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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATING AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES-INTERNATIONAL

PROCEDURE CODE:	*720 AP 005*
Policy Reference: 720 – Off-Site Activities	**Exhibits:** 720 E 003 – Consent for National-International Off-Site Activities 720 E 004 – Health Certification and Consent (Extracurricular) 720 E 005 – Swimming Ability Form 720 E 006 – Alpine Skiing and Snowboarding Ability Form 720 E 007 – Off-Site Activity Risk Assessment Template 720 E 008 – Volunteer Registration Form 720 E 009 – Volunteers PIC and CSIRC Form 720 E 010 – Volunteer Attestation Form 720 E 011 – Volunteer Acknowledgement of Risk and Consent Form 720 E 012 – Automobile Driver Authorization 720 E 013 – Travel Accounting Template 720 E 014 – Travel Declaration for National-International Trips

PURPOSE/BACKGROUND

To articulate the Superintendent's requirements specific to international off-site activities. See 720 AP 001 for general requirements and definitions.

PROCEDURES

International Trips

A) International trips are those that involve travel outside of Canada.

B) International trips require the approval of the Principal, Occupational Health & Safety Officer, Secretary Treasurer and Superintendent. In addition, all international trips require approval in principle by the Board of Trustees.

C) International trips are subject to the following conditions:

1. A trip application form International Trip Request – Approval in Principle must be completed at least 1 year in advance of trip.

2. A designated teacher-leader is responsible for the organization of the outing, ensuring all requirements are followed and will be present on the off-site activity;
3. The teacher-leader will submit the online application for the trip providing the following details:
   - 3.1 The name of the trip, identify of the teacher-leader and their first aid qualifications, along with the start and end date;
   - 3.2 Identify whether the trip is part of a regular physical education class or athletics program. If it isn't, a curricular focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies as well as the outcomes that cannot be accomplished in a regular setting must be identified;
     - 3.2.1 Consider the diversity of the student population and ensure the activity is both accessible and inclusive, and that participation is not limited by a parent's financial limitations. The cost to individual students should not inhibit participation nor discriminate by income.
   - 3.3 Number of instructional days students will be missing.
     - 3.3.1 All trips are limited to ten (10) days with a maximum of two days being student instruction days.

       ***Any exceptions to be approved by the Superintendent.**
   - 3.4 List the minimum adult to student ratio as required by the School Physical Activity Chart (722 E 001) as well as the participants' grade level, specific grade, class, team or club, student eligibility requirements to participate, estimated number of students and supervisors;
     - 3.4.1 International trips are limited to students in grades 10 – 12.
   - 3.5 Detail the plan for informing and meeting with parents and guardians in regard to itinerary, risks, costs and expectations
   - 3.6 Share the plan to provide an orientation for supervisors and what their expected general roles and responsibilities will be;
     - 3.6.1 If at any point in the activity, students will not be under the direct supervision of the teacher-leader or other teacher supervisors, the teacher-leader will need to provide an age-appropriate safety plan (consider plans to ensure students are not alone, reasonable check-ins with supervisor, and student preparation for what to do in an emergency);
   - 3.7 List of supervisors, whether they are staff or not, and whether they have first aid certification, including what type of first aid, if applicable. In addition, the teacher-leader will need to provide specific responsibilities and direction for each of the supervisors;

3.7.1 Ensure adequate teacher and adult supervision, including both male and female supervisors, if appropriate as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHEReS). In the case of disagreement between the two documents, the higher standard will apply. **Employees of an off-site facility or program are not to be included when determining supervision ratio;**

3.7.2 For any non-staff supervisors, ensure that they have completed and been approved to volunteer with 720 E 008: Volunteer Registration Form as well as a valid Police Check and Vulnerable Sector Check as per 720 AP 006. In addition, they will need to sign and submit 720 E 011: Volunteer Acknowledgement of Risk and Consent Form;

3.8 Destination (Country[s] & City[s]), accommodation type with the name and address of the accommodation. Provide detailed sleeping arrangements for students and staff and the student overnight supervision plan;

3.9 Transportation information;

3.10 List each type of activity that will occur on the trip, along with the corresponding risk category (e.g. hiking, swimming, mountain bike riding) as per School Physical Activity Chart (722 E 001);

3.10.1 If the activity includes swimming (even a hotel pool) or alpine skiing or snowboarding, parent/guardians will need to complete the appropriate additional consent form for these activities.

3.11 Financial Information;

3.11.1 If the total trip cost is $20,000 or higher, a travel trip financial estimate must be submitted with the trip application; the final trip accounting must be submitted to the Finance Department within 20 days after returning from the trip; and all trip finances must be managed through the school SGF accounts (720 E 015).

3.11.2 Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities. Fundraising activities must adhere to Policy 416: Fundraising/Canvassing

3.12 Travel declaration;

3.13 The teacher-leader will be familiar with, and conduct a safety assessment of, the proposed site of the field trip.

3.13.1 Anyone planning and submitting for off-site activity approval is required to consult the School Physical Activity Chart (722 E 001) and School Physical Activity, Health & Education Resource for Safety (SPHEReS).

3.13.2 Pre-visits are ideal, but if not possible or practical, alternatives such as human, internet and paper-based resources could be consulted in order to identify potential hazards or risks at the location(s).

3.14 Upload Completed Risk Assessment (720 E 007).

3.15 Upload detailed itinerary, travel accounting template and minutes of initial parent meeting.

Items or information required for the Off-site Activity

1. Have adequate first aid certified supervisors and an appropriately equipped first aid kit for the type of trip;
2. Have the appropriate completed parental informed consent applicable to the type of trip.
3. NOTE: Swimming, Alpine Skiing or Snowboarding and any approved higher care (orange) activity will require additional forms.
4. Telephone for communication;
5. Emergency phone numbers for location (school contact person, ambulance, hospital);
6. Emergency contact numbers and information for all participants;
7. Supervision and transportation plans for emergency situations.

Parental Consent

1. Written parental/guardian permission shall be obtained by the completion of the Consent for National and International Trips (720 E 003) for the student to participate in the field trip with the parent's/guardian's full knowledge of the itinerary, activities, supervision, and transportation arrangements including the name of the driver if private transportation is used.

1.1. When the activity includes swimming (including a hotel pool), 720 E 005 ability form must be used. If alpine skiing/snowboarding is the activity, 720 E 006 must be used. If a higher care (orange) activity is approved, a special consent will be created in collaboration with the school division. Note: A Third-Party waiver cannot be used. Contact the division's OH&S Officer if a provider requests to use one.

Transportation

1. Where transportation is necessary internationally, the principal may:
   - Authorize the use of a licensed carrier; or
   - Authorize the use of a rental vehicle

2. When rental vehicles are used, completion of an Automobile Driver Authorization Form (720 E 011) is required.

Extracurricular Trips

A) All extracurricular sports and club trips must be approved by the Principal. If the tournament of club activity is taking place outside of the country of Canada, the teacher-leader/coach will use the International Trip Request – Approval in Principle online form. Trips are subject to the following conditions:

1. Health Certification and Consent Form (720 E 004) is completed in addition to the Consent for International Off-site Activities (720 E 003).
2. Extracurricular off-site activities that are international must follow the same requirements as all other off-site activities.

Responsibilities of Supervisors (including volunteers):

1. Every adult travelling with the group will have supervision responsibilities. Non-supervisory adults are not permitted.
2. A current Volunteer Registration Form (720 E 008) and current police information check with vulnerable sector search must be completed for all non-staff adult supervisors (720 E 009). Volunteers must also complete an Acknowledgement of Risks and Consent Form (720 E 011).
3. An adult supervisor must be always available to students (24 hours per day).
4. Supervisors must also:
    - Complete appropriate trip forms
    - Know the details of the activities and their specific duties and authority prior to departure
    - Be appropriately identified for the duration of the trip
    - Report any inappropriate conduct to the teacher-leader
    - Adhere to the schedule or itinerary
    - Dress appropriately according to the type of activity and respect the norms of the country being visited.
    - Refrain from the consumption of alcohol and drugs for the duration of the trip
    - Fulfill their duties for the duration of the activity, including evenings and weekends
    - Attend meetings as required

Approval Procedures:

1. An International Trip Request – Approval in Principle form must, whenever possible, be completed by the teacher-leader 1 year in advance of the trip, approved by the principal, and submitted to the OHS Officer and Superintendent or designate for review.

2. The Superintendent or designate will indicate approval, or lack thereof, by reviewing and approving the request and will present it to the Board for authorization.
3. Safety and security of the destination(s) will be assessed referencing the Government of Canada travel and tourism website https://travel.gc.ca/
4. The Board will not approve travel to any destination, country, or region where a travel advisory exists and may cancel any international trip based on changing or uncertain safety and security at the destination cities and countries.
5. Final updates must be completed by the lead teacher and submitted to the OHS Officer, Secretary Treasurer and Superintendent or designate with accompanying documents for final approval two (2) weeks prior to the scheduled board meeting.
6. The Board reserves the right to cancel any trip to a destination where the advisory level has changed prior to travel dates. This will include where advisories have changed from the date that the trip was preliminary approved, up to and including, the date of travel.
7. The Board reserves the right to recall any trip if, during the trip, the circumstances in the country or region change and the Board is of the opinion that it is in the best interest of the group to leave.
8. The Board further reserves the right to cancel or recall any trips that, in the Board's opinion, puts the personal safety of the students or the staff at risk.

Teacher-Leader Additional Considerations:

1. A detailed itinerary must be submitted. Changes to the scheduled itinerary and activities require updated approval from the principal and OHS Officer, excluding changes due to an emergency. All changes must be communicated as soon as possible.
2. The teacher-leader will ensure that supervisors and activity leaders have appropriate knowledge and training, including valid first aid certification as required and appropriate health and fitness to participate with the group.
3. All trip participants must be in possession of a passport valid for at least six (6) months beyond the expected return date.
4. The teacher-leader will facilitate one or more parent/guardian meetings to discuss tour arrangements and risks, and a parent/guardian for each student participating must be in attendance. If necessary, parents/guardians not able to be in attendance may be informed personally at another time or the meeting may be recorded and shared with those who missed the meeting. The meeting(s) shall inform parents/guardians, at a minimum, of the following:
    - A review of procedure and 720 AP 001 as the guiding document for trip planning
    - The name of the teacher-leader and a contact number
    - Purpose/goal of the educational study tour
    - Proposed itinerary, with date and time of departure and return

- Description of activities or events planned
- Any inherent risks and consequences associated with the activities/events (inherent risk refers to the potential for harm or loss as well as any identified hazard.)
- Safety precautions in place to deal with activities involving risk
- Contingency plans and emergency procedures to be followed in the event of injury, illness, or unusual circumstances
- Trip cancellation potential and insurance, including additional optional coverage
- Need for any special equipment, clothing, or personal items
- A reminder that parents/guardians must inform the teacher-leader about any relevant health or medical conditions of the student, including any changes in these prior to or during the trip.
- Expectations for student behaviour
- Arrangements for supervision
- Transportation methods and arrangements
- Accommodation arrangements
- Cost to the student
- Cost to the volunteers
- Fundraising plans
- Open accounting of revenues and expenses

5. The teacher-leader will maintain a record of the dates of the meetings, names of participating parents and meeting agendas/minutes and upload this into the online application.
6. The teacher-leader will develop a written action plan, in conjunction with the student and the student's parent/guardian, for any student with an identified health or medical condition.
7. The teacher-leader, school Principal and school counsellor and/or CST will conduct a risk review of the student participants in case accommodation is required.
8. The teacher-leader will ensure that everyone involved understands and will comply with any health measures that are in place locally and abroad. These include health measures set by the Canadian and or Alberta governments and any set by the destination countries.
9. The teacher-leader will collect a completed Government of Canada Consent Letter for Children Travelling Abroad for each student prior to departure and have the letters available throughout the duration of the international trip. The lead teacher will not sign as witness and will advise that parent/guardian signatures should be witnessed by a Commissioner of Oaths.

10. The teacher-leader will ensure that all trip participants, including adults and students, completes the Government of Canada Registration of Canadians Abroad prior to departure.
11. The teacher-leader will create and share a list of the addresses and contact information for Canadian Government offices in the destination countries https://travel.gc.ca/assistance/embassies-consulates
12. The teacher-leader is responsible for the management, security and retention of all documents pertaining to the international trip. Any documents that contain private personal or health/medical information (passports, health/medical plans, etc.) should be stored in a secure electronic format. Documents that require review or storage should be kept as per the MHPSD Document Retention Schedule with access granted to collaborators. These documents may include but are not limited to:
    - Schedules/itineraries/tour details
    - Completed forms with signed approvals
    - Parent meeting minutes, attendance/non-attendance lists
    - Student participant lists, health/medical forms, travel insurance, and passport copies
    - Signed Student Code of Conduct Forms
    - Lesson plans
    - Maps
    - Records of itinerary changes
    - Contracts with tour operators and service providers
    - Accident forms and all post-accident notes, reports and correspondence
    - Financial reports
    - Trip debrief report

Costs Associated with International Trips:

1. A travel trip financial estimate 720 E 012 – Travel Accounting Template must be submitted with the trip application and the final trip accounting submitted to the Finance Department within 20 days after returning from the trip. All trip finances must be managed through the school generated funds (SGF) accounts.
2. The cost to individual students should not inhibit participation nor discriminate by income.
3. International tours may be supported in part or whole by parents/guardians of eligible students.
4. Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities.
5. Fundraising activities must adhere to Policy 416: Fundraising/Canvassing

Insurance requirements

Medicine Hat Public School Board has provided insurance coverage for all students and supervisors/chaperones travelling internationally. The insurance coverage includes medical, trip cancellation/interruption and baggage.

All students and supervisors/chaperones are required to purchase the division travel Insurance.

Approved: June 13, 2006
Revised: October 5, 2026