

Medicine Hat Public School Division

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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 6 months prior to proposed departure.)

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

Event(s) and Destination(s): Theatre Arts Drama Trip to New York		Date(s): April 23 - 28 , 2025 (dates are still flexible with costs)	
Name of Lead Teacher: Jennifer Davies		School: Crescent Heights High School	
☐ Extracurricular	Group/Team/Class: Theatre Arts 10, 20, 30 Drama class		
☒ Curricular			
Estimated Number of Students: 24		Estimated Supervisor to Student Ratio: 1-12	
Names of Other Supervisors: Jennifer Davies and Dustin Look we may be adding other adults once we see how many students want to travel.			
Describe student eligibility requirements: Students on the Drama trip will be full participants in the Theatre Arts Drama 10, 20, 30 class and the sr. musical as performers on stage who are also successfully completing the course requirements for Choral Music 10, 20, 30 and Musical Theatre 15, 25, 35.			
Describe plan for informing and meeting with parents: There was a meeting held on June 24 with families from the class attended to discuss the proposed trip, conditions to participate, costs, expectations, assumption of risk, rules of conduct, and insurance as well as fundraising opportunities.			
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.

Students will receive training to work on their performance skills as well as attend multiple, shows, performances, productions and tours related to theatre. The students will have interactive workshops with choreographers, music directors and teaching artists. Almost every learner outcome for the Drama 10, 20, 30 Choral Music 10, 20, 30 and Musical Theatre 15, 25, 35 courses will be explored during this trip. There are only 1 or 2 days of school being missed for an incredible learning and performance opportunity connecting them to the arts community.



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.

We will be traveling charter busing to and from the airports. Our group will fly on a commercial airline. We will also use public transportation such as subways, and buses as well as a commercial bus line for tours. We will also travel on a Ferry Boat to see the Harbor area.

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.

Our group will be staying in modern hotel accommodations locations close to the Theatre District.

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.

It is sincerely felt that through fundraising efforts like what we have accomplished in the past, we can bring the cost down as we have successfully been able to raise money in previous years. The parent group appears to be strong and willing to work on several projects to finance the trip. There is also a proven history from these same families working to support the drama program and our productions. We have a many large-scale fundraising projects planned for assist with bringing down the cost to travel. Students also fundraise individually in addition to group projects.

Do you plan to use a tour company?

☒ Yes - Attach detailed tour information

☐ 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.

Our Drama group will work directly with STS Tours and any MHPSD 76 personal that are associated with travel arrangements to work with us should there be any issues where arrangements need to be made to accommodate major changes, bad weather, cancellations, delays, etc. The CHHS Drama group has done numerous trips with STS Tours and have been very satisfied with all accommodations they have made over a 17-year period to help our group to successfully travel. Similarly, all School Division employees have been terrific in providing assistance with travel.

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: _____

25-Jun-2024

Principal:

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

Signature: _____

Date: _____

Bault

26-June-2024

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: _____

H. Smith

22 June 2024

OHS Officer:

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

Signature: _____

Date: _____

Ja

26-Jun-2024

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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 # _____

Crescent Heights
New York 2025

Booked Activities

Free Time

DAY	1	2	3	4	5	6
DATE	Wed, Apr 23	Thu, Apr 24	Fri, Apr 25	Sat, Apr 26	Sun, Apr 27	Mon, Apr 28
	Arrive at Airport - 530					Breakfast Included
08:00		Breakfast Included	Breakfast Included	Breakfast Included	Breakfast Included	
:30	Depart Calgary					Check out & Store Bags
09:00			Walk	Walk	Subway to Central Park	Subway / Walk to Museum
:30		Walk		Check in	Central Park	Walk to Met
10:00		Broadway Up Close Tour	Workshop 1	Workshop 3	Strawberry Fields	Museum of Natural History
:30					Imagine Mosaic and more!	
11:00					Subway to Greenwich	
:30						
12:00					Arr 15 min early	Coach Pickup @ Museum
:30					ORIGINAL GREENWICH TOUR	Stop at Hotel - Load Bags
01:00			Lunch on own	Lunch on own		Depart for Airport
:30		Loading Boat				
02:00		Sightseeing Boat Tour	Check in	Check in		Arrive at Airport
:30			Workshop 2	Subway to 9/11 area		Lunch on own at Airport
03:00	Arrive NYC			9/11 Memorial	Greenwich Village	
:30						
04:00	Transfer to Hotel	Lunch on boat		Wall Street & Financial District	Return to Hotel	
:30		Disembark		OR	Change	
05:00	Check in	Return to Hotel to Shower	Return to Hotel to Shower	Return to visit MOMA		Depart for Calgary
:30		Walk to Dinner				4:45PM
06:00		Dinner Included	Dinner on own	Dinner Included	Dinner on own	ACS85
:30		cash dinner		cash dinner		
07:00		Walk to Theatre	Walk to Theatre	Walk to Theatre	Walk to Rockefeller	
:30					Check in	
08:00	Dinner Included	Broadway Show	TKTS add on	Broadway Show	Top of the Rock	Arrive Calgary
	Ellen's Stardust					8:02PM
09:00					Times Square	Transfer to Medicine Hat
					Return to Hotel	own arrangements
10:00	Early evening					
11:00						