



Section Five: Instructional Programs

525 – FIELD TRIPS STUDIES – CURRICULAR AND EXTRA-CURRICULAR

Introduction

The Board of Education believes that field ~~trips~~ studies can have educational value if they:

- are relevant to the prescribed BC curriculum; or
- directly address career exploration or the intellectual, physical, social and emotional development of students.

The Board may cancel or modify a field ~~trip~~ study approved in accordance with this policy and regulations when unforeseen events occur.

Policy

1. The Board believes field ~~trips~~ studies should supplement the curricular or extra-curricular programs and as they may utilize time from the instructional day, the public must be assured that the field ~~trips~~ studies:
 - are directly related to the tasks the school is expected to perform (given the limited instructional time in the school year);
 - have educational benefits that outweigh any time loss from school;
 - have been planned to achieve specific educational goals.
2. Most field ~~trips~~ studies can be accomplished without extended travel and overnight stays. The objectives of the curriculum should be addressed, where appropriate, without extended travel/overnight stays.
3. Education is a partnership involving the school and the home. In order to ensure that there is strong parental support for field ~~trips~~ studies being planned, the Board directs that:
 - 3.1 Informed consent forms for each student must be completed for every field ~~trip~~ study to ensure that parents are aware of the activity (including thorough descriptions of the trip, transportation, any inherent risks, any unusual or potential hazards and the possible consequences) and are supportive of the student's participation.



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- 3.2 For a field ~~trip~~ study that has volunteer and staff drivers using private vehicles, each driver must complete Form 525.3 – Transportation of ~~School District No. 23~~ Central Okanagan Public Schools Students Vehicle Use and Authorized Driver's Statements, prior to transporting students on the field ~~trip~~ study.
- 3.3 Students that transport themselves in a private vehicle must complete Form 525.4 – Student Using Vehicle for Field ~~Trips~~ Studies – Curricular and Extra-Curricular, and comply with the requirements as outlined on the Form. The BC Schools Protection Program (SPP) does not recommend the use of student volunteer drivers due to their limited driving experience. Therefore, a student is not permitted to drive other students to and from school field ~~trips~~ studies and extra-curricular activities during school hours.
- 3.4 There shall be five levels of field ~~trips~~ studies, depending upon the activities to be undertaken. For definitions of levels and requirements for each level, refer to Regulations 525R - Field ~~Trips~~ Studies – Curricular and Extra-Curricular. For a listing of field ~~trip~~ studies activities subject to restrictions and those which are prohibited, refer to Appendix 525A - Field ~~Trip~~ Studies Activities.
- 3.5 For field ~~trip~~ studies levels four and five, parents must be consulted well in advance of any trip planning taking place with the students. Trips must be planned well in advance to ensure educational purposes, parental support and safety issues are addressed.
- 3.6 Schools must be extremely sensitive to the financial burden and the potential conflict between parents and students by possible expensive field ~~trips~~ studies; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not exclude students from participation on a field ~~trip~~ study. For further information, see Regulation 425R - Student Fees, Section 8 - Financial Hardship.
- 3.7 For all trips, an appropriate medical response plan must be in place.
4. The Board recognizes that these educational experiences require many additional hours of staff time, and affirms staff for organizing these trips while ensuring they are relevant to the curriculum and enhance learning opportunities for students.



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5. If free travel tickets are provided as a result of bulk ticket purchases, the benefits must be shared by all those involved in the trip and not taken solely by a supervisor or chaperone.
6. The Board neither approves nor sanctions any trips which are organized as vacations. The Board recognizes that there are some businesses which promote student travel and offer incentives of free airline tickets to adult supervisors who accompany students. If such trips occur, they are outside any recognized activity of the school district and the Board accepts no responsibility.
7. The school district will endeavour to provide an annual budget for extra-curricular activities.
8. The school district and school codes of conduct will apply to all field ~~trips~~ studies.

Date Agreed: April 23, 1980

Date Amended: February 13, 1985; October 26, 1994;
September 16, 1998;

Date Amended/Reviewed: November 13, 2002

Date Amended: June 9, 2004; October 27, 2004; January 26, 2011
June 24, 2015;

Related Documents: 525R, 525A, Field Trip Forms



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525R - FIELD TRIPS STUDIES - CURRICULAR AND EXTRA-CURRICULAR (REGULATIONS)

I. FIELD TRIPS STUDIES – LEVEL ONE

Examples:

Parks, farms, museums, concerts, plays, sporting events, water slides, indoor climbing, City Hall, swimming in supervised pools with certified lifeguards such as Parkinson Recreation Centre pool and other municipal pools.

1. These field ~~trips~~ studies will have the following characteristics:
 - of one day or less in duration;
 - take place within the general Okanagan Valley Schools Athletic Association (OVSAAs) region;
 - do not involve activities such as adventure hiking, snowshoeing, canoeing, kayaking, swimming in natural settings, backcountry skiing, snowboarding, skiing, rock climbing, mountain biking, road cycling or residential camping.
2. Parents are to be informed in writing of the details, the types of activities and inherent risks of the proposed trip. The school is to obtain a signed Field ~~Trip~~ Studies Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field ~~Trip~~ Studies Application form to the principal or designate for preliminary approval prior to the activity;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be an itinerary and information relative to accommodation, transportation, contact information, as well as alignment of the activity with the curriculum;
 - c) obtain signed copies of the Field ~~Trip~~ Studies Parent Permission form for each student involved;
 - d) give consideration to having a male and female supervisor along on co-ed field ~~trips~~ studies (this could include a parent/adult supervisor);
 - e) take a copy of the signed Field ~~Trip~~ Studies Parent Permission form for each student on the trip and leave originals of the Field ~~Trip~~ Studies Parent Permission form in the school office. A manifest of



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participants must be given to drivers and a copy left in the school office.

4. The principal or designate shall ensure that the above requirements are completed before giving final approval.

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II. **FIELD TRIPS STUDIES – LEVEL TWO (OVERNIGHT)**

Examples:

Overnight sports tournaments or games, overnight field ~~trips~~ studies, e.g. Aquarium, Science World, band retreats, music tours, overnight stays in school gymnasiums or libraries, retreats that do not involve outdoor adventure activities within BC.

1. These field ~~trips~~ studies will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - do not involve activities such as adventure hiking, snowshoeing, canoeing, kayaking, swimming in natural settings, backcountry skiing, snowboarding, rock climbing, mountain biking, road cycling, camping and skiing.
2. Parents are to be informed in writing of the details, the types of activities and inherent risks of the proposed trip. The school is to obtain a signed Field ~~Trip~~ Studies Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field ~~Trip~~ Studies Application form to the principal or designate for preliminary approval prior to the activity;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be an itinerary and information relative to accommodation, transportation, contact information, as well as alignment of the activity with the curriculum;
 - c) obtain signed copies of the Field ~~Trip~~ Studies Parent Permission form for each student involved;
 - d) ensure there are both female and male supervisors on all co-ed ~~trips~~ studies. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal or designate must also be informed by the teacher/leader;
 - e) ensure that students are appropriately prepared for specific activities;



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- f) submit the completed Field ~~Trip~~ Studies Application form to the principal or designate at least five days before the activity for final approval; and,
 - g) take a copy of the signed Field ~~Trip~~ Studies Parent Permission form for each student on the trip and leave the originals of the Field ~~Trip~~ Studies Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office.
4. The principal or designate shall ensure that the above requirements are completed before giving final approval.

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III. FIELD TRIPS STUDIES – LEVEL THREE

Examples:

Ice skating, road cycling, mountain biking (no extreme riding), cross country skiing within controlled ski areas, downhill skiing and snowboarding (as per guidelines specified in #3 below), swimming within designated swim areas at local beaches in the presence of a qualified lifeguard, *Learn to Sail* and other similar sailing lessons at approved facilities with certified instructors; introduction to canoeing and kayaking with a qualified instructor on local lakes; dragon boating with an approved trainer on local lakes.

1. These field ~~trips~~ studies will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - downhill skiing and snowboarding, ice skating, road cycling and mountain biking require the usage of a parent-approved helmet (cross-country skiing is exempt from the wearing of a helmet).
2. Parents are to be informed in writing of the details, the types of activities and inherent risks of the proposed trip. The school is to obtain a signed Field ~~Trip~~ Studies Parent Permission form for each student involved.
3. In the case of downhill skiing and snowboarding, as recommended by the Schools Protection Program, the following requirements must be met:
 - a. Pre-Trip -
 - i. Parents must receive detailed information regarding the destination, itinerary and inherent risks
 - ii. A school safety visit must take place in which ski hill area representatives review issues relating to safety, ability levels, clothing, lessons and other factors pertaining to the mountain-visit
 - iii. A contingency plan must be established for dealing with either student injury or misbehaviour
 - b. Trip Information -
 - i. Students should travel, arrive and leave the mountain as a group



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- ii. The wearing of helmets is mandatory for all ski/snowboarding/ice skating participants including students, supervisors and volunteers
 - iii. Supervision of participants is a shared responsibility between ski hill operators and District staff; students should remain within sight of a supervisor at all times
 - iv. Students should either be involved in a structured lesson, or under the supervision of a teacher or volunteer at all times. Students should not be provided with unstructured time that is not supervised
4. The teacher/leader shall:
- a) submit the Field ~~Trip~~ Studies Application form to the principal or designate for preliminary approval at least five days prior to the activity;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be an itinerary and information relative to accommodation, transportation, contact information, as well as alignment of the activity with the curriculum;
 - c) obtain signed copies of the Field ~~Trip~~ Studies Parent Permission form for each student involved;
 - d) ensure there are both female and male supervisors on all co-ed ~~trips~~ studies. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal or designate must also be informed by the teacher/leader;
 - e) ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved. Helmets are used as required (see number 1 above);
 - f) submit the completed Field ~~Trip~~ Studies Application form to the principal or designate at least five days before the activity for final approval; and,
 - g) take a copy of the signed Field ~~Trip~~ Studies Parent Permission form for each student on the trip and leave the originals of the Field ~~Trip~~ Studies Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school



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office.

5. The principal or designate shall ensure that the above requirements are completed before giving final approval.

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IV. FIELD ~~TRIPS~~ STUDIES – LEVEL FOUR (OUTDOOR ADVENTURE)

Examples:

Adventure hiking, canoeing, kayaking, retreats which involve outdoor activities, swimming in natural settings with certified lifeguards, wilderness orienteering, camping, rock climbing (top rope).

1. These field ~~trips~~ studies will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - involve outdoor adventure type activities.
2. Parents are to be informed in writing of the details, the types of activities and inherent risks of the proposed trip. The school is to obtain a signed Field ~~Trip~~ Studies Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field ~~Trip~~ Studies Application form to the principal or designate for preliminary approval 60 days prior to the activity;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be an itinerary and information relative to accommodation, transportation, contact information, as well as alignment of the activity with the curriculum;
 - c) hold parent information meetings which are required in order to fully inform parents of the hazards, inherent risks and potential consequences;
 - d) obtain signed copies of the Field ~~Trip~~ Studies Parent Permission form for each student involved;
 - e) ensure there are both female and male supervisors on all co-ed ~~trips~~ studies. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal or designate must also be informed by the teacher/leader;
 - f) ensure that at least one supervisor has a current first aid certificate (emergency first aid or equivalent). Some trips may require advanced first aid training;



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- g) ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved;
 - h) submit the completed Field ~~Trip~~ Studies Application form to the principal or designate at least thirty days before the activity for final approval; and,
 - i) take a copy of the signed Field ~~Trip~~ Studies Parent Permission form for each student on the trip and leave originals of the Field ~~Trip~~ Studies Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office.
4. All Level Four field ~~trips~~ studies are to receive preliminary approval by the principal or designate of the school.
5. Principals (or their designate) shall send a copy of the completed Field ~~Trip~~ Studies Application form, the parent information letter and the district Field ~~trip~~ Studies Checklist to the Superintendent or designate at least 30 days prior to the commencement of the trip for final approval.



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“Together We Learn”

V. **FIELD TRIPS STUDIES – LEVEL FIVE (OUT OF PROVINCE)**

Any field ~~trip~~ study for any length of time which takes place outside the Province of British Columbia (including international travel).

The following procedures shall be followed.

1. The teacher/leader shall:
 - a) submit the Field ~~Trip~~ Studies Application form to the principal or designate for preliminary approval 90 days prior to the activity;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be an itinerary and information relative to accommodation, transportation, contact information, as well as alignment of the activity with the curriculum;
 - c) hold parent information meetings which are required in order to fully inform parents of the hazards, inherent risks and potential consequences;
 - d) obtain signed copies of the Field ~~Trip~~ Studies Parent Permission form for each student involved, including any medical concerns, allergies and medication requirements;
 - e) ensure there are both female and male supervisors on all co-ed ~~trips~~ studies. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal or designate must also be informed by the teacher/leader;
 - f) ensure that at least one supervisor has a current first aid certificate (emergency first aid or equivalent). Some trips may require advanced first aid training;
 - g) ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved;
 - h) submit the completed Field ~~Trip~~ Studies Application form to the principal or designate at least 70 days before the activity for final approval;
 - i) take a copy of the signed Field ~~Trip~~ Studies Parent Permission form for each student on the trip and leave originals of the Field ~~Trip~~ Studies Parent Permission form in the school office. A manifest of



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- participants must be given to drivers and a copy left in the school office; and,
- j) confirm that adequate out-of-province/country medical coverage is obtained.
2. All Level Five field ~~trips~~ studies are to receive preliminary approval by the principal or designate.
 3. Principals (or their designate) shall then send a copy of the completed Field ~~Trip~~ Studies Application form, the parent information letter and the district field ~~trip~~ studies checklist to the Superintendent or designate at least 60 days prior to the commencement of the trip for final approval.
 4. All participants on the field ~~trip~~ study must travel together and comply with the approved schedule from the date of departure to the date of return to the Central Okanagan.
 5. Information on out-of-province field ~~trips~~ studies will be submitted to the Board of Education 60 days prior to the date of the trip.

Date Agreed: April 23, 1980

Date Amended: February 13, 1985; September 27, 1989;
January 23, 1991; February 27, 1991; October 26, 1994;
January 25, 1995

Date Agreed: November 13, 2002

Date Amended: October 22, 2003, February 11, 2004,
June 9, 2004, September 28, 2005, December 14, 2005,
November 25, 2009, May 26, 2010, January 26, 2011;
June 24, 2015

Related Documents: Policy 525, 525A, Field Trip Forms



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525A – FIELD ~~TRIP~~ STUDIES ACTIVITIES (APPENDIX)

Restricted Activities

1. aerial gymnastics
2. archery
3. canoeing
4. drag/auto racing
5. fencing
6. kayaking
7. mountain biking
8. mountain hiking on designated trails
9. rock climbing - restricted to top rope only
10. rodeo
11. scuba diving
12. cross country, downhill skiing and snowboarding
13. stage fighting and movement
14. swimming including open water
15. trail riding
16. tethered hot air ballooning
17. wall climbing
18. watercraft
19. white water rafting (low risk category)
20. elementary trampolining at an approved gymnastic facility
21. sliding on snow is restricted to the use of flexible, flat mats such as 'crazy carpets'
22. tubing at an approved tube-park facility
23. zip lines



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"Together We Learn"

Prohibited Activities

1. bicycle motocross (BMX)
2. boxing or kickboxing
3. bungee jumping
4. caving (spelunking)
5. demolition derbies
6. dunk tanks
7. extreme sports
8. hang gliding, paragliding, parachuting, sky diving
9. horse jumping
10. hot air balloon rides (untethered)
11. ice climbing
12. mechanical bull riding or other mechanical rodeo events
13. motorcycling of any kind
14. motorized watercraft operation and racing
15. mountain scrambling and technical mountaineering
16. paintball, laser tag games or war games
17. rifle ranges or activities involving firearms
18. tobogganing, bobsledding, sledding and tubing
(exception: tubing at an approved tube-park facility)
19. trampolining
(exception: elementary trampolining at an approved gymnastic facility)
20. rollercoasters

Date Agreed: June 9, 2004

Date Amended: February 23, 2005, December 14, 2005

March 28, 2007, November 13, 2007

May 26, 2010, November 9, 2011

Related Documents: Policy 525, 525R



FIELD TRIP STUDIES APPLICATION

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

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

DETAILS OF THE TRIP:

School: _____ School Phone: _____
 Group of Students: _____ Teacher Contact: _____
 Destination: _____
 Purpose of Trip: _____
 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:

- | | | | |
|--|---|---------------------------------------|---|
| ☐ School District Bus | ☐ Wheelchair Access | ☐ City Transit | ☐ Private Vehicle |
| ☐ Rented Vehicle | ☐ Commercial Carrier | ☐ Foot/Bicycle | ☐ Bus to stay with the Group |
| ☐ Transport Equipment | | | |

Driven by:

- | | | | |
|--|---|----------------------------------|--|
| ☐ District Driver | ☐ Authorized Adult | ☐ Teacher | ☐ Commercial Driver |
| ☐ Authorized Student Driver (no passengers allowed) | | | |

Career Life Programs Field Trips Studies provides funding only for local day trips, and only utilizing ~~School District No. 23~~ Central Okanagan Public School buses.

Please have the school secretary enter the busing information into CIMS.

Charge to Account #: _____

If you require ~~School District No. 23~~ Central Okanagan Public School buses, please contact the Transportation Department to make the appropriate arrangements.

TO BE COMPLETED BY TRANSPORTATION

Driver: _____ Bus # _____ Total Hours: _____

TEACHERS ON CALL: Note: Principal to confirm booking of TTOC's through COARS prior to sign-off. (Not covered for CLP Field ~~Trips~~ Studies.)

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:

- | | | |
|--|--|---|
| ☐ Teacher/Chaperones with first-aid training (Level 4 - 5 only) | ☐ Notification of other staff | ☐ Medication |
| ☐ Parent Permission forms | ☐ List of Student Names | ☐ Medical Alert Plan |
| ☐ List of Students with Medical Alert | ☐ Emergency Contact Information | ☐ Itinerary |

SCHOOL LEVEL SIGN-OFF:

This field ~~trip~~ 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 ~~Trips~~ Studies – Curricular and Extra-Curricular, and School District busing are the Principal's responsibility.

Teacher: _____ Date: _____

Principal: _____ Date: _____

Career Programs Contact (if required): _____ Date: _____

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

The following signature indicates an approved application:

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

PLEASE COMPLETE FOR CAREER LIFE PROGRAMS FIELD ~~TRIPS~~ STUDIES:

Career Life Programs funded field ~~trips~~ studies must comply with Board Policy 525 - Field ~~Trips~~ Studies – Curricular and Extra-Curricular and in addition meet criteria as outlined below.

This additional funding is for *Career Awareness and/or Exploration* activities. We would like to encourage applicants to develop new, innovative field ~~trips~~ studies for all students, wherever possible. In order to satisfy funding requirements, specific criteria must be complied with. Please provide the following information:

TEACHER: _____ SCHOOL: _____

GRADE: _____ SUBJECT: _____

1. Briefly describe the educational preparation that has taken place in relation to this field ~~trip~~ study _____

2. What career awareness and/or exploration activities will your students be participating in? _____

3. Briefly describe the planned follow-up activity that relates to the field ~~trip~~ study experience. _____

4. Have you given two weeks' notice? _____ Teacher Signature: _____



FIELD TRIP STUDIES GUIDELINES

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

LEVEL ONE (REGIONAL, LOW-RISK DAY TRIPS)

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

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

LEVEL TWO (PROVINCIAL, OVERNIGHT TRIPS)

Examples: overnight sports tournaments or games, overnight field trips studies

- may be of more than one day in duration

LEVEL THREE (PROVINCIAL, MEDIUM-RISK TRIPS)

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)

CAREER LIFE PROGRAMS FIELD TRIPS STUDIES:

The following steps must be completed prior to a local field trip study taking place:

1. This form completed in full and signed off by the teacher, and school principal
2. The original copy of this form must be kept on file at the school
3. The signed form must be scanned to: careerlife.programs@sd23.bc.ca
4. Only busing funds will be covered - TOC coverage is not paid for by CLP
5. The head secretary is to enter the busing information in CIMS must be at least two weeks in advance

Scan the signed and completed form to: careerlife.programs@sd23.bc.ca
Career Life Programs Department at Hollywood Road Education Services

DISTRICT GUIDELINES: LEVELS 4 AND 5 FIELD TRIPS 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 trips studies. To receive preliminary approval to continue planning a Level 4 or 5 field trip study, principals should submit a copy of the Field Trip Studies Application, the Level 4 – 5 Field Trip Studies Checklist, and the parent information letter to the school's ~~Director of Instruction~~ Assistant Superintendent.

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

1. Inherent risks are attached to the Parent Permission form
2. The budget for the trip 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 trip 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 trip
10. Arrangements have been made so that students not participating may achieve these learning outcomes through alternate means

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

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

CENTRAL OKANAGAN
"Together We Learn"**FIELD TRIP STUDIES PARENT PERMISSION****DETAILS OF THE TRIP:**

School _____ School Phone No. _____
 Teacher Contact _____ Destination _____
 Purpose of Trip _____

Description of Activities/Itinerary: _____

Inherent Risks of Participating: _____

Group of Students _____
 No. of Students _____ No. of Teachers/Supervisors _____
 Departure Date (M/D/Y) _____ Departure Time _____
 Return Date (M/D/Y) _____ Return Pickup Time _____
 Arrival Time Back at School _____

TRANSPORTATION:

School District Bus ☐ Wheelchair Access ☐ City Transit ☐ Private Vehicle ☐
 Rented Vehicle ☐ Commercial Carrier ☐ Foot/Bicycle ☐

Driven by:

District Driver ☐ Authorized Adult ☐ Teacher ☐ Commercial Driver ☐
 Authorized Student Driver (no passengers allowed) ☐

PARENT/GUARDIAN CONSENT:

I have read the description of activities, understand that there are inherent risks attached to this activity and accept these risks. I also understand that all of the requirements of the school Code of Conduct apply while students are on field trips studies, and I will repay the school for costs if it is necessary to send this student home by means other than as stated above.

Consent is given for (name of student) to participate and travel as described.

Name _____

Student's BC Medical # _____

Medical concerns, allergies, medication requirements _____

Signature _____ Date _____

Attachments: ☐ Yes ☐ No
 (including any special requirements in order to participate)



TRANSPORTATION OF SCHOOL DISTRICT NO. 23 CENTRAL OKANAGAN PUBLIC SCHOOLS STUDENTS VEHICLE USE AND AUTHORIZED DRIVER'S STATEMENTS

(This form is to be used whenever volunteer drivers are used to transport students for school activities.)

NOTE:

- In ~~School District No. 23~~ Central Okanagan Public Schools, students are NOT permitted to drive other students to or from activities during school hours.
- Field ~~trips~~ studies for primary students should be planned using only School District transportation services, or where applicable, private coach lines.
- In cases of emergency or illness, staff are permitted to transport any student provided the vehicle has the appropriate restraining device for the student.
- Only those persons with a valid British Columbia Driver's License and current British Columbia Insurance are permitted to transport ~~School District No. 23~~ Central Okanagan Public Schools students.

VEHICLE OWNER, LESSEE OR RENTER STATEMENT

I hereby state that:

- I am the registered owner or lessee or renter (**circle one**) of the following vehicle which will be used to transport students as part of an authorized field ~~trip~~ study:
Make _____ Year _____ Model _____ License No. _____
- The vehicle is insured to at least **\$1,000,000** liability for all persons who will be driving the vehicle.
A copy of the entire vehicle British Columbia Certificate of Insurance (and rental agreement if applicable) is attached hereto.
Insurance expiry date _____ (D/M/Y)
- The vehicle is in safe operating condition.
- The number of passengers (excluding the driver) who can be safely carried using seat belts is _____.
- As owner or lessee or renter of the above vehicle, I give permission for the following person other than myself to drive the vehicle for the purpose of transporting students on an approved field ~~trip~~ study.
Name _____ Age _____ ('N/A' if these do not apply)

Your name (please print) _____ Your Signature _____ Date _____

DRIVER'S STATEMENT

- I have a valid British Columbia driver's license, a photocopy of which is attached hereto.
- I certify that I have no moving violations, no impaired driving charges and no criminal charges related to a motor vehicle, in the past 24 months.
- As a volunteer driver of students to a school activity, I will refrain from consuming alcohol, cannabis products, or any other intoxicating substance before or during the activity.
- I will wear a seat belt and will require all passengers to wear a seat belt at all times.
- I will not permit a child under the age of 9 as a passenger.**
- I will not permit a child under 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag.
- I will use this vehicle only as indicated within the manufacturer's guidelines (e.g. air bags, 4-wheel drive, etc.) and maintain the vehicle in a safe operating condition, equipped with tires appropriate for the driving conditions.
- I will travel by the most direct route to and from the destination as specified by the teacher or principal in charge of the activity.
- I understand that from the time of departure to the time of return to the school, I am subject to the principal's and supervising teacher's authority, and will transport students only as specified.
- I authorize a Criminal Record Check, if required.

I have the following driving convictions and violations (include all): _____

Driver's name (please print)

Driver's Signature

Date

PRINCIPAL PERMISSION FOR TRANSPORTATION OF STUDENTS

Authority is given to the above volunteer driver to transport students in the vehicle described above under the stated conditions.

Principal's Signature

Date

Date Agreed: November 13, 2002

Date Amended: October 28, 2004, April 20, 2005, July 12, 2005, August, 23, 2005

April 19, 2011; June 24, 2015; October 24, 2018



STUDENT USING VEHICLE FOR FIELD TRIPS STUDIES – CURRICULAR AND EXTRA-CURRICULAR

PARENT/GUARDIAN PERMISSION IS REQUIRED TO TRANSPORT SELF

NOTE: In ~~School District No. 23~~ Central Okanagan Public Schools, students are NOT permitted to drive students to or from activities in school hours.

*** ~~School District No. 23~~ Central Okanagan Public Schools students must have a valid British Columbia Driver's License and current British Columbia Insurance for student use of a vehicle for field ~~trips~~ studies – curricular and extra-curricular during school hours.

PARENT'S/GUARDIAN'S/ STATEMENT

I hereby state:

_____ (student's name) has a valid British Columbia driver's license, a photocopy of which is attached hereto.

_____ (student's name) understands that:

1. he/she must travel by the most direct route to and from the destination as specified by the teacher or principal in charge of the activity.
2. he/she must use this vehicle only as indicated within the manufacturer's guidelines (e.g. air bags, 4-wheel drive, etc.)
3. from the time of departure to the time of return to the school, he/she is subject to the principal's and supervising teacher's authority.
4. **he/she is NOT permitted to transport other students.**
5. he/she must wear a seat belt.

As the parent/guardian, I hereby give permission for _____ to drive himself/herself to and from school activities.

Parent/Guardian name

Parent/Guardian signature

Date

OWNERSHIP OF THE VEHICLE

1. I _____ (name) am the registered owner or lessee or renter (**circle one**) of the following vehicle:

Make _____ Year _____ Model _____ License No. _____

2. The vehicle is insured to at least **\$1,000,000** liability for all persons who will be driving the vehicle.
3. A copy of the entire vehicle British Columbia Certificate of Insurance (and rental agreement if applicable) is attached hereto.
4. Insurance expiry date: _____ (D/M/Y)
5. The vehicle is in safe operating condition.

Owner/lessee/renter's name

Owner/lessee/renter's signature

Date

If parent/guardian is the owner or lessee or renter of the vehicle, also sign below:

As owner or lessee or renter of the above vehicle, I give permission for _____ to drive my vehicle on an approved field ~~trip~~ study.

Parent/guardian's name

Parent/guardian's signature

Date

PRINCIPAL PERMISSION FOR TRANSPORTATION OF STUDENTS

The above driver is authorized to drive himself/herself in the vehicle described above under the stated conditions.

Principal's signature

Date