


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): Thearte Arts Drama Trip to New York City		Date(s): April 11, 2023 - April 18, 2023	
Name of Lead Teacher: Jennifer Davies		School: Crescent Heights High School	
<input type="radio"/> Extracurricular	Group/Team/Class: Theatre Arts 10, 20, 30 class		
<input checked="" type="radio"/> Curricular			
Estimated Number of Students: 14		Estimated Supervisor to Student Ratio: 1-7	
Names of Other Supervisors: Jennifer Davies and Dustin Look			
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 October 11 where 20 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			<input checked="" type="checkbox"/>

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 Broadway productions and tours related to theatre. The Broadway Student Summit (BSS) includes post-show meetings with cast members, and (6) interactive workshops with Broadway cast and creative team members, 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 2 days of school being missed for an unmatched Broadway experience. The (BSS) has helped to connect CHHS theatre students with the Broadway community through a series of workshops, master classes and Broadway musicals.



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 travelling charter bussing to and from teh airports. Our group will fly on a commercial airline. We will also use public transportation such as subways and busses as well as a commercial bus line for tours.

School Bus or Shuttle	<input checked="" type="checkbox"/>
Volunteer driver / vehicle	<input type="checkbox"/>
Commercial Airline	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

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 accomodation located 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 15-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: 16-Oct-2022

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: Oct 19 / 22

Principal:

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

Signature: _____
 Date: Oct 17, 2022

OHS Officer:

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

Signature: _____
 Date: 18-Oct-2022

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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 # _____