

NON-LOCAL OR OVERNIGHT OFF-SITE ACTIVITY APPROVAL

(To be completed by **Lead Teacher** and **Principal** and **OHS Officer**)

- 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/CHHS Lead Teacher: Glen Mori

Destination: Yokohama, Japan

Date(s): Friday July 19, 2024 to Saturday August 3, 2024

Number of Students involved: ~25 Classes/Grades involved: 10-12

Ratio of designated supervisors to students (designated supervisors can include non-staff supervising adults): 8-10:1
(# 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 AP 001)*? Yes ☒

Total trip length (#days) 16 Total # of instructional days included in trip 16

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 first aid training for each. Please refer to the *Off-Site Activity Summary (Schedule A – 720 AP 001)* for first aid training requirements for off-site activities.

	Supervisor Name	Role of Supervisor	First Aid Training
1)	Glen Mori	Chaperone students	Yes
2)	Rachael Robinson	Chaperone students	Yes
3)	Scott Howes	Chaperone students	Yes
4)	Tonya Mori	Chaperone students	Yes
5)			
6)			

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

Medicine Hat Public School Divisions 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.

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.

Activities Planned (please list all that apply):	Category of Activity as per AP 722 AP 001			
Japanese Gardens	☒ Green	☐ Yellow	☐ Red (Prohibited)	
Sea World	☒ Green	☐ Yellow	☐ Red (Prohibited)	
Asakusa Market	☒ Green	☐ Yellow	☐ Red (Prohibited)	
Edo Museum	☒ Green	☐ Yellow	☐ Red (Prohibited)	
Tokyo Disney	☒ Green	☒ Yellow	☐ Red (Prohibited)	
Various	☒ Green	☐ Yellow	☐ Red (Prohibited)	
	☐ Green	☐ Yellow	☐ Red (Prohibited)	
	☐ Green	☐ Yellow	☐ 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 *School Physical Activity, Health & Education Resource for Safety?* www.myspheres.ca

Yes ☒

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

See attached budget.

Accommodation Arrangements (For all overnight trips)

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.

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

Travel from Medicine Hat to Calgary Airport and return: Bus

Travel from Calgary to Narita Airport: Air Canada flights booked through Vision Travel

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, buses for larger excursions.

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: _____

Date: Mar 22 / 2023

Signature of Principal: _____

Date: Mar 24 / 23

Signature of OHS Officer: _____

Date: 28-Mar-2023

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: _____

Date: _____

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*