

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES-INTERNATIONAL

PROCEDURE CODE:	720 AP 0054
Policy Reference: 720 – Off-Site Activities	Exhibits: <u>720 E 003 – Consent for National-International Off-Site Activities</u> 720 E 00 2 4 – Health Certification and Consent (Extracurricular Activities) <u>720 E 005 – Swimming Ability Form</u> <u>720 E 006 – Alpine Skiing and Snowboarding Ability Form</u> 720 E 005 – Non Local or Overnight Off Site Activity Approval 720 E 00 7 6 – Off-Site Activity Risk Assessment Template <u>720 E 008 – Volunteer Registration Form</u> <u>720 E 009 – Volunteers PIC and CSIRC Form</u> <u>720 E 010 – Volunteer Attestation Form</u> 720 E 0 1 107 – Automobile Driver Authorization 720 E 010 – International Trips Approval in Principle 720 E 011 – International Trips Final Approval 720 E 012 – Consent for National-International Trips 720 E 013 – Volunteer Registration Form <u>720 E 012 – Travel Accounting Template</u> 720 E 01 3 4 – Travel Declaration for National-International Trips 720 E 015 – Travel Accounting Template

PURPOSE/BACKGROUND

~~The Division supports off-site activities by classes, school groups, and individual students during and/or outside of school hours, when such excursions have a definite educational value and are an integral part of the planned instructional and extracurricular programs.~~

~~While off-site activities have positive educational value, care must be taken to ensure that all off-site activities are organized in a manner that maximizes educational benefit and ensures the protection and safety of students. To articulate the Superintendent's requirements specific to international off-site activities. See 720 AP 001 for general requirements and definitions.~~

DEFINITIONS

~~Off Site Activities: Includes all field trips, excursions, national and international tours, extracurricular and co-curricular activities occurring off-site where the 'site' is the school grounds and buildings belonging to MHPSD.~~

~~Extracurricular Activities: Organized student activities connected to broader educational goals of a social, sports related, or cultural nature (i.e., band, basketball, football). All extracurricular activities taking place off-site are considered under the guidelines of this AP.~~

~~Off-Campus Education: Includes programs such as work-study, work experience, registered apprenticeship, cooperative education, and job shadowing programs as per Policy 718 – Off-Campus Education.~~

~~Athletic Academy Activities: Dual focus programming designed to achieve academic excellence while immersing students in a sports environment.~~

~~Lead Teacher: The teacher directly responsible for the planning, coordination, and implementation of the off-site activity.~~

~~Supervisor: An adult over the age of 18 years who is not a high school student and who has been selected by the Lead Teacher and approved by the principal to assist on an off-site activity.~~

~~Parent: A person as defined in the Education Act section 1(1) and (2).~~

PROCEDURES

International Trips

- A) International trips are those that ~~involve travel~~are outside of Canada.
- B) International trips require the approval of the Principal/~~designate~~, Occupational Health & Safety Officer, Secretary Treasurer and Superintendent. In addition, all international trips require approval in principle by the Board of Trustees.
- C) International trips are subject to the following conditions:
 1. A trip application form International Trip Request – Approval in Principle must be completed at least 1 year in advance of trip.
 2. A designated ~~teacher-leader~~lead teacher is responsible for the organization of the outing, ensuring all requirements are followed and will be present on the off-site activity;



The teacher-leader will submit the online application for the trip providing the following details:

3.1 The name of the trip, identify of the teacher-leader and their first aid qualifications, along with the trip start and end date;

3.2 Identify whether the trip is part of a regular physical education class or athletics program. If it isn't, a curricular focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies as well as the outcomes that cannot be accomplished in a regular setting must be identified;

3.2.1 Consider the diversity of the student population and ensure the activity is both accessible and inclusive, and that participation is not limited by a parent's financial limitations. The cost to individual students should not inhibit participation nor discriminate by income.

3.3 Number of instructional days students will be missing.

3.3.1 All trips are limited to ten (10) days with a maximum of two days being student instruction days. ***Any exceptions to be approved by the Superintendent.**

3.4 List the minimum adult to student ratio as required by the School Physical Activity Chart (722 E 001) as well as the participants' grade level, specific grade, class, team or club, student eligibility requirements to participate, estimated number of students and supervisors;

3.4.1 International trips are limited to students in grades 10 – 12.

3.5 Detail the plan for informing and meeting with parents and guardians in regards to itinerary, risks, costs and expectations

3.6 Share the plan to provide an orientation for supervisors and what their expected general roles and responsibilities will be;

3.6.1 If at any point in the activity, students will not be under the direct supervision of the teacher-leader or other teacher supervisors, the teacher-leader will need to provide an age-appropriate safety plan (consider plans to ensure students are not alone, reasonable check-ins with supervisor, and student preparation for what to do in an emergency);

3.7 List who the supervisors are, whether they are staff or not, and whether they have first aid certification, including what type of first aid, if applicable. In addition, the teacher-leader will need to provide the specific responsibilities and direction for each of the supervisors;

3.7.1 Ensure adequate teacher and adult supervision, including both male and female supervisors, if appropriate as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHEReS). In the case of disagreement between the two documents, the higher standard will apply. **Employees**



of an off-site facility or program are not to be included when determining supervision ratio;

3.7.2 For any non-staff supervisors, ensure that they have completed and been approved to volunteer with 720 E 008: Volunteer Registration Form as well as a valid Police Check and Vulnerable Sector Check as per 720 AP 006. In addition, they will need to sign and submit 720 E 011: Volunteer Acknowledgement of Risk and Consent Form;

3.8 Destination (Country[s] & City[s]), accommodation type with the name and address of the accommodation. Provide detailed sleeping arrangements for students and staff and the student overnight supervision plan;

3.9 Transportation information;

1. _____

2. Have a curriculum focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies;

3. Have curricular outcomes that cannot be accomplished in the regular school setting; Consider the diversity of the student population and ensure the activity is both accessible and inclusive, and that participation is not limited by a parent's financial limitations;

3.10 List each type of activity that will occur on the trip, along with the corresponding risk category (e.g. hiking, swimming, mountain bike riding) as per School Physical Activity Chart (722 E 001);

3.10.1 If the activity includes swimming (even a hotel pool) or alpine skiing /snowboarding, parent/guardians will need to complete the appropriate additional consent form for these activities.

3.11 Financial Information;

3.11.1 If the total trip cost is \$20,000 or higher, a travel trip financial estimate must be submitted with the trip application; the final trip accounting must be submitted to the Finance Department within 20 days after returning from the trip; and all trip finances must be managed through the school SGF accounts. 720 E 015 Travel Accounting Template

3.11.2 Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities. Fundraising activities must adhere to Policy 416: Fundraising/Canvassing

3.12 Travel declaration;

3.13 The teacher-leader will be familiar with, and conduct a safety assessment of, the proposed site of the field trip.



3.13.1 Anyone planning and submitting for off-site activity approval is required to consult the School Physical Activity Chart (720 E 001) and School Physical Activity, Health & Education Resource for Safety (SPHEReS).

3.13.2 Pre-visits are ideal, but if not possible or practical, alternatives such as human, internet and paper-based resources could be consulted in order to identify potential hazards or risks at the location(s).

3.14 Upload Completed Risk Assessment (720 E 007).

3.15 Upload detailed itinerary, travel accounting template and minutes of initial parent meeting.

4 Items or information required for the Off-site Activity

4.2 Have adequate first aid certified supervisors and an appropriately equipped first aid kit for the type of trip;

4.3 Have the appropriate completed parental informed consent applicable to the type of trip. NOTE: Swimming, Alpine Skiing/Snowboarding and any approved high risk (red) activity will require additional forms.

4.4 Telephone for communication;

4.5 Emergency phone numbers for location (school contact person, ambulance, hospital);

4.6 Emergency contact numbers and information for all participants;

4.7 Supervision and transportation plans for emergency situations.

~~4.~~

~~5. Are planned in accordance with and meet the allowable grade levels for the type of trip as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHEReS);~~

~~6. Have adequate teacher and adult supervision, including both male and female supervisors if required as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHEReS). In the case of disagreement between the two documents, the higher standard will apply.~~

~~7. Be limited to ten (10) days with a maximum of two days being student instruction days.~~

~~***Any exceptions to be approved by the Superintendent.**~~

Parental Consent:

1. Written parental/guardian permission shall be obtained by the completion of the Consent for National and International Trips (720 E 003) for the student to participate in the field trip with the parent's/guardian's full knowledge of the itinerary, activities, supervision, and transportation arrangements including the name of the driver if private transportation is used.

1.1. When the activity includes swimming (including a hotel pool), 720 E 005 ability form must be used. If alpine skiing/snowboarding is the activity, 720 E 006 must be used. If a high risk (orange) activity is approved, a special consent will be created in



collaboration with the school division. Note: A Third Party waiver cannot be used. Contact the division's OH&S Officer if a provider requests to use one.

Transportation

- 1) Where transportation is necessary internationally, the principal may:
 - Authorize the use of a licensed carrier; or
 - Authorize the use of a rental vehicle
- 2) When rental vehicles are used, completion of an Automobile Driver Authorization Form (720 E 011) is required.

Extracurricular Trips

- A) All extracurricular sports and club trips must be approved by the Principal. If the tournament of club activity is taking place outside of the country of Canada, the teacher-leader/coach will use the International Trip Request – Approval in Principle online form. ~~using the Extracurricular Off-Site Activities Form (720 E 004). This is limited to regularly scheduled activities, such as league play, exhibition games, tournaments, and zone/provincial playoffs.~~ Trips are subject to the following conditions:
- 1) Health Certification and Consent Form (720 E 004) is completed in addition to the Consent for International Off-site Activities (720 E 003).
 - 2) Extracurricular off-site activities that are international must follow the same requirements as all other off-site activities.

Responsibilities of Supervisors (including volunteers):

- 1) Every adult travelling with the group will have supervision responsibilities. Non-supervisory adults are not permitted.
- 2) A current ~~(within in the school year)~~ Volunteer Registration Form (720 E 008) and current police information check with vulnerable sector search must be completed for all non-staff adult supervisors (720 E 009). Volunteers must also complete an Acknowledgement of Risks and Consent Form (720 E 011).
- 3) An adult supervisor must be always available to students (24 hours per day).
- 4) Supervisors must also:
 - Complete appropriate trip forms
 - Know the details of the activities and their specific duties and authority prior to departure
 - Be appropriately identified for the duration of the trip
 - Report any inappropriate conduct to the teacher-leader-~~lead teacher~~
 - Adhere to the schedule or itinerary



- Dress appropriately according to the type of activity and respecting the norms of the country being visited.
- Refrain from the consumption of alcohol and drugs for the duration of the trip
—Fulfill their duties for the duration of the activity, including evenings and weekends
- Attend meetings as required

Approval Procedures:

1. An International Trip Request – Approval in Principle form ~~Non-Local or Overnight Off-Site Activity Approval (720-E-005) and Approval in Principle (720-E-010)~~ must, whenever possible, be completed by the ~~teacher-leader~~lead teacher 1 year in advance of the trip, ~~approved~~signed by the principal, and submitted to the OHS Officer and Superintendent or designate for review.
2. The Superintendent or designate will indicate approval, or lack thereof, by reviewing and ~~signing the application~~approving the request and will present it to the Board for authorization.
3. Safety and security of the destination(s) will be assessed referencing the Government of Canada travel and tourism website <https://travel.gc.ca/>
4. The Board will not approve travel to any destination, country, or region where a travel advisory exists and may cancel any international trip based on changing or uncertain safety and security at the destination cities and countries.
5. A-Final ~~updates~~Approval (720-E-011) [JP1.1] must be completed by the lead teacher and submitted to the OHS Officer, Secretary Treasurer and Superintendent or designate with accompanying documents for final approval two (2) weeks prior to the scheduled board meeting.
6. The Board reserves the right to cancel any trip to a destination where the advisory level has changed prior to travel dates. This will include where advisories have changed from the date that the trip was preliminary approved, up to and including, the date of travel.
7. The Board reserves the right to recall any trip if, during the trip, the circumstances in the country or region change and the Board is of the opinion that it is in the best interest of the group to leave.
8. The Board further reserves the right to cancel or recall any trips that, in the Board's opinion, puts the personal safety of the students or the staff at risk.

Teacher-Leader~~Lead Teacher~~ Additional Considerations:

1. A detailed itinerary must be submitted, ~~that aligns with the Off-Site Activity Summary (Schedule A – 720-AP-001)~~. Changes to the scheduled itinerary and activities require



updated approval from the principal and OHS Officer, excluding changes due to an emergency. All changes must be communicated as soon as possible.

2. The ~~teacher-leader~~~~lead teacher~~ will ensure that supervisors and activity leaders have appropriate knowledge and training, including valid first aid certification as required and appropriate health and fitness to participate with the group.

~~3. The trip is limited to students in grades 10–12.~~

- ~~4.3.~~ All trip participants must be in possession of a passport valid for at least six (6) months beyond the expected return date.

- ~~5.4.~~ The ~~teacher-leader~~~~lead teacher~~ will facilitate one or more parent/guardian meetings to discuss tour arrangements and risks, and a parent/guardian for each student participating must be in attendance. If necessary, parents/guardians not able to be in attendance may be informed personally at another time or the meeting may be recorded and shared with those who missed the meeting. The meeting(s) shall inform parents/guardians, at a minimum, of the following:

- A review of ~~this~~ procedure and 720 AP 001 as the guiding document for trip planning
- The name of the ~~teacher-leader~~~~lead teacher~~ and a contact number
- Purpose/goal of the educational study tour
- Proposed itinerary, with date and time of departure and return
- Description of activities or events planned
- Any inherent risks and consequences associated with the activities/events (inherent risk refers to the potential for harm or loss as well as any identified hazard. ~~hazard, danger, chance of injury, damage or loss that exists in something as a natural and inseparable quality or characteristic of that activity~~)
- ~~○ Elements of risk which may be encountered, such as rigorous physical activity, water-related activities, or water sports~~
- Safety precautions in place to deal with activities involving risk
- Contingency plans and emergency procedures to be followed in the event of injury, illness, or unusual circumstances
- Trip cancellation potential and insurance, including optional additional coverage
- Need for any special equipment, clothing, or personal items
- A reminder that parents/guardians must inform the ~~teacher-leader~~~~lead teacher~~ about any relevant health or medical conditions of the student, including any changes in these prior to or during the trip. ~~(e.g. food allergies)~~
- Expectations for student behaviour
- Arrangements for supervision
- Transportation methods and arrangements
- Accommodation arrangements
- Cost to the student



- Cost to the ~~participants~~volunteers
 - Fundraising plans
 - Open accounting of revenues and expenses
- 6.5. The ~~teacher-leader~~lead teacher will maintain a record of the dates of the meetings, names of participating parents and meeting agendas/minutes and upload this into the online application.
- 7.6. The ~~teacher-leader~~lead teacher will develop a written action plan, in conjunction with the student and the student's parent/guardian, for any student with an identified health or medical condition.
- 8.7. The ~~teacher-leader~~lead teacher, school Principal and school counsellor and/or CST will conduct a risk review of the student participants in case accommodations are required.
- 9.8. The ~~teacher-leader~~lead teacher will ensure that everyone involved understands and will comply with any health measures that are in place locally and abroad. These include health measures set by the Canadian and or Alberta governments and any set by the destination countries.
- 10.9. The ~~teacher-leader~~lead teacher will collect a completed Government of Canada [Consent Letter for Children Travelling Abroad](#) for each student prior to departure and have the letters available throughout the duration of the international trip. The lead teacher will not sign as witness and will advise that parent/guardian signatures should be witnessed by a Commissioner of Oaths.
- 11.10. The ~~teacher-leader~~lead teacher will ensure that all trip participants, including adults and students, completes the Government of Canada [Registration of Canadians Abroad](#) prior to departure.
- 12.11. The ~~teacher-leader~~lead teacher will create and share a list of the addresses and contact information for Canadian Government offices in the destination countries <https://travel.gc.ca/assistance/embassies-consulates>
- 13.12. The ~~teacher-leader~~lead teacher is responsible for the management, security and retention of all documents pertaining to the international trip. Any documents that contain private personal or health/medical information (passports, health/medical plans, etc.) should be stored in a secured electronic format. Documents that require review or storage should be kept as per the MHPSD Document Retention Schedule with access granted to collaborators. These documents may include but are not limited to:
- Schedules/itineraries/tour details
 - Completed forms with signed approvals
 - Parent meeting minutes, attendance/non-attendance lists



- Student participant lists, [health/](#)medical forms, travel insurance, and passport copies
- Signed Student Code of Conduct Forms
- Lesson plans
- Maps
- Records of itinerary changes
- Contracts with tour operators and service providers
- Accident forms and all post-accident notes, reports and correspondence
- Financial reports
- Trip debrief report

Transportation

- ~~1) Where transportation is necessary internationally, the principal may:

 - Authorize the use of a licensed carrier; or
 - Authorize the use of a rental vehicle~~
- ~~2) When rental vehicles are used, completion of an Automobile Driver Authorization Form (720-E-007) is required.~~

Costs Associated with International Trips:

- 1) A travel trip financial estimate [720 E 0125 – Travel Accounting Template](#) must be submitted with the trip application and the final trip accounting submitted to the Finance Department within 20 days after returning from the trip. All trip finances must be managed through the school [generated funds](#) (SGF) accounts.
- 2) The cost to individual students should not inhibit participation nor discriminate by income.
- 3) International tours may be supported in part or whole by parents ~~/or~~ guardians of eligible students.
- 4) Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities.
- 5) Fundraising activities must adhere to [Policy 416: Fundraising/Canvassing](#)

Responsibilities of Supervisors (including volunteers):

- ~~1) Every adult travelling with the group will have supervision responsibilities. Non-supervisory adults are not permitted.~~
- ~~2) A current (within in the school year) Volunteer Registration Form (720-E-013) and police information check with vulnerable sector search must be completed for all non-staff adult supervisors.~~
- ~~3) An adult supervisor must be always available to students (24 hours per day).~~
- ~~4) Supervisors must also:

 - Complete appropriate trip forms~~



- ~~○ Know the details of the activity and their specific duties and authority prior to departure~~
- ~~○ Be appropriately identified for the duration of the trip~~
- ~~○ Report any inappropriate conduct to the lead teacher~~
- ~~○ Adhere to the schedule or itinerary~~
- ~~○ Dress appropriately according to the type of activity~~
- ~~○ Fulfill their duties for the duration of the activity, including evenings and weekends~~
- Attend meetings as required

Extracurricular Trips

~~A) All extracurricular sports and club trips must be approved by the Principal using the Extracurricular Off Site Activities Form (720-E-004). This is limited to regularly scheduled activities, such as league play, exhibition games, tournaments, and zone/provincial playoffs. Trips are subject to the following conditions:~~

- ~~1) Health Certification and Consent Form (720-E-002) is completed.~~
- ~~2) Extracurricular off site activities that are international or do not meet the definition of regularly scheduled in Item A) above, must follow the same requirements as all other off site activities.~~

Insurance requirements

Medicine Hat Public School Board has provided for insurance coverage for all students and supervisors/chaperones travelling internationally. The insurance coverage includes medical, trip cancellation/interruption and baggage.

All students and supervisors/chaperones are required to purchase the division travel Insurance.

Approved: June 13, 2006

Revised: ~~October 7, 2024~~ October 5, 2026

