

INTERNATIONAL FIELD TRIPS - APPROVAL IN PRINCIPLE

(Completed by the **Lead Teacher**. Submitted to the **Superintendent**.

If all conditions are met, the **Superintendent** will present this document to the **Board of Trustees**.

These steps must be completed at least 12 months prior to proposed departure.)

1. Proposed Event Details "For whom are you proposing this trip?"

Event(s) and Destination(s): Yokohama, Japan		Date(s): Friday July 19, 2024 to Saturday August 3, 2024	
Name of Lead Teacher: Glen Mori		School: Medicine Hat High School and Crescent Heights High School	
☒ Extracurricular	Group/Team/Class: Japanese Exchange Group		
☐ Curricular			
Estimated Number of Students: ~25		Estimated Supervisor to Student Ratio: 8-10:1	
Names of Other Supervisors: Scott Howes, Tonya Mori, Rachael Robinson, Whitney Kambeitz (in Canada only)			
Describe student eligibility requirements: Students must attend MHHS or CHHS. Students must be in Grade 10-12 beginning September 1, 2023. Students must have two COVID-19 vaccinations as per Yamate Gakuin requirements			
Describe plan for informing and meeting with parents: There will be a brief student information session in June 2023. There will be a parent/student/Japanese Exchange coordinator information meeting in September. Mandatory monthly meetings will follow in order to facilitate communication and updates. Students and parents will receive instruction and protocols for traveling to Japan.			
Attach satisfactory destination-specific travel advice and advisory information from the Government of Canada. https://travel.gc.ca/travelling/advisories			☒

2. Describe Purpose (Educational goals and or Educational Value) "Why do you want to take this trip?"

Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school's instructional program. The educational value of the activity is described to balance the loss of instructional time in the regular classroom program.

See Attached.

4. Proposed Transportation Details "How will you move from place to place?"

Describe the transportation plan. Include details for all types that apply. If flying, a flight number is not necessary at this point, but please provide an estimated cost of flight. Travel from Medicine Hat to Calgary Airport and return: Bus Travel from Calgary to Narita Airport: Air Canada flights booked through Vision Travel (~\$2450 including bus transportation from Narita to Yamate High School) Travel from Narita Airport to Yamate Gakuin High School: Bus booked through Vision Travel in coordination with Yamate High School Travel within Japan: Trains, parent vehicles, Coach buses for larger excursions.	School Bus or Shuttle	☒
	Volunteer driver / vehicle	☒
	Commercial Airline	☒
	Other	☒

5. Proposed Accommodation Details "Where will students sleep?"

Describe the accommodation plan (dorm, hotel, gym, billets, cost per night) including supervision.

See Attached.

6. Estimated Expenses "What will this cost and how will it be paid?"

Describe the plan to finance the trip. Include estimated costs per student, total cost of the trip and any fundraising plans. Consider costs of transportation, accommodation, food, registrations, etc.

Cost per student: ~\$3800

Total cost of the trip: ~\$87,000

Fundraising plans are dependent on parent group.

Do you plan to use a tour company?

☒ Yes - Attach detailed tour information (some tours are arranged by Yamate High School using JTB)

☒ No - Attach a detailed itinerary and a satisfactorily completed Off-Site Activity Risk Assessment (720 E 006)

7. Contingency Plan

Describe considerations in case of bad weather, cancellations, delays, etc.

Historically, the Medicine Hat Japanese Exchange program has additional financial coverage through Alberta Education (Yamate Fund). The program also purchases additional travel insurance through Vision Travel to cover the expenses incurred due to medical emergencies or unforeseen circumstances (ex. COVID, tsunamis/nuclear issues, etc.) that school division insurance has not been able to provide.

8. Declarations and Signatures

Lead Teacher:

I have reviewed AP 720 AP 001 and understand my responsibilities as lead teacher for this proposed international trip.

Signature: _____

Date: _____

[Signature]
Mar 22/2023

Principal:

I have reviewed this proposal and am supportive of the plan in principle.

Signature: _____

Date: _____

[Signature]
Mar 24/23

Superintendent or Designate:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures. I am supportive of the plan in principle.

Signature: _____

Date: _____

[Signature]
2 May 2023

OHS Officer:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.

Signature: _____

Date: _____

[Signature]
28-Mar-2023

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Recommendation to the Board:

The administration recommends that the Board of Trustees authorize this international trip proposal in principle; thereby allowing the lead teacher to inform students and parents and to continue planning.

Approved in principle: _____

☐ Yes

☐ No

Date: _____

Board Motion # _____

max 19

International Field Trips - Approval in Principle

2. Describe the Purpose (Education goals and or Educational Value) "Why do you want to take this trip?"

Medicine Hat Public School Division's Vision Statement reads "To Learn. To Grow. To build a better world." This Japanese exchange has been running within our district for the past 26 years in order to foster international relationships and create opportunities for our students abroad. Our students are immersed in a safe, but completely different culture to experience learning, growth and establishing life-long relationships to build a better world. COVID has hindered the ability for the program to run since 2020 in both countries. However, this summer (2023) groups from Calgary and Ottawa will be resuming the exchange. We hope to follow in the summer of 2024.

The program does fit into Japanese 20 and 30 Program of Studies educational goals, however, students are not required to be in a Japanese class to attend the trip. Many students who are not currently enrolled in Japanese 20 and 30, quite often enroll in those courses after participating in the exchange. During the exchange all students will learn varying degrees of Japanese language skills and life-long skills of traveling abroad. The exchange has led to many students aspiring to careers in international relations after high school.

5. Proposed Accommodation Details "Where will students sleep?"

Students sleep at homestays in groups of 2. They live with a host family for two weeks. Sometimes students will spend one week with one host family and the second week with a second host family. Families are vetted by Yamate Gakuin through their own internal processes. Students are supervised by their host family. Group excursions occur every couple days so students are in physical contact with Japanese Exchange Coordinators to discuss any issues. Exchange coordinators are provided with a cell phone during the two week exchange, so students have phone access to Japanese Exchange Coordinators 24hrs a day while overseas. In the past Remind 101, Google Forms and Google Hangouts have been used for students to check in or communicate privately any concerns or issues they may have. Edsby could be used in the future.

Government
of CanadaGouvernement
du Canada[Canada.ca](#) > [Travel](#) > [Destinations](#)

COVID-19: travel health notice for all travellers



Japan travel advice



Take normal security precautions

Latest updates: The Health section was updated - travel health information (Public Health Agency of Canada)

Last updated: March 17, 2023 09:59 ET

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Risk level

Japan - Take normal security precautions

Take normal security precautions in Japan.

**2024 Japanese Exchange
Trip Detail Summary - Proposed Itinerary**

--Best projections based upon previous exchanges, will be subject to change--

Date	Time	Description
Friday July 19	~6:45	Depart Crescent Heights High School using Southland Transportation to the Calgary Airport
	~10:15	Arrive at Calgary Airport and begin to check in
	~13:00	Flight Departs
Saturday July 20	14:20	Arrive at Narita Airport, Japan
Sunday July 21		Host Family
Monday July 22	All day	Yokohama Excursion (Japanese Gardens, Sea world)
Tuesday July 23		Host Family
Wednesday July 24		Host Family
Thursday July 25		Host Family
Friday July 26	All day	Tokyo Excursion (Asakusa, Lunch, Museum)
Saturday July 27		Host Family
Sunday July 28	All day	Cultural Day
Monday July 29		Host Family
Tuesday July 30		Host Family
Wednesday July 31		Host Family
Thursday August 1	All day	Tokyo Disney Excursion
Friday August 2		Host Family
Saturday August 3	~16:25	Depart Narita Airport
	~10:45	Arrive Calgary Airport
	~13:00	Depart Calgary Airport
	~17:00	Arrive at Crescent Heights High School

Yamate Gakuin is provided with a list of Red, Yellow and Green physical activities months prior to our arrival. This activity list is shared with families who are hosting children from Medicine Hat School Division 76. During host family excursions, host parents are reminded not to organize activities from the Red list for our students.

School excursions arranged by Yamate are facilitated by JTB (Japanese Tourist Bureau).

Yamate Exchange Hosting/Travel Budget 2024

Budget based upon 25 students traveling

Medicine Hat Hosting Costs

Item	Cost	Rationale
Water for students upon arrival/departure	\$50.00	
T-Shirts	\$1,550.50	(\$15/shirt @ 90 shirts)
Medalta Historic Clay District	\$200.00	(\$5.00/student @40 Students)
Medalta Historic Trip Bus	\$100.00	
Potluck Supplies	\$150.00	
Elkwater Gas	\$60.00	
Elkwater Trip Bus	\$350.00	
Elkwater Trip Meal	\$200.00	
Elkwater Snow Shoes	\$215.00	(\$5/student @ 43 people)
Neubauer Farms Bus	\$100.00	
Neubauer Farms Admission	\$320.00	(\$8.00/student @40 Students)
Family Leisure Center	\$347.00	(\$7.50/student @40 Students + 4 chaperones @ \$11.75)
Bussing to Waterton (or CNP)/Lethbridge	\$1,200.00	Driver (14hr @ \$25/hr); Km's (\$0.95/km x 650km)
Dinner in Lethbridge	\$645.00	(43 Yamate @ \$15/person)
DJ for Dance	\$350.00	
MHHS Catering	\$1,700.00	(\$20.00/person @85 people)
Drinks for Dinner	\$100.00	
MyPlace Painting Activity	\$400.00	(\$10.00/person @40 people)
Cultural Show Pizza/Chips	\$400.00	
Chaperone Hosting Costs (Dinner, Outings, Gifts in Medicine Hat)	\$800.00	
Bowling Activity	\$500.00	~(\$42/lane x 8 + \$3/person shoe rental @40 Students)
Total Hosting Costs	\$9,737.50	
Total Hosting Costs per student	\$389.50	

Overseas Travel Costs

Item	Cost	Rationale
Flights (25 students)	\$73,500.00	(\$2450/student @25 Students)
2 Chaperone Flights	\$4,900.00	(\$2450/flight @ 2 flights)
Flight Taxes on Comp'd flights	\$400.00	(\$400/flight @ 1 flights)
District Insurance	\$3,045.00	(\$105/student @25 Students + 4 chaperones)
Two Trips (Airport and Back using MHHS Bus)	\$2,000.00	
Japanese Railpasses	\$2,400.00	\$600/pass x4
Chaperone Hosting Costs	\$650.00	
-School Gift		
-Dinner for Japanese Chaperones/Field Coordinators		
Total Overseas Cost	\$86,895.00	
Total Overseas Cost per student	\$3,475.80	
Total Trip Cost per Student	\$3,865.30	

Additional Overseas Travel Costs Not Paid by students

Item	Cost	Rationale
Flights 1 Chaperone Flights	\$2,450.00	(\$2450 @ Chaperone Flights)
Total Overseas Cost	\$2,450.00	

