



Wednesday September 5, 2018

COVER LETTER for kayak trips

Dear Parents of Ocean Studies students:

You will find the permission stub below plus attached forms, and dates, for the 2018-2019 school year kayaking trips below.

Kayak groups are planned for 14 students on each trip. Half of the class kayaks each session. Students have been placed into either Green Group or Blue Group (please see the attached email to find out your son's/daughter's Group). The group NOT kayaking on those days will be taught/supervised by one of Monterey's staff members. Except for Thetis Lake days, all trips will meet at Turkey Head, the parking lot to the south of Oak Bay Marina parking lot. We launch from the small beach to the right. (Look for the yellow kayaks!). All trips that start in the morning will meet at 8:30AM at the beach (unnecessary to come to the school first). Please be punctual as Mr. Brown will phone attendance in to the school at 8:50AM. Students must dress appropriately for kayak days:

- Rain gear, top and bottoms - WATERPROOF (test it in the shower)
- "wet shoes" - rubber boots, running shoes, aqua socks, sturdy sandals (no flipflops)
- "Dry shoes" -for on land, before & after kayaking
- Long sleeve shirt of quick-dry material
- Warm top - fleece or wool sweater or pile jacket
- Shorts/bathing suit
- Change of dry bottoms/pants - for after kayaking
- Wool or poly. Socks (1 pair)
- Sun hat
- Warm hat/toque
- Water bottle and snack

After each kayak session students walk back from Oak Bay to Monterey School (about 20 minutes) unless parents pick up their own child from Turkey Head at 2:40pm or give permission for students to walk home. (For those familiar with our Recreation Oak Bay SWIM/SKATE afternoon field trips, parents may supply a dismissal note dated and delivered on the specific date.)

Our Thetis Lake sessions will include very important kayak safety training. They will take place at the upper "Canoe/Dog Walk Beach" to the left & up the road from the main Thetis Lake Beach. Parent Drivers will be critical for the success of this field trip. Please help by completing the section below. Bring the above gear to Thetis, plus towel, complete lunch and a thermos of warm drink.

Please note that each kayaking day will go ahead RAIN OR SHINE! In the event of hazardous winds, guides will likely modify the trip plan, not cancel the day.

Look forward to a great, exciting learning experience OUT THERE!

Mark Brown
Mr. Mark Brown & the Ocean Studies team

markbrownmonterey.weebly.com



_____ name of Student

_____ group (green / blue)

_____ parent signature

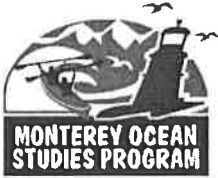
_____ contact phone #

_____ email address

___ Yes, I am available to drive students to & from Thetis Lake on Mon. Sept 24 (green) or Mon. Oct. 1 (blue) [Please circle the correct date for your child]. I will ensure my driver information (copy of license and ICBC coverage) is supplied to the Office. I have room for ___ students (including my child).

Ocean Studies Kayak Paddling dates for 2018-2019 school year

<u>Group</u>	<u>Date</u>	<u>Time / Location</u>
All	Wed. Sept. 12	6:30pm - 7:00pm Ocean Studies important planning meeting for students and parents
Green Group1	Tues. Sept. 18	8:30 - noon (walk to school from Turkey Head [Oak Bay Marina] @ lunch)
Blue Group1	Tues. Sept. 18	noon - 3PM (walk to/from Turkey Head [Oak Bay Marina] @ 11:00, 2:30)
Green 2	Mon. Sept 24	8:30 AM - 3:00PM (all day) Thetis Lake (volunteer drivers needed)
Blue 2	Mon. Oct. 1	8:30 AM - 3:00PM (all day) Thetis Lake (volunteer drivers needed)
Green 3	Mon. Oct. 15	8:30AM (meet at Turkey Head) - 12:30 (walk back to school)
Blue 3	Mon. Oct. 22	8:30AM (meet at Turkey Head) - 12:30 (walk back to school)
_____ winter curriculum of Ocean Studies - beaches and seashores ~ Blue & Green Groups reformulated] _____		
Green 4	Mon. Apr. 8	8:30AM (meet at Turkey Head) - noon (walk back to school)
Blue 4	Mon. Apr. 8	noon (meet at Turkey Head) - 3:00 (walk back to school)
Green 5	Mon May 6	8:30AM (meet at Turkey Head) - 3:00PM (dismiss from Turkey Head)
Blue 5	Mon. May 13	8:30AM (meet at Turkey Head) - 3:00PM (dismiss from Turkey Head)
Green 6	Portland Island Expedition: Fri. June 14 - Sat. June 15, 8:30AM, meet at Swartz Bay public wharf, Barnacle Road (part of weekend; no school for Blue group on Monday)	
Blue 6	Portland Island Expedition: Sun. June 16 - Mon. June 17, 8:30AM, meet at Swartz Bay public wharf, Barnacle Road (part of weekend; no school for Green group on Friday)	



KAYAK TRIPS PERMISSION AND CONSENT FORM

Completion of this form is required for student participation on lake or sea kayaking field trip. A copy of this form must accompany the teacher/supervisor to the kayaking venue.

School: Monterey Middle School Date of Trip: Ocean Studies Kayak trips (dates attached)

1. All students and supervisors on kayaking trips are required to wear PFDs (personal floatation devices; life jackets) equipped with sound signal devices (whistles) at all times while paddling or at the waterfront. Kayakers in marine areas are required to have vessels with paddles, bailers, appropriate floatation, and lines (ropes), as per the Small Vessel Regulations (SOR/2010-91).
2. Students shall be supervised and instructed during all parts of kayaking excursions by certified kayak guides/instructors who shall carry safety and rescue gear as per Guide Industry standards of the Association of Sea Kayak Guides Canada, or Sea Kayak Guide Alliance of B.C.: VHF radio or equivalent, tow ropes, paddle floats, First Aid kits, etc.
3. Guides and instructors shall observe industry Guide: Participant ratios; 1:6 with all students in double kayaks in sheltered waters. For complete information see 'Guide to Client Ratios and Group Size Limits' at <http://www.skgabc.com/standards.php#3>
4. Kayakers will abide at all times by the direction of trip supervisors, sea kayak guides, teachers and instructors, and will always with the group while on the water.
5. Any student found to be in contravention of rules or of the guide, instructors, teachers or supervising adult's instruction, particularly in regard to dangerous or risky behaviour, will have his or her privileges immediately revoked for the remainder of the day. Further measures will be taken as necessary in terms of disciplinary action at the school, and parents will be informed.

Parent Volunteer Supervisor Consent and Acknowledgement of Risk

1. I accept the mode of transportation for this activity as described on the school itinerary.
2. I fully understand and acknowledge that: (a) risks and dangers exist in my child's use of kayaking or canoeing, equipment and my child's participation in kayaking, canoeing; (b) my child's participation in such activities and/or use of such equipment may result in injury or illness or death or damage to personal property; (c) these risks and dangers may be caused by other participants, or by accidents, or by the forces of nature or other causes. Risks and dangers may arise from foreseeable or unforeseeable causes including, but not limited to, selection of paddling route, water level, weather conditions, risks of falling out of, from, or during a kayak and such other risks, hazards and dangers that are integral to recreational activities that take place in a wilderness, outdoor or recreational environment; and (d) I hereby accept and assume these risks and dangers including collisions with natural or man-made objects or other vessels, in travel in marine or lake areas.
3. I acknowledge that my child may suffer personal and potentially serious or fatal injury arising from his/her participation.
4. I acknowledge that it is my duty to advise the head Teacher/Sponsor of any medical/health concern of my child that may affect his/her participation.
5. I will supply suitable warm clothing including a hat, rain gear, water shoes, changes of clothes, warm inner layers.
6. Based on my understanding, acknowledgement, and consents as described herein, I agree that,

Name of Student (please print) _____ has my permission to participate.

Name of Parent (please print): _____ Signature: _____

Name of Volunteer Supervisor (please print): _____ Signature: _____

Date: _____ Student BC Care Card #: _____

Emergency Contact Name: _____ Telephone: _____

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
"BLANKET" CERTIFICATE OF PARENTAL AUTHORITY
FOR SCHOOL FIELD TRIPS

The classroom curriculum is significantly enriched and expanded when students visit and observe for themselves certain aspects of community life and the natural environment. School field trips provide these valuable educational experiences and are planned as an enriched part of the total school program.

Regulations are in place governing the number of supervisors who will accompany students on each school field trip. Every reasonable precaution will be taken to ensure the safety of students.

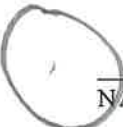
Should a school field trip be planned which would exceed one day or in which there might be more than normal risk or difficulty of supervision (i.e. ski trip, day at beach), you will be informed with more details and asked for specific approval for that field trip.

BLANKET CERTIFICATE OF PARENTAL AUTHORITY
FOR SCHOOL FIELD TRIPS

Monterey M.S. Sept. 10, 2018. Mr. Brown's Ocean Studies
NAME OF SCHOOL DATE Class (Division 9)

- I give permission for my son, daughter, or student under my care, to participate in school field trips for the school year. I understand that I will be notified of all field trips to be taken.
- I prefer to give separate written permission for each field trip my son/ daughter may attend.

September 2018 to June 2019



NAME OF STUDENT _____

SIGNATURE OF PARENT/ GUARDIAN _____

classroom number

This form will be kept on file in the school for the school year specified.



Monterey Middle School **Code of Conduct**

Statement of Purpose

The purpose of our Code of Conduct is:

- ✓ To establish and maintain a safe, respectful and caring environment for purposeful learning.
- ✓ To establish and maintain appropriate balances among individual and collective rights and responsibilities
- ✓ To communicate expectations for student behaviour while at school, coming to and going from school, and while attending any school sponsored activity
- ✓ To honour the British Columbia Human Rights code (http://www.qp.gov.bc.ca/statreg/stat/h/96210_01.htm)

Conduct Expectations

Acceptable Conduct – we expect Monterey Middle School students to conduct themselves appropriately at school, coming to and going from school, and at any school sponsored activity. Acceptable conduct includes, but is not limited to:

- ✓ Respecting self, others and the school property.
- ✓ Acting in ways that are safe for self and others.
- ✓ Treating all people with respect and understanding, regardless of differences.
- ✓ Demonstrating honesty at all times.
- ✓ Putting forth best efforts for all academic, athletic, and artistic pursuits.
- ✓ Taking responsibility for their own actions.

Unacceptable Conduct – we do not expect Monterey Middle School students to display any behaviours that discredit themselves, others, or the school.

Unacceptable conduct includes, but is not limited to:

- Behaviours that:
 - Interfere with the learning of others
 - Create unsafe conditions
 - Are discriminatory in nature
 - Are directly defiant
- Acts of:
 - Bullying, harassment or intimidation
 - Physical violence
 - Retribution against a person who has reported incidents
 - Retaliation against a person who has reported incidents
- Illegal acts, such as:
 - Possession, use or distribution of illegal or restricted substances
 - Possession or use of weapons
 - Theft of or damage to property

Rising Expectations – we expect that as students move through the grades expectations will increase. As well progressive consequences for inappropriate acts, or those that become chronic and repetitive, will be implemented. With age and awareness we expect:

- ✓ Increasing personal responsibility and self-discipline
- ✓ Increasing understanding of the Code of Conduct guidelines
- ✓ Increasing understanding of the need for progressive consequences
- ✓ Increasing understanding of what discrimination means and 'looks like'

Consequences

The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. In that:

- ✓ Responses to unacceptable conduct are pre-planned, consistent and fair
- ✓ Disciplinary action, wherever possible, is preventative and restorative, rather than only punitive
- ✓ A support system and individual behavioural programs for students with unique or exceptional needs is developed.

Notification

We have the responsibility to advise other parties of increasing and serious breaches of the code of conduct.

- ✓ Teachers of first time student offenders
- ✓ Teachers of first time student victims
- ✓ Parents of student offenders are notified by teacher or principal
- ✓ Parents of student victims are notified by teacher or principal
- ✓ Associate Superintendent as needed by school district policy
- ✓ Police and other agencies as required by incident or law
- ✓ All parents when it is deemed to be important to reassure the school community that appropriate action is being taken with respect to a specific incident.

Retaliation Prevention

The school will take all reasonable steps to prevent retaliation against a student who has made a complaint to his/her Teacher or Principal regarding a violation of our Code of Conduct.

I have read and agree to follow the Monterey Code of Conduct 2016 – 2017, as outlined above, for all trips and activities in the Monterey Ocean Studies Program (MOSP).

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Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____