



FIELD STUDIES APPLICATION

CATEGORY: Please mark with an "X" beside the study level.

Principal Approval Required: Level 1 ___ Level 2 ___ Level 3 ___ Superintendent Approval Required: Level 4 ___ Level 5 ___

DETAILS OF THE STUDY:

School: _____ School Phone: _____

Group of Students: _____ Teacher Contact: _____

Destination: _____

Purpose of Study: _____

Description of Activities: _____

Inherent Risks of Participating: _____

Note: for all restricted activities, a detailed outline of the activity, including all inherent risks, must be signed by the parent.

No. of Students: _____ Departure Date: _____ Return Date: _____

No. of Teacher(s)/Supervisor(s): _____ Departure Time: _____ Return Pickup Time: _____

Arrival Time Back at School: _____

TRANSPORTATION:

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> School District Bus | <input type="checkbox"/> Wheelchair Access | <input type="checkbox"/> City Transit | <input type="checkbox"/> Private Vehicle |
| <input type="checkbox"/> Rented Vehicle | <input type="checkbox"/> Commercial Carrier | <input type="checkbox"/> Foot/Bicycle | <input type="checkbox"/> Bus to stay with the Group |

Driven by:

- | | | | |
|--|---|----------------------------------|--|
| <input type="checkbox"/> District Driver | <input type="checkbox"/> Authorized Adult | <input type="checkbox"/> Teacher | <input type="checkbox"/> Commercial Driver |
| <input type="checkbox"/> Authorized Student Driver (no passengers allowed) | | | |

Charge to Account #: _____

If you require Central Okanagan Public School buses, please contact the Transportation Department to make the appropriate arrangements.

TEACHERS TEACHING ON CALL: **Note:** Principal to confirm booking of TTOC's through COARS prior to sign-off.

Dates required: _____ Total No. of days: _____ TTOC's booked through COARS: _____

COARS information entered for all participants and job numbers confirmed: _____ Job No: _____

Charge to Account No: _____

PRECAUTION CHECKLIST: Please indicate whether the following requirements have been met:

- | | | |
|--|--|---|
| <input type="checkbox"/> Teacher/Chaperones with first-aid training (Level 4 - 5 only) | <input type="checkbox"/> Notification of other staff | <input type="checkbox"/> Medication |
| <input type="checkbox"/> Parent Permission forms | <input type="checkbox"/> List of Student Names | <input type="checkbox"/> Medical Alert Plan |
| <input type="checkbox"/> List of Students with Medical Alert | <input type="checkbox"/> Emergency Contact Information | <input type="checkbox"/> Itinerary |
| <input type="checkbox"/> Consultation with Resource Teacher (if applicable) | | |

Date Agreed: September 2004

Date Amended: April 24, 2009

June 26, 2013; November 28, 2014

June 24, 2015; February 27, 2019;

December 18, 2023; January 2024

APPROVED: _____ POSTED: _____

STUDY #: _____ FAXED: _____

SCHOOL LEVEL SIGN-OFF:

This field study is endorsed and filed with the understanding that details will be addressed as provided in the regulations. The booking of TTOC's, compliance with Board Policy 525 - Field Studies – Curricular and Extra-Curricular, and School District busing are the Principal's responsibility. In addition to student safety, worker safety needs must also be considered (e.g. working alone, oriented to related tasks).

Teacher: _____ Date: _____

Principal: _____ Date: _____

DISTRICT SIGN-OFF: LEVELS 4 and 5 FIELD STUDIES only – please refer to the Guidelines for District Field Studies.

The following signature indicates an approved application:

Superintendent's or Designator's Signature: _____ **Date:** _____



FIELD STUDIES GUIDELINES

FOR DETAILED DESCRIPTIONS, PLEASE REFER TO BOARD REGULATION 525R: FIELD STUDIES – CURRICULAR AND EXTRA-CURRICULAR

LEVEL ONE (REGIONAL, LOW-RISK DAY STUDIES)

Examples: parks, concerts, plays, water slides etc.

- take place within the general Okanagan Valley Schools Athletic Association (OVSAA) region

LEVEL TWO (PROVINCIAL, OVERNIGHT STUDIES)

Examples: overnight sports tournaments or games, overnight field studies

- may be of more than one day in duration

LEVEL THREE (PROVINCIAL, MEDIUM-RISK STUDIES)

Examples: skating, cycling, skiing (downhill and cross-country)

- may be of more than one day in duration

LEVEL FOUR (PROVINCIAL, OUTDOOR ADVENTURE)

Examples: hiking, canoeing, orienteering, camping

- may be of more than one day in duration

LEVEL FIVE (OUT OF PROVINCE)

DISTRICT GUIDELINES: LEVELS 4 AND 5 FIELD STUDIES ONLY

It is recommended that principals consult well in advance with the Superintendent or designate about the policy and procedures that pertain to Level 4 and 5 field studies. To receive preliminary approval to continue planning a Level 4 or 5 field study, principals should submit a copy of the Field Studies Application, the Level 4 – 5 Field Studies Checklist, and the parent information letter to the school's Assistant Superintendent.

For all Level 4 and 5 field studies, submit a Field Studies Application form, a Level 4 – 5 Field Studies Checklist and a letter to the school's Assistant Superintendent. The following conditions must be met:

1. Inherent risks are attached to the Parent Permission form
2. The budget for the study has been presented to the parents of involved students
3. Any special requirements in order to participate (i.e. academic, behaviour, physical endurance standards) are attached to the Parent Permission Form
4. Parent has been consulted well in advance regarding this study and are supportive of this education activity
5. Itinerary is outlined on Parent Permission Form
6. Learning outcomes to be achieved are outlined on the Parent Permission Form
7. Safety precautions to be taken are listed
8. Names of participating students are attached
9. Individual student's ability to pay his/her share of the cost will not be a factor in determining participation on this study
10. Arrangements have been made so that students not participating may achieve these learning outcomes through alternate means

Application for **Level 4** field studies must be submitted to the Superintendent or designate 30 days prior to the commencement of the study.

Application for **Level 5** field studies must be submitted to the Superintendent or designate 60 days prior to the commencement of the study.