew times/billets detailed?
5. Are supervisors of both sexes required? (sports constitution requirement)
6. Do supervisors have Criminal Record Checks?

**SAFETY**

To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip?

2. Have potential hazards been considered in your planning?
3. Are there provisions for first aid?
4. Is the Supervisor familiar with the route/destination?

**FUNDING**

1. Has funding for the trip been obtained in accordance with Board policy?
2. Are payment methods organized for the trip?
3. Has an itemized budget been filed?
4. Ensure all receipts are turned into the office.

**TRANSPORTATION**

3. Are transportation arrangements in accordance with Board Policies?  
Check Policy No. C-329C-320, C-330, C-331, D-111, Form 62-21
2. Has adequate supervision been provided?

*School Travel Activity Checklist – Moderate Risk – Int’l Student Exchange, Sister School, Humanitarian or Int’l Sports-Based Trips*

3. Are drivers given clear directions regarding routes and stops?
4. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO?
- 5 a) If more than one vehicle is being used, is list on file showing who is in which vehicle?   
b) If any student changes vehicles, a record of this change must be made and communicated to each supervisor.
6. Is list of students going, and home telephone numbers been filed in school office?
7. Does means of transport have adequate luggage/equipment storage?
8. Are arrangements made well in advance for meals enroute?
9. Will there be access to the school on departure or return?
10. Have provisions been made to deal with the:  
a) alarm system?   
b) fire gates?



**SCHOOL CONSENT FORM  
FOR CHILD PARTICIPATING IN MODERATE RISK  
INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN  
PROGRAM OR INTERNATIONAL SPORTS-BASED ACTIVITY**

**Date:**

**Dear:**

~~In consideration of School District No. 62 (Sooke) offering my child \_\_\_\_\_, an opportunity to participate in a field trip for Grade \_\_\_\_\_ Students on \_\_\_\_\_ (mm/dd/yy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District No. 62 (Sooke) 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.~~

**I hereby give my consent and acknowledge by my signature that:**

Students will be going to \_\_\_\_\_ (location) and will be away from the school from \_\_\_\_\_  
to \_\_\_\_\_ (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot). \_\_\_\_\_ Initial

On this field trip, up to \_\_\_\_\_ (number) students will be: \_\_\_\_\_  
(describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) \_\_\_\_\_ Initial

The students will be supervised by \_\_\_\_\_ (a typical response might be "school employees and hopefully 2 – 4 parent/**guardian** volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent/**guardian** volunteers, or if a specific teacher is sick, but a substitute is available. \*\*With older grades, you should add a sentence saying "Your child will not necessarily be supervised by an adult at all times.") \_\_\_\_\_ Initial

My child has no illnesses, allergies or disabilities that may require special attention, 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: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. \_\_\_\_\_ Initial

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

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

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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.

\_\_\_\_\_  
Initial

In signing this consent ~~and Waiver~~, 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, 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 more 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

Date:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**NOTE: This Consent ~~and Waiver~~ must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**



**Committee Information Note**  
**Education-Policy Committee Meeting**  
**December 7, 2021**  
**Agenda Item 5b: Draft New Policy and Regulations C-317**  
**“Police Requests for Student Interviews”**

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**Background:**

Our District’s vision is to honour student voice and choice through engaging, purposeful and experiential learning in a safe and respectful community. In alignment with this vision, the District has developed, over time, a ‘Safe and Healthy Schools’ department that supports Violence Threat Risk Assessment (VTRA) and the Critical Incident Response Team (CIRT). Principals and staff are trained in protocol to ensure that they are equipped to deal with any events that may occur. Sometimes, it may be necessary for enforcement authorities to interview students with respect to events that have taken place. Thus, the requirement for this new policy and regulations, which will ensure that appropriate procedures are followed. RCMP Inspector Todd Preston has reviewed the draft policy and regulations, and it has been sent to District lawyers to be certain that we are following legal protocols.

**Context:**

Principals do their best to encourage that student interactions with law enforcement occur outside of the school setting. This policy and regulations will be used as a guideline for police officers as well as school administrators who may be on-site when an interview is requested. The policy is clear that, if possible, all police investigations should occur off-site, however, there are situations when law enforcement officers must come to the school to question students. This policy and regulations ensures all parties concerned can process events in a safe and timely manner.

**Recommendation:**

That the Education-Policy Committee recommend a motion to the Board of Education to circulate the draft new Policy and Regulations C-317 “Police Requests for Student Interviews” for Notice of Motion.

Respectfully,

Stephanie Hedley-Smith  
 Associate Superintendent

**School District #62 (Sooke)**

<b>POLICE REQUESTS FOR STUDENT INTERVIEWS</b>	No.: C-317
	Effective: Revised: Reviewed: Dec. 7/21

**SCHOOL BOARD POLICY**

The District acknowledges that police officials may find it necessary to visit school or District property in order to interview a student or students. School personnel must co-operate with law enforcement personnel, in accordance with this Policy and existing statutes. Schools have an obligation to ensure both students' and parents'/guardians' rights are respected and that they are informed about the situation.

The duty of an educator to act "in loco parentis" on behalf of a student remains paramount in dealing with any police involvement in the school. It is essential that parents or guardians be informed and offered an opportunity to attend when their child may be interviewed by police. Certain exceptions, granted by law (e.g. suspected child abuse), may apply. When parents/guardians are unable to attend, school staff are expected to act "in loco parentis" and in the best interest of the student. Consideration should be given to support that may be available through other district experts such as counsellors or inclusion support teachers or Indigenous supports.

The District recognizes the importance of co-operating with agencies that have legally prescribed responsibilities which relate to students. There must exist a respectful and co-operative relationship between school personnel and police departments. However, this relationship must respect the lawful right(s) of all parties. This includes ensuring that the rights, dignity and compassion of the individuals must be respected at all times.

**School District #62 (Sooke)**

<b>POLICE REQUESTS FOR STUDENT INTERVIEWS</b>	No.: C-317
	Effective: Revised: Reviewed: Dec. 7/21

**ADMINISTRATIVE REGULATIONS**

The police shall always be encouraged to conduct interviews outside of school, ~~unless it is a domestic abuse case~~. There are situations that may require different approaches when police may wish to interview a student, such as interviewing a witness at school, interviewing a victim at school and interviewing a suspect at school.

It is for this reason that all police contact with students at school shall occur with the knowledge and consent of the administrator and with prior notice (except in a crisis situation).

Students are not to be arrested at school, unless absolutely necessary.

Requests by police to interview students on school or other District premises are subject to the following:

1. Students are not to be interviewed on school or other District premises, except in the following circumstances:

1.1 In cases where child abuse is suspected, the police and/or social worker may interview the student under the legislative regulation for the protection of children:

"Police officers and child welfare workers have complementary roles in responding to reports of suspected child abuse or neglect. Police have authority under the Criminal Code of Canada and the *Child, Family and Community Service Act* to respond:

- when a child or youth is in immediate danger; and
- when a criminal offence against a child or youth is suspected.

When an officer has reasonable grounds to believe that a child's or youth's safety or well-being is in immediate danger, the officer has authority to take charge of the child or youth and notify a child welfare worker as soon as possible.

Where a criminal offence against a child or youth is suspected, police may investigate, working in collaboration with child welfare workers.

(See BC Handbook for Action on Child Abuse and Neglect, page 12)

1.2 In an emergent situation where there is no question of compromising the student's legal rights and where immediate information is necessary for quick action:

1.2.1 When police officials request an interview with a student on school or District premises in accordance with Section 1.2, a Principal or designate must ensure that the student's parent(s)/guardian(s) are contacted immediately.

- 1.2.2 If parent(s) and/or guardian(s) cannot be reached or are unable to attend the interview, the Principal shall request the police officer to delay the interview until such time as the parent(s)/guardian(s) can be contacted or be present.
  - 1.2.3 If this request is refused, then the Principal or designate shall act "in loco parentis". The Principal or designate must sit in on the interview and provide a written report to the parent(s)/guardian(s), with a copy to the Superintendent.
2. A student is not to be released to the custody of other legal authorities in the absence of clear legal authority to do so.
  - 2.1 Any such release shall be in accordance with the District's duty of care for students and any formal regulations governing such release, including notification of parents/guardians/childcare authorities.
  - 2.2 In the case of students of Indigenous ancestry, processes delineated in Local Education Agreements shall be followed.
3. In situations where police wish to have contact with a student at school:
  - 3.1 The Principal shall request that the police complete interviews, question searches and arrests at the student's home or at another location away from school, if possible.
  - 3.2 The school shall make every attempt to notify the parent(s)/guardian(s) and confirm whether they wish to attend. The administrator shall document the attempt to make contact.
  - 3.3 The Principal shall determine from the police officer what the nature of the contact will be, and support the student as required.

**Committee Information Note**  
**Education-Policy Committee Meeting**  
**December 7, 2021**  
**Agenda Items: 5c, 5d and 5e – Policy and Regulation Changes**

**Background:**

- As an ongoing component of district work, polices and regulations are periodically reviewed and revised. In some cases, the emergence of new policy and regulations are required to enable the work of the district.
- Policy reflects the Board of Education’s direction and vision for how certain issues will be managed. Administrative Regulations provide the operational details for those broad statements.

**Policy/Regulation Revisions:**

- Administrative Regulations D-205 “Fund Raising”
  - With the addition of digital fundraising tools, the administrative regulations are modified to include the language of “digital” fund raising initiatives as an area for oversight.
  - This has become necessary as a result of increasing requests for schools to support fund raising activities initiated outside the school such as GoFundMe pages and online auctions.
  - As this is a change to the administrative regulations, no notice of motion is required.
- Policy C-350 “Appeals”
  - Changes to the policy are recommended in order to align with the Board’s By-law 1-08 and to clarify language related to significant effect on a student’s education, health or safety.
  - The revised language aligns to section 11 of the *School Act* and to policy documents from other public school districts in British Columbia.
- Draft Policy A-410 “Live Streaming Public Board and Standing Committee Meetings”
  - Through the work of the Board’s Governance Committee a draft policy to support live streaming of public Board and committee meetings has been developed.
  - This draft policy and regulations aligns to the Board’s desire to be able to share more broadly and transparently the work of the Board by making meetings available online.
  - During the COVID-19 pandemic, the Board has been operating under a temporary motion allowing for live streaming to occur. This draft policy now sets out the vision of the Board and parameters under which live streaming may occur.

**For Recommendation:**

- “That the Board of Education for School District #62 (Sooke) provide Notice of Motion for draft revised policy C-350 – Appeals.”
- “That the Board of Education for School District #62 (Sooke) provide Notice of Motion for draft Policy and Regulations A-410 – Live Streaming Public Board and Standing Committee Meetings.”

**School District #62 (Sooke)**

<b>APPEALS</b>	No.: C-350
	Effective: May 27/08 Revised: Reviewed: Nov. 2/21; Dec. 7/21

**SCHOOL BOARD POLICY**

Employee decisions relating to individual students should be carried out in accordance with principles of fairness. The appeal process should encourage all parties to disputes to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction.

The Board of Education generally encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises. **The Board, by By-law, requires the appellant to have followed the "Levels of Consultation" outlined in By-Law 1-08.**

If an employee's decision is disputed or a complaint is made about an employee's decision, the dispute or complaint is not resolved to the satisfaction of the student or the parent of the student affected, and the decision **"significantly"** affects the education, health or safety of the student, the Board of Education recognizes the right of a student and/or his or her parents (including guardians and persons acting in place of parents) to appeal to the Board.

The Board also recognizes that employee decisions that do not **"significantly"** affect the education, health or safety of a student are within the final authority of the Superintendent as the Board's chief educational officer.

"Decision" includes a failure to make a decision.

"Parent" is as defined in the *School Act*, and includes a guardian.

Appeals to the Board of Education are to be carried out in accordance with principles of fairness, including:

1. The appeal process should be accessible to parents and students. Information about the appeal process and relevant policies should be readily accessible to all, including employees, students and parents. Reasonable accommodation should be provided where necessary to allow parents or students to make use of the appeal process.
2. Appellants are entitled to receive the same written and oral information to be used in the appeal as is provided to the Board by administration and to have an opportunity to respond to it.
3. The Board accepts its responsibility to exercise its independent judgment when hearing appeals. In particular, a Board officer who has participated in making the decision being appealed, who has attempted to mediate it or who has investigated it shall not be present in the absence of the appellant during the deliberations of the Board of Education on the appeal.



4. A student or parent shall not be subjected to retribution by the Board, its officers or employees because an appeal has been made.

Appeal procedures shall be established by By-law and shall be applied in accordance with the previous four principles.

The Board recognizes that whether a decision "significantly" affects a student's education, health or safety is a matter for individual consideration. The following will normally be considered to be matters that "significantly" affect a student's education, health or safety:

- suspension or exclusion of a student from a school for a period in excess of five days, or that could prevent the student from fulfilling graduation requirements in a timely way;
- **Exclusion from school for a health condition;**
- ~~decisions regarding placement in an educational program (this does not include classroom or teacher preference issues) other than access to a specific course or class (unless denial of access to a class or course would significantly affect the student's education, health or safety);~~
- **grade promotion or graduation;** ~~decisions regarding whether a student has met the requirements for promotion from one grade or course to the next, or has met the requirements for secondary school graduation;~~
- **refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older;**
- ~~denial of a request for~~ **a student is not provided with** an individual education **plan** program; **and,**
- failure to consult with regard to a student's individual education program.

Decisions made on appeals are not precedential and are not binding on future decision-makers.

In considering appeals of employee decisions, the Board shall consider:

- whether the decision appealed is in accordance with legislation, board policies and procedures;
- whether the decision appealed was reached through a process that was fair to the student and after consideration of relevant information;
- whether the evidence presented to the Board supports the decision or calls it into question;
- whether the decision is reasonable in the circumstances; and
- whether there are special circumstances that would warrant making an exception to a board policy.

Legislation – *School Act* Sec. 11  
Policy Reference – By-law No. 1-08

**School District #62 (Sooke)**

<b>FUND-RAISING</b>	No.: D-205
	Effective: June 27/06 Revised: Reviewed: Nov. 2/21; Dec. 7/21

**ADMINISTRATIVE REGULATIONS****A. School Projects**

Fund-raising activities within a school, or by students in the name of the school, are permitted at the discretion of the Principal, who shall inform the appropriate District contact of the fund-raising activity during the planning stage, and indicate that the support of the PAC has been obtained. The purpose for the fund-raising activity should have educational, cultural or community value.

Principals must be able to produce records of such activities, including a financial accounting, and demonstrate the need for the funds so raised.

**B. Charitable Causes****1. Initiated in the school:**

School-initiated fund-raising activities for charitable causes are permitted at the discretion of the Principal, with the support of the PAC or the sponsor group.

**2. Initiated outside the school:**

All proposals for school participation in fund-raising activities for charitable causes, initiated outside school, **including digital fundraising activities (e.g. GoFundMe campaigns)** must first be submitted in writing to the Principal, who shall then consider requesting approval from the Superintendent of Schools or designate.

No such activity is permitted without prior written approval from the Superintendent of Schools or designate.

All such activities conducted in the school must have the approval of the Principal and support of the PAC.

**School District #62 (Sooke)**

<b>LIVE STREAMING PUBLIC BOARD AND STANDING COMMITTEE MEETINGS</b>	No.: A-410
	Effective: Revised: Reviewed: Nov. 23/21; Dec. 7/21;

**SCHOOL BOARD POLICY**

The Board of Education believes in the value of engagement and participation in the governance process. The Board further believes that increasing access to meetings through the use of live streaming technology to allow virtual participation will assist to inform the public of the proceedings of the Board.

Regular and special public meetings of the Board as well as publicly attended Board Standing Committee meetings will be streamed live, archived, and accessed online. In order to protect the integrity of Board proceedings, the Board reserves, at its sole discretion, the right to edit any recorded portion of a meeting, including for reasons of personal privacy, decorum and to remove defamatory or otherwise improper content.

**Legislation/Policy**

- School Act Section 67(60)
- Bylaw 1-20 – Governance
- A-400 – School Board Meetings
- Policy 412 – Delegations and Questions to the Board

**School District #62 (Sooke)**

<b>LIVE STREAMING PUBLIC BOARD AND STANDING COMMITTEE MEETINGS</b>	No.: A-410
	Effective: Revised: Reviewed: Nov. 23/21; Dec. 7/21;

**ADMINISTRATIVE REGULATIONS**

1. Regularly scheduled or special public meetings of the Board of Education, as well as publicly attended standing committees of the Board (Education-Policy and Resources Committee) will be live streamed except as provided herein.
2. Members of the public will use the "Q&A" function of the online meeting platform for the Board to consider any public questions during the "Question Period" portion of the Board Meeting agenda as outlined in Policy A-400 – School Board Meetings or as invited by the committee chair for standing committee meetings.
3. When asking a question participants must identify themselves as per ***Policy A-412: Delegations and Questions to the Board.***
4. The online meeting "chat" function will only be used by meeting participants to indicate that they wish to speak, and not as a mechanism to add information to the discussion.
5. The communication mechanism for live streaming meetings of the Board must permit the meeting participants to hear each other and, except for any part of the meeting which is closed in accordance with Policy A-400, that permits the public present at the meeting to hear the participation of all members during the meeting.
6. The video recording of any public meeting of the Board of Education or standing committee of the Board produced by the District is the exclusive property of the District.
7. Video recordings of Regular Public Board Meetings and standing committee meetings of the Board will be available for public viewing until the official minutes of the meeting have been approved by the Board.
8. By participating in Board or Committee Meetings, participants agree to be recorded and live streamed as part of the proceedings. Notice must be provided in the Notice of Meeting and at the start of a public meeting that recording and live streaming will occur. To the extent possible, members of the public attending the meeting in person, except for delegations, will not be recorded.
9. The Board Chair or Committee Chair may direct staff to edit the video recording of a meeting prior to posting including for reasons such as avoiding possible legal liability to the Board, the District and District employees, personal privacy, decorum and to remove defamatory or otherwise improper content. Legal advice will be sought as necessary.
10. Where the recording of the meeting posted on the Internet is edited, a notation to that effect will be made in the minutes and on the electronically posted version.
11. An unedited recording of any meeting where a posted recording has been edited, will be archived by the Board.
12. If there is an interruption in the communication link to a member who is participating electronically, the Presiding Member may;
  - a. adjourn the meeting until it is determined whether or not an electronic or telephone link can be re-established, or
  - b. continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room unless it is established that the cause of the interruption was an interruption in the School District's system.

**Committee Information Note**  
**Education-Policy Committee Meeting**  
**December 7, 2021**

**Agenda Item 5f: – Follow-up to Policy D-111 “Volunteers in Schools”**

**Background:**

- At the March 9, 2021 Board of Education Meeting, housekeeping edits to administrative regulations for D-111 were brought forward to the Board for information.
- At that time questions arose from trustees related to the time between criminal record checks for volunteers as well as Drivers’ Abstracts for volunteers driving personal vehicles.
- Under “Screening and Selection”, volunteers are required to complete a Criminal Record Check, valid for three years. Trustees wondered if a three-year window was sufficient to protect the interests of the Board and asked for advice on shortening that timeline.
- In the same section the regulations refer to a requirement for a Driver’s Abstract when volunteers will be driving students in personal vehicles. This abstract is valid for a five-year period. Again, trustees wondered if this timeline protected the Board’s interests.
- As a result of these questions, staff reached out to the Schools Protection Program (SPP) for advice and recommendations.

**Rationale:**

- The Risk Management Branch does not have any rules or requirements with respect to volunteers and Criminal Record Checks or Driver’s Abstracts.
- Driver’s Abstracts:
  - Can be obtained for free online and are instant. It was felt that a lot can change in five years. Given that they can be easily obtained, SPP felt that there was no harm in requesting them more frequently.
- Criminal Record Checks (CRC):
  - SPP recommended that our district develop a Volunteer Policy that includes information on screening volunteers, including interviews and CRCs. We have this under Policy D-111.
  - SPP did not have a recommendation on the timing of CRCs, only that it should be consistently applied. Ultimately, they felt that the decision regarding frequency of CRCs was dependent upon the District’s level of comfort and confidence that staff have done due diligence.
  - The *Criminal Records Review Act* (1996):
    - Section 24.5 (i)(b) requires that an existing volunteer complete a CRC once every five years and that a new volunteer complete a CRC prior to working with children or vulnerable adults.
    - Section 24.9(1) requires any volunteer that has a conviction or outstanding charges to immediately report that information to the volunteer organization.

**For Recommendation:**

- That the Administrative Regulations for Policy D-111 “Volunteers in Schools” be amended to require a Driver’s Abstract annually from volunteers that will be using personal vehicles for the purpose of transporting students.
- That the CRC requirement for volunteers remain at the current three-year interval.

Respectfully submitted,

Scott Stinson,  
Superintendent of Schools

**School District #62 (Sooke)**

<b>VOLUNTEERS IN SCHOOLS</b>	No.: D-111
	Effective: Jan. 13/87 Revised: Jan. 24/12

**SCHOOL BOARD POLICY**

The Board believes that the education of students is an undertaking that should be shared among its employees, parents and members of the community. The active involvement of parents in a volunteer role has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents and the community. Consequently, the Board supports and encourages the use of volunteers to support the work of employees.

The Board believes that the use of volunteers supports parental involvement, complements the skill and expertise of employees, assists schools in providing enriching additional learning experiences and extracurricular programs, and strengthens lines of communication among the school, home and community.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school staff and volunteers.

While encouraging the community context of schooling, the Board expects its schools to be safe, secure, and caring environments for students. Therefore, appropriate safeguards respecting the selection, role, and supervision of volunteers must support the use of volunteers. The School Board, through its employees, must maintain control of school programs and school-sponsored activities.

**School District #62 (Sooke)**

<b>VOLUNTEERS IN SCHOOLS</b>	No.: D-111
	Effective: Jan. 24/12 Revised: Feb. 25/13; Jan. 28/14; Jan. 27/15; Mar. 9/21 Reviewed: Mar. 2/21; Mar. 9/21

**ADMINISTRATIVE REGULATIONS***Definition*

- A volunteer is a parent or other person who has made an accepted commitment to assist the school without expectation of compensation. This policy does not apply to students and to school staff who volunteer.

***The Role of Volunteers***

- Volunteers should function in a supportive role which is compatible with the philosophy of the school and should not undertake tasks that require making programmatic or educational decisions.
- Volunteers must not be used to provide services that would result in the displacement of any employee.

***Screening and Selection***

- Volunteers are selected on the basis of an ability to work with students, skill in performing needed services, previous related experience, interest in the work, and personal character.
- Volunteers are encouraged from within the community at large, and efforts should be made to involve a wide representation of the community.
- The principal or designate must ensure that the screening of potential volunteers depending on the nature of the activity and the extent of supervision undertaken by the potential volunteer, the need for an interview to determine the appropriateness of the volunteer candidate.
- When a volunteer will be with a student(s) and will not be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students, a Criminal Record Check (Vulnerable Sector Check) is required. The Criminal Record Check will be valid for three years. The Principal has the discretion to waive this process if the volunteer has previously undertaken a similar screening process with another organization or program within the past six months and is able to provide copies or proof.
- Volunteers who will be driving students need to provide the school with a Driver's Abstract. The Driver's Abstract will be valid for five years.
- Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records, with the exception of contact information required for the Safe Arrival Program.



- It must be recognized some applicants will not be suitable for volunteer work in a school setting. All information collected in the screening process should be officially documented and treated as confidential.
- A volunteer's services may be terminated at the discretion of the principal.

### ***Management***

- An orientation for volunteers conducted by the principal or designate should include a review of relevant and applicable policies and procedures.
- The principal or designate should review the school's volunteer program annually with the Parent Advisory Council.

### ***Supervision and Monitoring of Volunteers***

Volunteers are visitors and must report to the office on arrival unless other arrangements have been approved by the principal or designate.

- Volunteers will sign-in and receive a volunteer name tag to be worn at all times and to be returned before departure from the building.
- Schools are required to maintain a list of volunteers and the specifics of their tasks.
- Parents will be informed if their child is working exclusively with a volunteer on a regular basis.
- The supervising staff member shall provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety.
- Complaints about volunteers should be handled by the supervising teacher or the school principal or designate responsible for volunteers.

### ***Conduct of Volunteers***

- Volunteers shall meet all the criteria of conduct and deportment required of School District staff, shall not be under the influence of or in possession of drugs (including prescription drugs that impair an individual's functioning) or alcohol, shall maintain confidentiality of students and of school matters, and shall comply with all relevant and applicable legislation and school district policies.
- Volunteers, on occasion, may become privy to personal information that must remain confidential. All volunteers must complete a Volunteer Confidentiality Agreement (attached) and a clear understanding conveyed that volunteers must uphold this confidentiality.

### ***Special Provisions Governing Community Coaches***

A community coach is a coach of a school team who is not an employee of the school district.

- A community coach must have a staff sponsor who may be a principal, vice-principal, teacher, or school district employee, unless exempted by the principal or vice-principal, based on the assurance the volunteer has completed the appropriate screening and has recognized involvement in the school's athletic program.
- Staff sponsors are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Staff sponsors must be present at all games, tournaments, and travel events. The principal or vice-principal may waive this requirement, except

for events involving overnight travel. Parents are to be advised of all travel and supervision arrangements.

- Community coaches are selected by the school administration in collaboration with staff members and/or the secondary athletic directors. Community coaches will be considered, providing they have the necessary ability and appropriate level of training required for the sport and age level in question, especially in high risk sports. In addition, community coaches would be subject to the same screening process as other volunteer applicants, including a criminal record check.
- Student coaches and coaches under nineteen years of age must be under the direct supervision of an employee sponsor at all times.
- Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

### ***Liability, Insurance and Expenses***

- Claims, other than for libel or slander, against volunteers for damages for acts or omissions in the provision of volunteers' services for the Board are disallowed under Section 94(1.1) of the *School Act*, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct. The Board's liability insurance coverage applies to volunteers who are engaged in activities authorized by the School District or school.
- Where any incident or accident occurs that may conceivably give rise to a claim against a volunteer or the school board, the volunteer must promptly provide all information to the school to further its insurance claim.
- Volunteers are responsible for their own injury coverage.

### VOLUNTEER INFORMATION FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Specify areas of interest (e.g. Coaching, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Certificates/Training:

\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience:

\_\_\_\_\_  
\_\_\_\_\_

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_

#### Volunteer Confidentiality Agreement

As a volunteer at \_\_\_\_\_, I agree to:

- Respect confidentiality when dealing with student and family personal information.
- Abide by the rules and policies of the school and the Sooke School District.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Principal: \_\_\_\_\_

# SOOKE SCHOOL DISTRICT

## FRENCH IMMERSION

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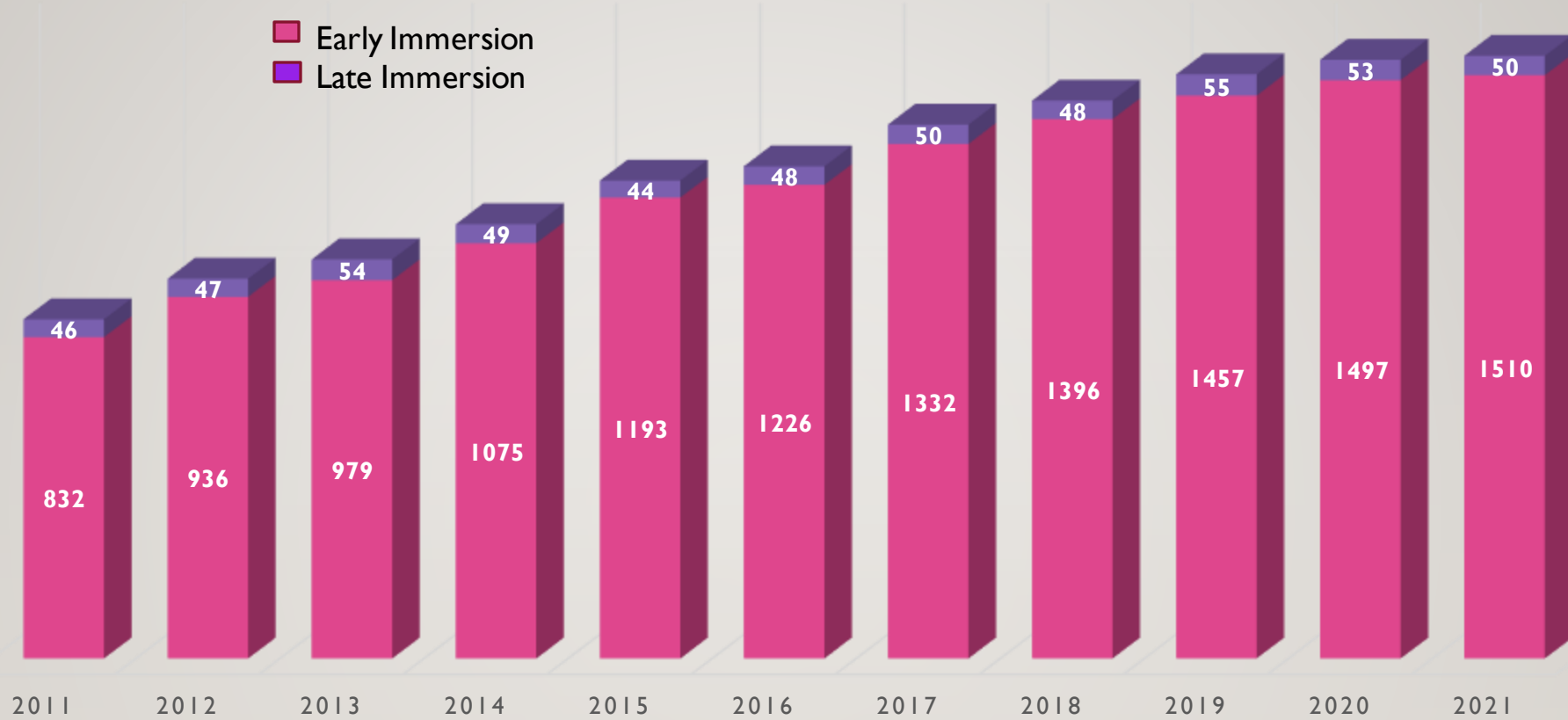
A STORY OF GROWTH AND SUCCESS



# HISTORY OF FRENCH IMMERSION



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- French Immersion was introduced as a program of choice with single kindergarten classes at John Stubbs and Saseenos in 1990.
  - The Sooke French Immersion program moved to Poirier when that school opened in 2001.
  - French Immersion was added to Millstream Elementary with a single Kindergarten class in 2012 to offset the demand and popularity of this program of choice.
  - École John Stubbs Memorial became 'single track' in September 2015. Since then, the school population has grown by 279 students.



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## DISTRICT FRENCH IMMERSION ENROLLMENT 2011 TO 2021



# TEACHER RETENTION

## *FRENCH PEDAGOGICAL PROFICIENCY SERIES*

**Support is being offered to new and non-francophone French Immersion teachers**

- Class management and supporting diversity of learners
- Instructional strategies and the use of technology
- Assessment, evaluation, and success criteria
- Language development and functional grammar strategies

# INCREASE IN FRENCH SPEAKING EDUCATIONAL ASSISTANTS



- Targeted hiring of French speaking Educational Assistants: Mme Szalipszki conducts interviews to assess French proficiency.
- We have hired three more French speaking Educational Assistants since September
- There is a total of 8 French Speaking EAs
  - This allows deeper and more meaningful support to students struggling with French Language learning, decreasing the need for behaviour support that may be caused by lack of comprehension



# OUR NARRATIVE

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- Sandra Szalipszki,  
Principal, École John Stubbs  
Memorial
- Kyle Ma – Grade 7  
Student, École John Stubbs  
Memorial



## Committee Information Note

### Education-Policy Committee Meeting

#### December 7, 2021

### Agenda Item: 6b. – Strategic Plan Quarterly Report

**Background:**

- The Board of Education, through motion, has directed staff to bring quarterly reports on progress related to the Strategic Plan and student outcomes forward for information.
- Under our renewed Strategic Plan for 2021-2025, we have sought to build a comprehensive process of accountability that links strategic plan outcomes and new Ministry of Education student success metric reporting through a continuous improvement lens. This is articulated in the Framework for Enhancing Student Learning (FESL).
- September 30, 2021 was the first time the [FESL report](#) was required to be submitted to the Ministry of Education.
- Since that submission, district staff have been working to build out the accountability framework for the district in order to demonstrate the work and progress occurring related to the strategic plan.
- Included in this report:
  - Ministry of Education Data Release Schedule
  - Strategic Plan: Year One Operational Plan
  - Accountability Rubric
  - Six Year Completion Rates 2020/2021
  - FSA Participation Rates (2021)

**Ministry of Education Data Release Schedule:**

- The Ministry of Education releases reports to school districts on an annual basis, based on the cycle of evidence collection. The chart below provides an overview of the reports and their timing:

Data System	Expected Release Date	Year
TRAX/Graduation Assessments (Jun)	August	21
TRAX Course Marks	October	21
Completion Rate	October	21
Student Enrolment/Demographics (Sept 2021)	December	21
Grade to Grade Transition	December	21
SADE (Oct)	December	21
Class Size	December	21
Foundation Skills Assessment	January	22
Post-Secondary Transition	February	22
TRAX/Graduation Assessments (Nov)	February	22
SADE (Jan)	March	22
TRAX/Graduation Assessments (Jan)	May	22
Student Learning Survey	June	22

SADE (April)	June	22
TRAX/Graduation Assessments (Apr)	July	22
Strong Start	July	22
SADE (July)	August	22
FESL Data	December	21

\*TRAX – Transcript and Examinations System – provincial exam and assessment results  
 \*\*SADE – Student Achievement Data Exchange – collects course level data for all schools 8-12 including Online learning and summer school.

**Strategic Plan Year One Operational Plan:**

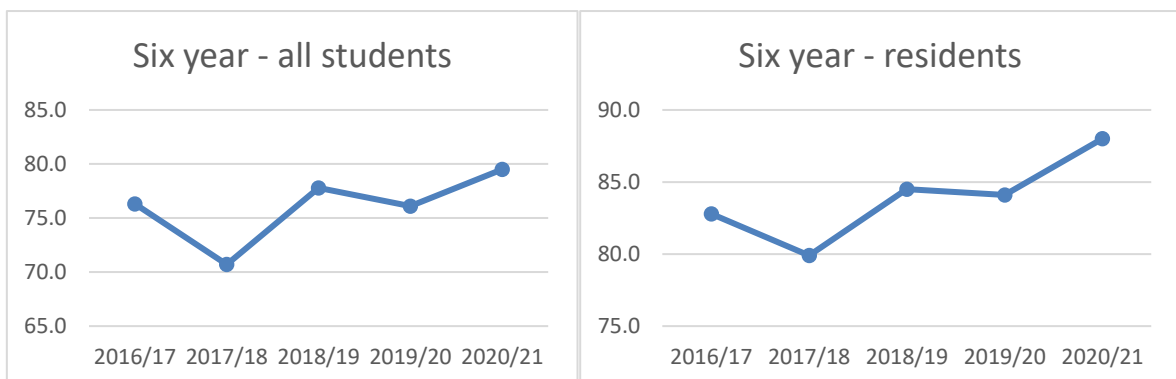
- Annually the district takes the direction of the Board through the Strategic Plan and develops annual operational plans to assist in achieving the goals and objectives of the Strategic Plan,
- The 2021/22 Operational Plan was conceived as a type of “gap year” to align operational direction to budget and resources. As a result, much of the initial effort has focused on Program Reviews to determine where priorities and funding needs may exist. Recommendations from the Program Review work will flow into the Board’s budget setting process in February/March and then into action for the latter part of the school year and into next.
- The 2021/22 Operational Plan is found at [this link](#).

**Accountability Rubric and Evidence Indicators:**

- As an overall accountability measure the district has developed an assessment rubric that links the individual goal areas and objectives to data and evidence indicators that will inform our assessment.
- Annually, the district will review the data/evidence in order to make an informed judgement regarding progress on the rubric. While we have seen significant progress in the development of the rubric, it continues to be refined.
- Evidence metrics and indicators continue to be refined. The evidence collected will inform decisions regarding assessment on the rubric.
- The Strategic Plan Accountability Rubric is found at [this link](#).

**2020/21 Six Year Completion Rates:**

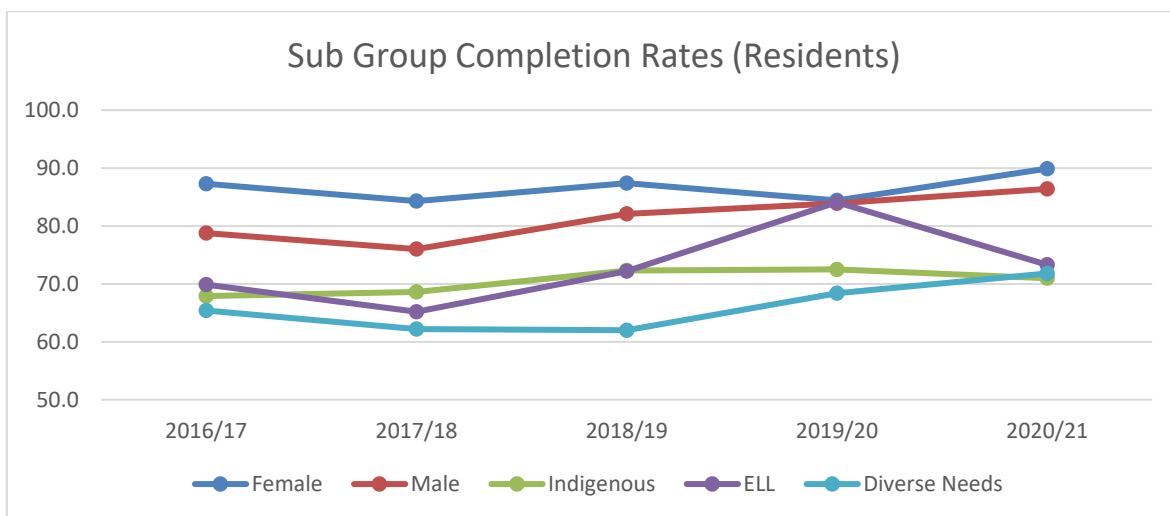
- Each year, the Ministry of Education releases the completion rate information for each school district. The data shows the five year (grade 8 to grade 12) and six year (grade 8 to 12 plus an additional year for credit completion). The 2020/21 data will show those students who graduated in five years, up to June of 2019/2020 and then those that returned for one more year, graduating in June of 2021.
- “All Students” includes International as well as other non-resident students. “Resident Only”, references BC school-age students.



\*2020-2021 six-year avg:

	All Students	Residents
District	79.5%	88%
Province	86%	90%

- Sub-Group disaggregation shows the relative six-year completion rate for students identified by gender, Indigenous ancestry, English Language Learning status, and diverse needs (12 different designation categories are represented in this group).



\*2020-2021 six-year avg:

	District	Province
Indigenous	71%	72%
Diverse Needs	71.8%	74%

- Greater detail is provided in the attached “Six-Year Completion and Grade 12 Graduation Rates 2020-2021” report.
- We are seeing a gradual and steady increase in graduation rates across all groups with exception of ELL. ELL rates were increasing regularly but experienced an anomaly from 2019/20 to 2020/21.
- Indigenous Graduation rates continue to be high but have not yet reached parity. The district graduation rate is on par with the Provincial average. This remains an area of continued focus.
- The District continues to get closer to parity with the Provincial average for Resident Only students (86% to 90%). Work continues to review areas to improve options and pathways for students to achieve success through graduation.

### **2021 Foundation Skills Assessment (FSA) Participation Rates:**

- For many years, FSA occurred in the spring of the school year, usually in February. Last year for the first time, it was moved to the Fall, however, due to considerations related to the pandemic, it was once again moved to the spring. The 2021/22 school year is the first time that the FSA has occurred in the province.
- Marking of this year’s assessments is ongoing. An outcome report will be brought forward to the Board as part of quarterly report later in the school year.
- Overall, our participation rate this year, compared to the previous years, is shown in the table below:

		<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>
Elementary (Gr. 4)	Literacy	42.2%	30.5%	33.6%	38.1%
	Numeracy	42.9%	27.3%	34.5%	35.9%
Middle (Gr. 7)	Literacy	29.3%	30.8%	35.9%	25.3%
	Numeracy	27.6%	28.7%	34.9%	24.7%

- As a result of the sustained BCTF campaign in opposition to the FSAs, our participation rates are very low, which causes challenges related to the validity of the data for the purposes of allocating resources.

Respectfully submitted,

Scott Stinson, Superintendent

School Name	Grade	Enrollment	SR Literacy - Online Component	SR Numeracy - Online Component	CR Literacy - Written Component	CR Numeracy - Written Component
<b>Elementary</b>						
Colwood Elementary	4	40	18 (45.00%)	19 (47.50%)	20 (50.00%)	20 (50.00%)
Crystal View Elementary	4	49	19 (38.78%)	17 (34.69%)	21 (42.86%)	21 (42.86%)
David Cameron Elementary	4	61	15 (24.59%)	10 (16.39%)	23 (37.70%)	23 (37.70%)
Ecole Poirier Elementary	4	64	26 (40.63%)	27 (42.19%)	28 (43.75%)	28 (43.75%)
Hans Helgesen Elementary	4	40	27 (67.50%)	21 (52.50%)	30 (75.00%)	0 (0.00%)
Happy Valley Elementary	4	90	40 (44.44%)	40 (44.44%)	43 (47.78%)	43 (47.78%)
John Muir Elementary	4	27	10 (37.04%)	9 (33.33%)	11 (40.74%)	11 (40.74%)
John Stubbs Elementary	4	102	48 (47.06%)	50 (49.02%)	45 (44.12%)	45 (44.12%)
Lakewood Elementary	4	98	24 (24.49%)	24 (24.49%)	24 (24.49%)	24 (24.49%)
Millstream Elementary	4	36	17 (47.22%)	17 (47.22%)	17 (47.22%)	17 (47.22%)
Port Renfrew Elementary	4	3	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Ruth King Elementary	4	44	14 (31.82%)	12 (27.27%)	14 (31.82%)	14 (31.82%)
Sangster Elementary	4	35	17 (48.57%)	17 (48.57%)	17 (48.57%)	17 (48.57%)
Saseenos Elementary	4	34	9 (26.47%)	6 (17.65%)	7 (20.59%)	7 (20.59%)
Savory Elementary	4	50	10 (20.00%)	11 (22.00%)	11 (22.00%)	11 (22.00%)
Sooke Elementary	4	45	15 (33.33%)	15 (33.33%)	12 (26.67%)	12 (26.67%)
Willway Elementary	4	32	7 (21.88%)	8 (25.00%)	8 (25.00%)	8 (25.00%)
Wishart Elementary	4	66	21 (31.82%)	23 (34.85%)	30 (45.45%)	30 (45.45%)
<b>Middle</b>						
Dunsmuir Middle School	7	280	73 (26.07%)	74 (26.43%)	105 (37.50%)	104 (37.14%)
John Stubbs Middle	7	91	37 (40.66%)	35 (38.46%)	36 (39.56%)	35 (38.46%)
Journey Middle School	7	175	35 (20.00%)	29 (16.57%)	30 (17.14%)	30 (17.14%)
Spencer Middle School	7	308	55 (17.86%)	54 (17.53%)	61 (19.81%)	61 (19.81%)
<b>Overall Participation</b>						
Elementary	4	916	337 (36.79%)	326 (35.59%)	361 (39.41%)	331 (36.14%)
Middle	7	855	200 (23.39%)	192 (22.46%)	232 (27.13%)	230 (26.90%)

<b>Grade</b>	<b>Enrollment</b>	<b>SR Literacy - Online Component</b>	<b>SR Numeracy - Online Component</b>	<b>CR Literacy - Written Component</b>	<b>CR Numeracy - Written Component</b>
Grade 4	916	337 (36.79%)	326 (35.59%)	361 (39.41%)	331 (36.14%)
Grade 7	855	200 (23.39%)	192 (22.46%)	232 (27.13%)	230 (26.90%)



## Permission to Conduct Non-Board-Initiated Research

Date of application	October 29, 2021
Applicant's Name	Dana Fraser
Address	
Phone Number(s)	
E-Mail Address	dfraser@sd62.bc.ca
Present Position	Na'tsa'maht Indigenous Education ESD Teacher
SD62 Employee?	Yes
Affiliated institution or organization	University of Calgary
Name of facility supervisor (if applicable)	Dr. Veronika Bohac Clarke
Title of study	The Relationship Between Teachers and Hope: An Integral Study of How Teachers Experience, Enact, and Understand Hope in their Teaching Contexts
Type of study	Doctoral Research Study (unfunded)
Requested date to start and anticipated end date	November 2021-March 2022
Type of participants (i.e. student, parent, teacher, support staff)	Teachers
Any specific cohort focus	Elementary Teachers preferred
Plan for recruitment to study	A short presentation at a staff meeting for initial invitation to participate, any additional communication via SD 62 email addresses
Specific location(s) of study	2 elementary schools preferred; any elementary schools are suitable
Data collection tools	Questionnaire, Individual Interviews, Focus Group(s)
Ethics approval, date and organization	University of Calgary's Conjoint Faculties Research Ethics Board, Oct 28, 2021

E-mail to: Superintendent of Sooke School District: [sstinson@sd62.bc.ca](mailto:sstinson@sd62.bc.ca)  
 or mail to Scott Stinson, Superintendent, SD62 (Sooke), 3143 Jacklin Road, Victoria, BC V9B 5R1



## Research Proposal

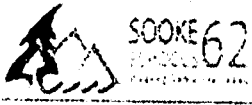
### Study Overview

My name is Dana Fraser and I am a SD62 teacher in the Na'tsa'maht Indigenous Education department. I am currently an Elementary ESD teacher supporting Indigenous learners at David Cameron, Ruth King, and Poirier. I've worked in other roles as well during my time teaching in our district. I am also a doctoral student with the University of Calgary, and I am studying what *hope* means to teachers. I am hoping to be able to conduct my doctoral research study in our district. I have had the opportunity to work with so many inspiring teachers in SD62, and I would love to learn more from them.

My study is called "The Relationship Between Teachers and Hope: An Integral Study of How Teachers Experience, Enact, and Understand Hope in their Teaching Contexts". The word "Integral" in the title refers to Integral Theory, which is an approach to research where the researcher views their topic from multiple points of view to generate a more multi-faceted understanding of their topic.

I would like to work with one or two elementary schools in our district (although an additional school may be required to reach the minimum number of participants). First, I would like to have teachers (1 or 2 staffs as participants) complete a questionnaire, which asks them what kinds of hopeful behaviours they notice in their schools, and what hope-related behaviours they enact themselves. Second, I would like to interview individual teachers (6-12 teacher participants) to find out what it is like for them when they experience hope. Third, I would like to find out how teachers think about the purpose of hope in teaching and the implications of teacher hope. I would like to conduct a focus group with a group of teachers (3-6 teachers per focus group, 1 or 2 focus groups). Fourth—and this part does not involve human participants—I will

look at provincial education policies from the Ministry of Education to learn about the context in which teachers work (and hope).



## Permission to Conduct Non-Board-Initiated Research

Date of application	October 28, 2021
Applicant's Name	Dr. Tammara Soma
Address	School of Resource and Environmental Management - TASC1 Room #8405 Simon Fraser University, 8888 University Dr, Burnaby, BC, V5A 1S6
Phone Number(s)	(604) 655-5434
E-Mail Address	tammara_soma@sfu.ca
Present Position	Assistant Professor
SD62 Employee?	No
Affiliated institution or organization	Simon Fraser University
Name of facility supervisor (if applicable)	Not applicable
Title of study	Digging into the Farm to School Movement: Assessing the Environmental and Social Impacts of Connecting Learners and Growers through Food Literacy and Sustainable Local Food Procurement Partnerships in British Columbia, Canada
Type of study	Social science
Requested date to start and anticipated end date	Start: December 1, 2021; End: September 23, 2022
Type of participants (i.e. student, parent, teacher, support staff)	Teachers and support staff
Any specific cohort focus	Schools participating in the Farm to School BC program
Plan for recruitment to study	Recruiting from existing contacts through the Farm to School BC program
Specific location(s) of study	None - all interviews will be conducted by phone or online, workshops will be online
Data collection tools	Phone or online interviews and online workshops
Ethics approval, date and organization	Study #30000433, September 23, 2021, Simon Fraser University

E-mail to: Superintendent of Sooke School District: [sstinson@sd62.bc.ca](mailto:sstinson@sd62.bc.ca)  
 or mail to Scott Stinson, Superintendent, SD62 (Sooke), 3143 Jacklin Road, Victoria, BC V9B 5R1

## Overview of Study

Simon Fraser University, in partnership with the Public Health Association of BC's Farm to School BC program, is undertaking a study entitled "Digging into the Farm to School Movement: Assessing the Environmental and Social Impacts of Connecting Learners and Growers through Food Literacy and Sustainable Local Food Procurement." This study aims to explore diverse solutions to improving food access, nutrition, and food literacy for youth through the Farm to School BC program while supporting growers and traditional food providers in BC and building food secure and resilient communities, as well as Indigenous food sovereignty.

This study will be conducted as a series of four case studies, as outlined below:

- **Case Study 1 - Farm to School Food Procurement: Economic Development Planning Potential for Farmers in the Agricultural Land Reserve:** We seek to assess the feasibility of scaling up a farm to school local food procurement program. We will conduct semi-structured key-informant interviews with planners, policymakers, educators, and farmers to understand the challenges and opportunities for scaling up local food procurement for Farm to School programming.
- **Case Study 2 - COVID-19 related challenges - Lessons Learned during the Pandemic on Farm to School Programming as a Tool for Food System Resiliency:** We seek to identify lessons learned during the pandemic for farm to school programming. We will explore how school district policies and the political context shape the different outcomes for school food programming across the province during the pandemic. We will interview Regional food hub coordinators, farm to school animators, farm to school coordinators at schools, school district staff/ educators, and relevant policymakers to identify lessons learned.
- **Case Study 3 - Farm to School Social BC Innovation Lab Workshops:** We will engage stakeholders/ participants in social innovation workshops to identify solutions to scaling up farm to school programming across the province. These workshops will have intersectoral collaborative activities and focus groups. We will hold these workshops online, with participants grouped into three regional Farm to School hubs: 1) urban; 2) rural/remote and 3) Indigenous.
- **Case Study 4 - Environmental Impact Quantification Study:** We will conduct an analysis on the environmental benefits of farm to school or local food to school programming based on the types and amounts of food purchased by school meal programs.