

FIELD TRIP APPROVAL FORM

Date Application Made: Mar 7, 2019

Name of Group/Team: Japanese Yamate High School International Exchange

School Applying: Medicine Hat High School/Crescent Heights High School/Central High School

Place to be Visited: Yokohama/Tokyo Japan

Depart on: 17/07/2020 at 6:00am
(dd/mm/yyyy) (time)

Return on: 01/08/2020 at 8:00pm
(dd/mm/yyyy) (time)

Transportation Arrangements: Bus, Airplane (All flights will be arranged through Vision Travel, Edmonton)

Name(s) of Supervising Teachers: Glen Mori, Boris Grisonich, Scott Howes, Whitney Kambeitz, Tonya Mori

Name(s) of Supervising Teachers with Current First Aid Training: Glen Mori, Scott Howes, Tonya Mori, Whitney Kambeitz

*this is not optional

Board Financial Considerations:

Date(s) Substitute Required:

Total Number of Sub Days

Other Board costs:

☒ Yes

☐ No

X

/day = \$

*If yes, please provide details...

Educational Guidelines Completed and Enclosed: ☒ Yes ☐ No

Safety Preparation Completed and Enclosed: ☒ Yes ☐ No

(signature of teacher in charge)

Educational Guidelines Examined and Approved by:

School Principal

*All field trips require Principal's approval

Superintendent of Schools

(Trips outside city/province require Superintendent approval)

(Trips outside country also require Board's approval)

Date approved: Mar 8/19

Date approved: 13 June, 2019

NOTE:

Forward ONE copy of approved field trip form and guidelines, if within city limits, to Superintendent.

Forward TWO copies of field trip application and guidelines, if outside city limits, to Superintendent.

One copy will be returned to the school upon approval from the Superintendent.

EDUCATIONAL GUIDELINES

(To be completed and submitted to the Principal at least two weeks prior to activity)

High school students of Medicine Hat School District No. 76, will be hosting students from Yamate High School, Japan in April 2020 for two weeks. Our students will then travel to Japan for two weeks as part of the exchange. This current exchange has been running within our district for the past 23 years in order to foster international relationships and opportunities for our students.

Activity fits into the Social Studies, Japanese Second curriculum.
Language and Co-

Planned Lead-Up Activities:

Students will receive instruction and protocol for traveling to Japan. Students will be responsible for all costs related to hosting and travel to Japan. Meetings will be held monthly in order to facilitate communication and updates.

Planned Follow-Up Activities:

Students will have the opportunity to share their experiences with fellow classmates, and families upon return to school in September 2020.

Supervisors/Instructors: Number: 5

Names:

Qualifications:

Responsibilities:

Glen Mori

MHHS Teacher

Coordinator/Chaperone

Boris Grisonish

Principal

Principal/Chaperone

(if more attach list)

Scott Howes	Vice-Principal/International Ed.	International Ed/Chaperone
Whitney Kambeitz	CHHS Teacher	Coordinator/Chaperone
Tonya Mori	Teacher (currently stay at home Mom)	Coordinator/Chaperone

Student Behavioural Expectations: It is expected that students will:

To behave in accordance to classroom/school policies when on the field trip. Disciplinary consequences will result from any inappropriate actions

Number of Students Participating: ~30 Grades: 10-12

Teacher Co-ordinator is: Glen Mori

Number of Students per Supervisor: 6-10

Parent permission forms will be distributed on: By Oct 2, 2019.
(date)

To be returned on: April 1, 2020.

(date)

Parents notified of risks involved: (x) ☒ Yes ☐ No**PLANNING GUIDE FOR OUT-OF-TOWN FIELD TRIPS**

- | | | | |
|-----|--|---|-----------------------------|
| 1. | Consent forms sent and returned (x) | ☒ Yes | ☐ No |
| 2. | Waiver form sent and returned (x) | ☒ Yes | ☐ No |
| 3. | Medical insurance numbers recorded (x) | ☒ Yes | ☐ No |
| 4. | Alternate contact persons established (x) | ☒ Yes | ☐ No |
| 5. | Field trip form submitted (x) | ☒ Yes | ☐ No |
| 6. | Transportation organized and confirmed (x) | ☒ Yes | ☐ No |
| 7. | Itinerary established and sent home (x) | ☒ Yes | ☐ No |
| 8. | Lodging booked (x) (Not until April 2020) | ☐ Yes | ☐ No |
| 9. | Medical facilities established (x) | ☒ Yes | ☐ No |
| 10. | Emergency numbers secured (x) | ☒ Yes | ☐ No |
| 11. | Costs established and collected (x) | ☒ Yes | ☐ No |
| 12. | Equipment list established (x) | ☒ Yes | ☐ No |
| 13. | First Aid kit (x) | ☒ Yes | ☐ No |
| 14. | Safety review completed (x) | ☒ Yes | ☐ No |

Lodging for students will be booked when Yamate High School confirms host families in March/April 2020.

Safety & Behavior Preparation

Students and parents have been notified of any potential risks due to injury in potential related activities. They are taught how to navigate safely in the

environment prior and during each excursion. Extra-curricular forms (HEALTH CERTIFICATION AND PARENT WAIVER FORM) have been completed by each student. As well, teachers attending the field trip are first-aid certified and some members have completed the online concussion courses.

In addition to the safety precautions for the activity, students and parents were notified of the inherent risks associated with travel for the international field trips. All necessary precautions will be made by the class to reduce and prevent these risks from occurring. Student safety is the highest priority for the class during out-of-town excursions. Parental/guardian and emergency contact information for each student has been collected to ensure immediate communication in the event of an emergency.

Behavior expectations are high and clearly laid out to the students. If necessary, any incidents that do not meet the expectations of representing our school and community to the highest level will be dealt with in a clear and effective manner that may include suspension or removal from the class.

Signed: _____

Date: _____

John M. ...

Mar 7 2019

Trip Financial Estimate

Japan - 2020

	# Travellers
Students	30
Staff	4
Other Chaperones	1
Total Travellers	35
0	
Total Trip Expenses	109,400
Less: Expected Fundraising	(4,500) 4%
Net Out-Of-Pocket Trip Cost	104,900
Out of Pocket Cost Per Paying Traveller	\$ 3,000
% Total Expenses Paid by Traveller	96%