



School District No. 36, Surrey
EXTENDED FIELD STUDY APPLICATION (Step Two)

Final

NOTE: *Approval for Extended Field Studies is a two step process. This form must be completed as the final step when requesting the Principal's and Assistant Superintendent's approval for an Extended Field Study as per Policy 8901 and Regulation 8901.2.*

Please attach a copy of the approved Preliminary (Step One) Form.

School: _____

Date Final Form Submitted: _____

I GENERAL DESCRIPTION

1] Destination

2] Has Foreign Affairs Canada published a travel advisory for the proposed destination?

YES ____ NO ____ If Yes, Explain _____

3] Dates of field study

4] Number of school days required (if any)

5] Attach database of participating students – per Form attached to this application.

6] Attach copies of Supervisor Information Sheets.

7] a) Name of Educator-In-Charge _____

b) Names of supervisors (indicate male/female; indicate role – e.g. teacher, parent, volunteer, etc.)

c) Names of supervisors qualified to provide First Aid _____

d) Name of supervisor with first hand knowledge of customs and culture of country being visited.

8] Method of travel and name of carrier(s)

9] Attach a detailed itinerary

II PLANNING DETAILS

1] INSTRUCTIONAL LEARNING TIME

a) Describe the educational preparation students will receive prior to the field study.

b) What follow-up educational activities are planned for the students?

2] SUPERVISION

a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended?

b) If students regularly assigned to supervising staff will not be participating in the field study, what measures have been taken to assure that the quality of instruction these students will receive during staff absence is suitable?

c) Have all supervisors completed a Supervisors' Information Sheet?

YES **NO**

3] STUDENT ACCESS

a) Describe the identifiable group that is planning to travel. Include activities/meetings other than this trip in which the group participates.

b) Have any students been excluded because of an inability to pay for the travel?

c) What arrangements have been made for students who require financial assistance?

4] FUNDING

a) What is the total per student cost for the field study?

b) Of the total per student cost, how much is each student required to pay?

c) What is the source of funds and amounts when there is a difference between (a) and (b)?

d) How much is each supervising staff required to pay? Is any portion of a supervisor's trip subsidized, or is a supervisor receiving any other consideration? Has there been a full disclosure to parents regarding these arrangements? If so, please attach a copy of the document.

e) What is the total cost of the field study?

f) If a commercial tour company has been used to assist in the arrangements, what is the name of the agency? Identify the contact person and his/her telephone number.

g) If TOC time is required, how will the cost be borne? (Leadership Days are generally not appropriate for coverage during an Extended Field Study)

5] LIABILITY COVERAGE

a) Have arrangements been made to assure that all participants have:

i) Accident insurance?

ii) Health insurance?

iii) Cancellation insurance?

b) Explain the arrangements that have been made to ensure that all participants have adequate health insurance if travelling out of the province or country.

c) If travelling out of the country, what provisions have been made regarding proof of citizenship or immigration status, required vaccinations?

III RETENTION OF KEY DOCUMENTATION

Following approval from the Assistant Superintendent it is expected that the Principal will retain on file documentation indicating that:

- parents are informed in writing of expectations regarding student behaviour;
- a written plan has been developed and communicated to all involved concerning actions that will be taken should a serious problem with student health or discipline emerge; and
- parents are notified in writing that should the extended field study have to be cancelled for any reason, the District is not responsible for any costs involved.

PRINCIPAL'S SIGNATURE: _____

EDUCATOR-IN-CHARGE SIGNATURE: _____

OTHER EDUCATOR(S) SIGNATURE: _____

Completed applications will be submitted to the Assistant Superintendent for approval.

FINAL APPROVAL FOR EXTENDED FIELD STUDY OF:

School: _____

Travel Dates: _____

Destination: _____

Purpose: _____

Approval Date: _____

Assistant Superintendent's Signature: _____

Comments: _____

**Declaration of Acceptance of Risk and Release of
Liability for High Risk Activities Required**

YES

NO