

STAFF GUIDE FOR IEP DEVELOPMENT RELATED TO OFF-SITE ACTIVITIES

The following information is being provided to clarify the linkage between a student's IEP and the *Parent Permission Form for IEP-Related Activities*.

IEP Goals, Objectives and Strategies Relating to Off-site Activities

The IEP is broken down into three sections: Goal, Objectives and Strategies. If the parent permission form for IEP-related activities is going to be used, the IEP must specifically state the off-site activity and how it relates to the goal. For example:

- **Possible areas for the goal:** Communication, mobility, money skills, map skills, safety and awareness, socialization, generalization, etc.
- **Objectives:** The expectation or behavior is EXPLICIT as in the student performs the required activity (or not) and it must be measurable.
- **Strategy:** The related off-site activity must be specifically stated and described in detail (including but not limited to destination, mode of transportation, route if walking, supervision, frequency, etc.).

The purpose of this is so that the consent parents give is informed.

Parent Permission Form for IEP Related Activities

This form streamlines the permission process, and reduces the paperwork, for off-site activities that are outlined in a student's Individual Education Plan. The form must be completed at least annually. In the strategies section of the IEP each activity must be described in sufficient detail that the parent understands exactly what is involved and is therefore giving informed consent. The parent permission form would then apply to the activity. All other activities and classroom field trips will require a separate permission form.

Other related information

- ✓ **Volunteer Drivers:** Please refer to Board Policy/Regulation No. 10313 Volunteer Drivers and the associated forms. For various reasons (e.g., medical health, physical development) it may be appropriate for some students who have special needs to continue to use booster seats beyond the age outlined in the Board Policy and Regulation; as such, it is recommended that such decisions be made in consultation with parents/guardians. The student's parent/guardian is responsible for providing an appropriate car seat or booster seat.
- ✓ **Minimize risk and costs:** Whenever possible, it is recommended that staff make every effort to ensure that they minimize risks (e.g., two staff in one automobile) and costs (e. g., as many students as is safe in one automobile).
- ✓ **Mileage/Kilometerage:** When a staff member is driving their own vehicle while executing their duties as an employee they are entitled to claim mileage, this must be arranged with their principal *prior* to each outing.

CHECKLIST FOR OFFSITE IEP RELATED ACTIVITIES

- | | |
|---|--|
| <input type="checkbox"/> Principal approval (obtained) | <input type="checkbox"/> Volunteer Driver Registration Form (if applicable) completed and on file – PARENT |
| <input type="checkbox"/> Parent Permission for IEP Related Activities form (signed) | <input type="checkbox"/> Volunteer Driver Registration Form (if applicable) completed and on file – STAFF |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> All documents filed in the student's file |
| <input type="checkbox"/> Contact number (cell phone) | |



SCHOOL DISTRICT No. 36 (SURREY)
PARENT PERMISSION FOR IEP RELATED ACTIVITIES

Date: _____

This form is designed to streamline the permission process for the types of activities outlined in your child's Individual Education Plan (IEP) and which take place away from school. As there may be risks involved when leaving the school, having this form on file allows your child to participate in activities that support the goals of their IEP without requiring you to complete individual permission forms.

You will be informed, in writing, prior to any classroom fieldtrips or activities not detailed in your child's IEP, and be asked to complete a separate permission form for those trips/activities.

School Name

Personal Education Number

Student Name

Date of Birth (yyyy/mm/dd)

Principal/VP Signature

Case Manager Signature

Classroom Teacher Signature

The following statements must be initialled by parent/guardian for approval to be granted:

_____ *I am aware of the types of activities included in my child's IEP and am confident in my child's ability to participate in activities supporting his/her IEP goals that take place away from the school.*

_____ *I understand that many of these activities will involve leaving the school property, accompanied by a School District employee, and travelling by foot, private vehicle, public transportation or school bus.*

_____ *I hereby grant permission for my child to participate in the types of activities that support his/her IEP and take place away from the school and accept the risks involved.*

_____ *In the event of an emergency, I understand that you will try to contact me. If contact cannot be made in a timely fashion, I hereby give my consent for the responsible Surrey School District employee to authorize any necessary treatment or hospitalization. I understand that school or district personnel will continue efforts to make contact with me.*

Parent/Guardian Agreement:

I have read and understand this Parent Permission Form. I understand that I may revoke this agreement at any time by submitting my request in writing to the School Principal.

Name of Parent/Guardian

Signature of Parent/Guardian

Date