



Section Five: Instructional Programs

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

I. FIELD STUDIES – LEVEL ONE (REGIONAL, LOW RISK DAY STUDIES)

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 studies will have the following characteristics:
 - of one day or less in duration;
 - take place within the general Okanagan Valley Schools Athletic Association (OVSAA) 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 study. The school is to obtain a signed Field Studies Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field 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 Studies Parent Permission form for each student involved;
 - d) give consideration to having a male and female supervisor along on co-ed field studies (this could include a parent/adult supervisor);
 - e) take a copy of the signed Field Studies Parent Permission form for each student on the study and leave originals of the Field 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 STUDIES – LEVEL TWO (PROVINCIAL, OVERNIGHT STUDIES)

Examples:

Overnight sports tournaments or games, overnight field 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 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 study. The school is to obtain a signed Field Studies Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field 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 Studies Parent Permission form for each student involved;
 - d) ensure there are both female and male supervisors on all co-ed 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 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 Studies Parent Permission form for each student on the study and leave the originals of the Field 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 STUDIES – LEVEL THREE (PROVINCIAL, MEDIUM-RISK STUDIES)

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 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 study. The school is to obtain a signed Field 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-Study -
 - 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



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- b. Study Information -
 - i. Students should travel, arrive and leave the mountain as a group
 - 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 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 Studies Parent Permission form for each student involved;
- d) ensure there are both female and male supervisors on all co-ed 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 Studies Application form to the principal or designate at least five days before the activity for final approval; and,



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- g) take a copy of the signed Field Studies Parent Permission form for each student on the study and leave the originals of the Field 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.
- 5. The principal or designate shall ensure that the above requirements are completed before giving final approval.



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IV. FIELD STUDIES – LEVEL FOUR (PROVINCIAL, 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 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 study. The school is to obtain a signed Field Studies Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field 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 Studies Parent Permission form for each student involved;
 - e) ensure there are both female and male supervisors on all co-ed 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 (basic Level 1 first aid at a minimum). Some studies 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 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 Studies Parent Permission form for each student on the study and leave originals of the Field 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 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 Studies Application form, the parent information letter and the district Field Studies Checklist to the Superintendent or designate at least 30 days prior to the commencement of the study for final approval.



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

Any field 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 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 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 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 (basic Level 1 first aid at a minimum). Some studies 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 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 Studies Parent Permission form for each student on the study and leave originals of the Field 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 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 Studies Application form, the parent information letter and the district field studies checklist to the Superintendent or designate at least 60 days prior to the commencement of the study for final approval.
 4. All participants on the field 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 studies will be submitted to the Board of Education 60 days prior to the date of the study.
 6. When planning a field study outside the Province of British Columbia (whether within Canada or internationally), the following requirements must be met:
 - Any field study costing over \$500 must have cancellation insurance provided by a District-approved travel vendor, as designated
 - Any field study outside the country must have medical insurance for all participants, using District-approved medical insurance providers, as designated
 - Parents must be informed about the insurance policies
 - Participants must adhere to provincial, federal and/or international health rules and restrictions
 - All participants must be permitted entry into the visiting country, or the field study will be cancelled, delayed or altered
 - Each group must develop a communication and safety plan (i.e., in case of sickness or injury)

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