



**Non-Local or Overnight Off-Site Activity Approval**  
(To be completed by Lead Teacher, Principal and OHS Officer)

**720 E 005**

- This form is used for grades 4-12 off-site activities with destinations greater than 50km one-way from the city limits but within the Province of Alberta or overnight trips; grades 7-12 within Canada; grades 10-12 international travel.
- Prior approval is required from the school principal and the Occupational Health and Safety Officer so please submit forms at least 30 days in advance of departure.
- Regularly scheduled travel for extracurricular teams and clubs can be requested with the *Extra-Curricular Off-Site Activities Form (720 E004)*.

School: MHHS Lead Teacher: Teague Bates

Destination: Spain and Portugal Date(s): April 9-18, 2020

Number of Students involved: 50 Classes/Grades involved: 10-12

Ratio of designated supervisors to students (designated supervisors can include non-staff supervising adults): 1 : 8  
(# Supervisors : # Students)

Does the ratio of supervisors to students meet the required ratio for the grade level in as outlined in the *Off-Site Activity Summary (Schedule A – 720 P 001)*? Yes ☒

Total trip length (#days) 10 Total # of instructional days included in trip 1

Does the trip application meet the grade requirements as per the *Off-Site Activity Summary* for the type and duration of the proposed trip? Yes ☒

**Supervisors** – List supervisor name, role and current level of first aid training for each. Please refer to the *Off-Site Activity Summary* for first aid training requirements for off-site activities.

| Supervisor Name          | Role of Supervisor        | Level of First Aid Training |
|--------------------------|---------------------------|-----------------------------|
| 1) <u>Teague Bates</u>   | <u>Teacher supervisor</u> | <u>Emergency First Aid</u>  |
| 2) <u>Sharleen Smith</u> | <u>Teacher supervisor</u> |                             |
| 3) <u>Natasha Clark</u>  | <u>Parent chaperone</u>   | <u>Standard First Aid</u>   |
| 4) <u>Cam Clark</u>      | <u>Parent chaperone</u>   | <u>Standard First Aid</u>   |
| 5) <u>TBD</u>            | <u>Parent chaperone</u>   |                             |
| 6) <u>TBD</u>            | <u>Parent chaperone</u>   |                             |

**Educational Alignment** (describe the educational fit and if required, attach the relevant *Program of Studies* and *Intended Student Outcomes*):

Develop and apply music skills, knowledge and perception.

Develop awareness and appreciation of music from other cultures.

Foster positive attitudes toward the arts and creativity through music performance.

Increase knowledge of historic sites and events in an international setting.

Sept 26/19

Scanned & emailed  
to Janene. OHS

720 E 005

**Activities Planned** (please list all that apply):

AP 722 P 001

|                                                    |                                     |       |                                            |                                           |                  |
|----------------------------------------------------|-------------------------------------|-------|--------------------------------------------|-------------------------------------------|------------------|
| Visit museums                                      | <input checked="" type="checkbox"/> |       |                                            |                                           | Red (Prohibited) |
| Perform concerts                                   | <input checked="" type="checkbox"/> | Green | <input type="checkbox"/> Yellow            | <input type="checkbox"/> Red (Prohibited) |                  |
| Attend concerts                                    | <input checked="" type="checkbox"/> | Green | <input type="checkbox"/> Yellow            | <input type="checkbox"/> Red (Prohibited) |                  |
| Visit historic monasteries, castles and cathedrals | <input checked="" type="checkbox"/> | Green | <input type="checkbox"/> Yellow            | <input type="checkbox"/> Red (Prohibited) |                  |
| Swim at Cascais Beach                              | <input type="checkbox"/>            | Green | <input checked="" type="checkbox"/> Yellow | <input type="checkbox"/> Red (Prohibited) |                  |
| Shopping                                           | <input checked="" type="checkbox"/> | Green | <input type="checkbox"/> Yellow            | <input type="checkbox"/> Red (Prohibited) |                  |

Has the Off-Site Activity Risk Assessment Form (720 E 006) been completed?

Yes ☒

Are the activities listed above planned in accordance with the Safety Guidelines for Physical Activity in Alberta Schools?

Yes ☒

**Financial Considerations** (Are there any costs to this off-site outing and if so how is it being funded?)

We provide volunteers for bingo's and casino's through Alberta Gaming, which enables us to subsidize student fees. We also conduct bottle drives and other fundraisers. The subsidized cost per student is \$3500.

**Transportation Arrangements** (please include details for all types that apply):

Air and bus travel is being organized by our tour operator, Culture Path Tours.

If students are being transported in a private vehicle by a teacher, parent, or volunteer, please complete the Volunteer Driver Application form (720 E 007).

Signature of Lead Teacher:

*Deanne Bote*

Date:

*September 19, 2019*

Signature of Principal:

*[Signature]*

Date:

*Sept 20/19*

Signature of OHS Officer:

*[Signature]*

Date:

*Sept. 26, 2019*

If this is a NATIONAL or INTERNATIONAL trip, the signature of the Superintendent is required. In addition, please attach a detailed itinerary.

Signature of Superintendent:

*[Signature]*

Date:

*2 Sept 2019*

If a substantial change in trip itinerary occurs, notify the Occupational Health & Safety Officer (OHS).

Once the form is completed with all applicable signatures, send 720 E 001 All Off-Site Activity Consent Form home to parents.

Reference: Administrative Procedure 720 P 001 Off-Site Activities



## Off-Site Activity Risk Assessment

(To be completed by Lead Teacher and Principal)

720 E 006

This form must be completed for all off-site activities, including day trips, where there may be a yellow activity as per the *School Physical Activity Chart (722 E 001)* or trips greater than 50km one-way from the city limits. A copy of this form must be given to the school principal.

School: Medicine Hat High School Lead Teacher: Teague Bates

Destination: Spain and Portugal

Date(s): April 9-18, 2020 Day Trip ☐ Overnight ☒

Local (within 50km) ☐ Provincial ☐ National (within Canada) ☐ International (outside of Canada) ☒

Is there an appropriate number of adult supervisors (specific ratio requirements by grade level)? Yes ☒  
No ☐

### SITE VISIT:

Wherever possible, the lead teacher should undertake an exploratory field trip to:

- ensure that the venue is suitable to meet the aims and objectives of the field trip
- assess potential areas and levels of risk
- ensure the venue can cater to the needs of the staff and participants in the group
- become familiar with the area before a group is taken to that venue/location

If an exploratory excursion is not feasible, then the lead teacher will need to consider how to complete adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue via letter, responses from other users who have recently visited the venue and from local organizations, such as tourist boards.

As off-site activity lead teacher, are you directly familiar with the destination proposed in the season the trip is planned? If no, attach information stating how risk assessment was completed. Yes ☐  
No ☒

Have you analyzed the safety aspects of the destination, identified potential risks and provided training for supervisors if required? Yes ☒  
No ☐

### EMERGENCY PROCEDURES:

#### PRE-TRIP risk management check list:

- ☐ Discuss the proposed field trip and receive permission from the Principal prior to discussing it with students/parents. For trips outside Alberta/Canada approval is required from the Superintendent of Schools prior to discussion with students/parents.
- ☐ Familiarize yourself with the destination and potential risks. Contact someone who has been to the destination or at least aware of the current conditions to review risk elements as required.
- ☐ Does MHPSD have a *Service Provider Agreement* in place for this destination? Yes ☐ No ☒
- ☐ Is the service provider asking parents of students or the school to sign a waiver of liability form? Yes ☐ No ☒

If **yes**, the school will **not** be able to participate in the field trip until a **Service Provider Agreement (720 E 009)** is completed between MHPSD and service provider.

- ☒ Develop a plan to address any special needs.
- ☒ Develop a proposed itinerary for the off-site activity. Include dates and times, transportation/food/housing arrangements, supplies/equipment for staff to bring, supplies/equipment for students to bring, suitable dress etc.

#### ONCE APPROVED:

- ☐ Ensure parents have been given all relevant information about the field trip and ensure the appropriate permission form is signed and returned by all participants. It is essential that no one participate without written approval.
- ☐ Discuss the safety aspects of the trip with the students and all supervisors in advance of the trip. Talk about the known or potential risks and hazards. Stress safety first and the prevention of accidents. Supervisors must be familiar with the general supervision expectations while on the field trip and should be made aware of any known or possible hazards.
- ☐ Clearly outline all behaviour expectations for participants on the field trip. Behaviour that creates risk for the participants will not be tolerated.
- ☐ Prepare a list (to be taken on the trip) of the names of the participants including parent/guardian contact information and any identified special needs. Discuss any behavioural, medical or physical limitations with the Principal to determine whether that individual is a suitable participant.
- ☐ Develop an emergency action plan including:
  - ☐ location and ready access to a first aid kit
  - ☐ location and ready access to a telephone or other reliable means of communication (cell phones do not work in all areas)
  - ☐ telephone number of school emergency contact person, ambulance and hospital
  - ☐ provision of a suitable means of transportation in the event of an emergency
  - ☐ supervision plans for emergency situations (who is second in command, who takes injured individuals to hospital, who reports problems to school administration, etc.)
  - ☐ list of the current student medical information from the *Student Information System*
- ☐ Arrange appropriate transportation (no student drivers). All volunteer drivers must complete the *Automobile Driver Authorization Form (720 E 007)*.

  
 \_\_\_\_\_  
 Signature of Lead Teacher

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Signature of Principal

  
 \_\_\_\_\_  
 Date

Reference: *Administrative Procedure 720 P 001 Off-Site Activities*

September 19, 2019

Attachment to Application for Field Trip Approval

MHHS Band Spain & Portugal Tour 2020

### Risk Assessment

A risk assessment for the Spain and Portugal trip was conducted through a discussion with the tour operator, who has visited all the sites on the itinerary to ensure their safety.

It was explained that we are travelling exclusively by coach bus with drivers who meet the highest safety standard. We are staying at 4-star hotels staffed with security personnel and security cameras. The sites we are visiting are regulated by Spain and Portugal's boards of tourism, and as tourism plays such a significant role in the economies of Spain and Portugal, regulations are thorough.

The beach we are visiting, Cascais, is in the vicinity of many resorts that are frequented by tourists from the UK. Cascais Beach is carefully monitored to ensure the safety and continued patronage of these visitors. As 'open-water swimming' represents some risk relative to other activities, the tour operator assures us that it can be removed from the itinerary without any difficulty should the board have any objections.

The risks associated with navigating large urban centers like Madrid or Lisbon are the same as visiting Calgary or Edmonton. Accompanied by a representative of the travel company, we will adhere to common safety protocols such as counting off at muster points, staying together, assigning smaller groups of 8-9 students to each adult, and speaking in detail with students about expectations and meeting times. More of our planned safety precautions are described in the attached document *Safety Preparation Outline*.

Teague Bates

# MHHS Band Spain & Portugal Tour 2020

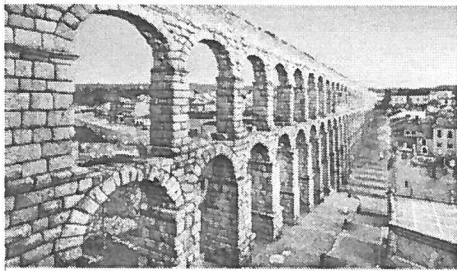
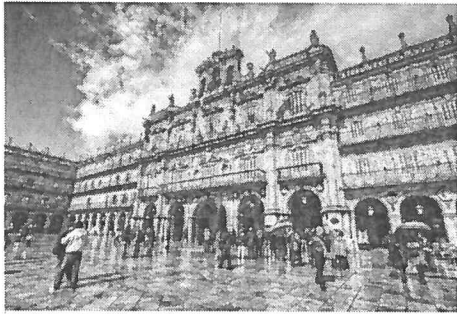
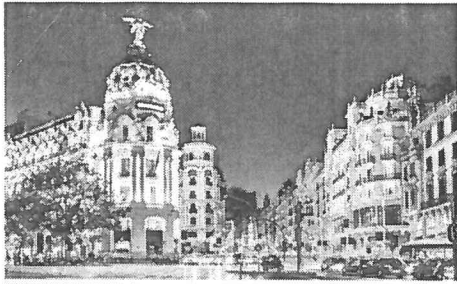
## Field Trip Application

### Safety Preparation Outline

Students and parents will be notified of any potential risk related to participation in a 10-day tour of Spain and Portugal:

- Students will be instructed on how to travel safely by bus and by air, as well as how to ensure safety at airports and hotels.
- Students will be instructed to be on their guard when they encounter unfamiliar people at hotels, at performance venues, at music clinics, etc.
- Students will be briefed on safe alternatives for dealing with pan-handlers and opportunistic 'buskers' endemic to tourist attractions and downtown areas.
- Students will be organized into groups of 3-4 students, and each chaperone will be assigned 2 groups. Nightly room checks will be the responsibility of the designated chaperone. Cell phone numbers will be shared as an extra precaution.
- Students will be assigned a number for the purpose of "sounding off" at muster points to prevent anyone from getting lost or left behind.
- During free time at attractions, students will stay close to chaperones and let them know their whereabouts.
- Rendezvous times and muster locations will be communicated clearly and repeatedly.
- Student health records will be kept in one binder, along with parent contact information.
- Parents will be notified immediately in the event their child requires medical care. Students getting care at a hospital or medical center will be accompanied by a chaperone for the duration.
- Copies of student passport photos will be kept in a trip binder.
- The identity of students with food allergies, asthma, or other life-threatening conditions will be communicated to each supervisor and their health status will be carefully monitored.
- Students with food allergies or other health-related dietary needs will be provided alternate meals.
- Mr. Bates will carry a cell phone with phone numbers for Boris Grisonich and Allan Thompson should the need arise to contact a school administrator.
- A First Aid Kit will accompany the group, and supervisors will know its whereabouts.





## Medicine Hat HS Band

**Dates of Tour: April 9 – April 18, 2020**

**Cost: TBD based on the number of people traveling**

### Tour cost includes:

- International airfare as per itinerary
- Ground Transportation as per itinerary
- Accommodation (based on twin)
- Breakfast & Dinner Daily
- Performances and Sightseeing as per itinerary
- Every effort will be made to accommodate food allergies and other reasonable food issues.
- The group will be assigned a dedicated tour manager
- All Taxes & Gratuities

### Not Included:

- Lunch (daily)
- Passport Fees (everyone must have a passport book valid until at least 3 months after the tour)
- Excess baggage and extra equipment fees
- Single supplement charge of \$620 CAD if requested
- Out of Country Travel Medical Insurance (required)
- Trip Cancellation insurance (optional)

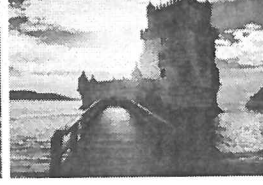
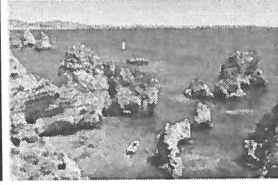
### Payment Schedule (per person):

- To be determined

### Cancellation Policy:

- Up to 180 days before the tour begins: \$0 cancellation fees (all funds deposited are returned in full)
- 120 - 179 days before the tour begins: cancellation fee of \$200 (to cover administration costs). All deposits, less the \$200 fee are returned.
- 60 - 119 days before the tour begins: 25% cancellation fee of the total costs
- 45 - 59 days before the tour begins: 50% cancellation fee of the total costs
- 30 - 44 days before the tour begins: 75% cancellation fee of the total costs
- 0 - 29 days before the tour begins: 100% cancellation fee of the total costs

\*excludes the cost of any travel insurance purchased



## Medicine Hat HS Band

**April 9 – April 18, 2020**

**Spain -- Portugal Tour Itinerary – subject to change**

**April 9** - Depart for Madrid, Spain

**April 10** - Arrive Madrid. Clear customs. Transfer to Hotel. Check-in. Dinner and evening walk. Sleep!!

**April 11** - Madrid – Visit to Spain's National Museum of 20<sup>th</sup> Century Art, the Reina Sofia Museum or the Prado Museum. Afternoon visit to the Royal Palace, Plaza Mayor and shopping. Evening Flamenco Show.

**April 12** - Segovia - Guided tour of Segovia including the iconic ancient Roman aqueduct and the Alcazar (Castle). After lunch travel to Salamanca. Tonight, we will give our first performance. Overnight Salamanca.

**April 13** - Salamanca, – Guided Tour of the City's highlights including: Cathedral, Casa de las Conchas and Plaza Mayor.

**April 14** - Today we leave Spain and drive to Portugal. Our first stop, Porto, is known for its stately bridges. Free time for lunch and shopping. Porto Six Bridges Cruise on the Douro River. Evening Performance.

**April 15** – Day Trip to Guimarães which is a city in northern Portugal. It's known for well-preserved medieval buildings like the hilltop, 10th-century Guimarães Castle, and the restored Dukes of Bragança Palace. Between the palace and the castle is the Romanesque São Miguel do Castelo Church, built in the 13th century. From Guimarães we travel to Braga. Near Braga is the Bom Jesus do Monte complex that has a

neoclassical church atop an elaborate 17-flight stairway. In the city center, medieval Braga Cathedral is home to a sacred art museum and the Gothic-style Kings' Chapel. Nearby, the imposing Archbishop's Palace overlooks Santa Barbara Garden. Return to Porto. Evening Performance.

**April 16** Travel to Lisbon. Visit to Alfama quarter. Alfama is a delightful maze of narrow cobbled streets and ancient houses in an artisan district with a rich heritage. Then visit Belem Tower. Belém Tower is a 16th-century fortification located in Lisbon that served both as a fortress and as a ceremonial gateway to Lisbon and lastly a visit to Mosteiro dos Jeronimos. Built by King Manuel I in 1502, the Jeronimos Monastery is the most impressive symbol of Portugal's power and wealth during the Age of Discovery.

**April 17** - Day trip to Cascais to enjoy the beautiful beaches. Cascais is a coastal resort town in Portugal, just west of Lisbon. It's known for its sandy beaches and busy marina. If relaxing on the beach is not your thing you can venture into the old town. The old town is home to the medieval Nossa Senhora da Luz Fort and the Citadel Palace, a former royal retreat. Nearby is the whitewashed Nossa Senhora da Assunção church, with glazed azulejo tiles. Paula Rego House of Stories shows the Portuguese artist's paintings in a modern building.

**April 18** - Depart Lisbon for Calgary



## Trip Financial Estimate

Spain/Portugal - 2020

|                                         | # Travellers |
|-----------------------------------------|--------------|
| Students                                | 50           |
| Staff                                   | 2            |
| Other Chaperones                        | 4            |
| Total Travellers                        | 56           |
| Total Trip Expenses                     |              |
| Less: Expected Fundraising              |              |
| Net Out-Of-Pocket Trip Cost             | -            |
| Out of Pocket Cost Per Paying Traveller | \$ 3,500     |
| % Total Expenses Paid by Traveller      |              |