

Arlington Public Schools
Student Out of State and Travel Abroad Application

Today's Date 1/9/2018
Trip Leader Name Justin Bourassa
School Arlington High School **Subject/Grade** ELA/ 9,10, 12
E-mail address jbourassa@arlington.k12.ma.us **Phone** 781-561-6762

Trip Destination: City(s)/Country Nagaokakyo, Japan for homestay (also, Kyoto, Osaka, Kobe, and Nara)
Dates of Trip **Departure Date** Tues, July 3rd, 2018
Return Date Sunday, July 15th, 2018
Method of Transportation Japan Airlines/ bus **Leaving from (school, airport)** Boston Logan

Purpose of Trip (check all that apply)

- Cultural Educational Home Stay
 Sister City Student Exchange
 Other (describe)

Itinerary (attach additional documents as necessary)

To be determined by Nagaokakyo City Office, but sample itinerary attached.

Describe the educational purpose and value of the trip?

This trip is a cultural and educational student exchange which is now in its 15th year between sister cities Nagaokakyo and Arlington. Students from each city spend between 10-13 days living with host families, visiting the schools at all levels, sightseeing, and taking part in cultural events unique to the sister city and country. Students are able to participate in an increasingly-globalized world, and create both memories and relationships demonstrating the value of compassion and friendship as the world continues advancing technologically.

If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?

N/A

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)

Any student living in Arlington entering the 7th-12th grades who finishes the school year in good academic and behavioral standing may travel with the trip. All students, whether or not they attend Arlington Public Schools must attend 80% (8/10) of the pre-trip cultural and linguistic classes in order to best represent APS and the town on the trip. Students who have graduated may not attend the trip, unless it is agreed that there is a special circumstance (in the past, we have had older, recently graduated siblings travel together with younger siblings with special permission granted due to family circumstances without incident).

Cost of trip per student?

\$2,400

What is included in the trip?

Everything except for souvenirs; students stay with host families, and visit the high school(s), a middle school, and an elementary school for portions of or a full day, they will travel to ancient temples and visit the cities of Kyoto, Osaka, and potentially Kobe and Nara. All train tickets, temple fees, and admission to any attractions is covered in the ~\$200 fee paid to the high school by the students. All students will have their own host family and bedroom on the trip. Students will have between 1-3 host family days where they will get to spend the day with their families and not "touring" with the set itinerary. Students' host families often pair or triple up on these days, especially if the students on the trip are friends.

What is not included in the trip? What expenses will students incur during the trip?

Only the cost of souvenirs/shopping is not included in the trip.

Other Chaperones

<u>Name</u>	Erin Bradley	<u>School</u> AHS	<u>Subject/Grade</u> ELA/10/11/12
<u>E-mail address</u>	ebradley@arlington.k12.ma.us		<u>Phone</u> 978-760-3254

<u>Name</u>	Bill McCarthy	<u>School</u> AHS	<u>Subject/Grade</u> Assistant Principal
<u>E-mail address</u>	wmccarthy@arlington.k12.ma.us		<u>Phone</u> 781-864-5441

How do students register for the trip? Is there a payment plan? Describe.

After advertising via announcements and DailyPost in the high school and middle school, students will submit their applications either digitally or forward them to Rebecca Walsh Bradley, Erin Bradley, Bill McCarthy, or Justin Bourassa, with a ~\$200 deposit to secure their spot on the trip. This ~\$200 deposit will cover the temple admission/tour activities fees incurred while on the trip. All other payments will be made directly to Carousel Student Tours, covering the cost of airfare and travel insurance. Carousel makes payment plans available for travelers on an individual basis.

Is there a process in place for students who have difficulty paying for the trip? (scholarships?)

Funds available? In the past, we have used funds from the Exchange Trip account to cover partial scholarships for students who apply for them. We also have taken advantage of the opportunity for students to apply through Mary Villano's travel scholarships. Dr. Bodie has also provided scholarship assistance for this program in the past, for which we are very appreciative.

Fundraising available? We have not officially used fundraising in the past, but would not be opposed to using a reputable outside source providing both oversight and maximum return for the students; we are open to suggestions according to the Superintendent's guidelines.

Please list the name and contact information for the agency you are working with, if applicable.

Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)

We're working with Carousel Student Tours, Inc. again. They've provided us with both airfare and traveler's (cancellation/health) insurance for the past 4 years. This year, as in years past, we are being assisted by Ms. Heidi Butler: *Operations Manager* 508-563-9332/Fax 508-564-4878 PO Box 1404, Pocasset, MA, 02559. We can work with this company to determine cancellation insurance and dates (requested below). This year, the travel agency will be handling payment for airfare directly, and the trip chaperones will be detailing the activities fees, etc. They will determine payment dates and plans for individual students and families.

Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)

Once the tickets are booked for students and they are assigned tickets, they may not be refunded their deposits. Carousel Student Tours, Inc. is handling the students' airfare and passport responsibilities, and we at the high school are handling their temple admission/trip activities' fees (usually no more than ~\$300 USD). The insurance agency provides the information, but we've included excerpts from the trip last year in this sample.

Describe how you will factor emergency cash into the trip budget?

Each year, we travel with emergency cash from our account. Usually this amount is replenished/covered from the previous deposits to hold students' spots on the trip. Each year's deposits enables the next year's ability to cover temple admission fees/ activities fees for the next year's trip.

Describe how you will communicate with parents before and during the trip.

We will host an information session at AHS for all interested parents in the evening, as well as info sessions after school at OMS and AHS. Once the applications are open, we will both be available by email and regularly email parents with updates, information, and regarding the application process. We will have a pre-departure meeting between the end of the school year and the trip's departure. While we are in Japan, we will regularly send updates home via email (photos and news), and assist the Nagaokakyo City Office in creating their daily online newsletter, made available in both English and Japanese.

Describe how you will communicate with administration during the trip.

The chaperones will all be available by phone, email, and videochat. Ideally, our only communication will be via our updates, on which administration will be copied, but in the event of an emergency, we will collaborate as a team of chaperones to establish and maintain contact with administration back home. This will be made easier by having Bill McCarthy join us this year.

REQUIRED DOCUMENTS (May be combined)

Trip Application Form

Trip Policy Contract (including refund policy, behavioral expectations, see below)

Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)

Release from liability

Consent to treat

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

Mary Villano 1/31/2018
Name Date

Signature of Department Head

[Signature] Ast Principal 1/31/18
Name Department Date

Signature of Principal

[Signature] AHS 1/31/18
Name School Date

Signature of Superintendent

Karen Bodee 2/1/18
Name Date

AHS Trip Go Checklist - Complete these steps for all trips before departure.

Meet with students and parents before departure to review school behavioral expectations. Share with administration (in-school rules apply for the entire trip). Parents and students sign a form that states they understand the behavioral expectations and consequences

Trip leaders have checked State Department travel advisories and reviewed any reports with administration.

Leave photocopies of all student and chaperone passports with Main Office

Leave copies of itinerary and contact numbers (e.g., chaperones, hotels, trip sponsoring company, travel agents)

All trips must be approved before publicizing or scheduling.

Complete International Trip application (See Mary Villano)

Trip application reviewed, recorded, and signed by Mary Villano

Trip approved by the Principal and Department Head (where appropriate) **before** submission to the Superintendent and School Committee.

Trip approved by the Superintendent

Trip approved by the School Committee.

Please check, sign, and return to the principal before the deadline for deposit refunds:

Students accepted to the trip have all been screened (check with House Deans) and are in good standing in terms of behavior, attendance, and academics

After students are accepted the trip, all sign a Trip Policy Contract. Leave a copy with Administration.

Students have all signed dates of deposits and understandings of refund policies (copy of file with administration).

Students have completed school/trip medical form and been screened by the Nurse(s).

All parents sign the district release from liability language (can incorporate in other forms)

Before confirming chaperones:

Background check for non-school personnel traveling as chaperones or participants, if applicable.

All non-school chaperones have signed Behavioral Expectations (if applicable).

In the month before trip departure:

Check for students who are in academic or behavioral difficulty. Check in with Deans

All students remain in compliance of all criteria in Trip Policy Contract

Check that all students and chaperones have current passports.

Check that all students have round-trip tickets with names that match their passports and an itinerary that matches the rest of the trip.

Prior to trip the Nurse has checked medical forms for medical issues (need release from doctor/counselor for any significant medical concerns).

Prior to trip the Nurse has checked medical forms for appropriate insurance (e.g., some insurance does not cover them outside of the country).

All checks must be made out to AHS General Fund with the event written in the memo unless payments are made directly to Tour Company.

Group has emergency cash for the trip. This money is factored into the cost of the trip and a check to the advisor for cash is issued through the General Fund. Upon return, all receipts and any unused money is returned to the General Fund account International Fund).

Recommend that a parent or guardian has a current passports in case they need to travel to meet their student.

Consider whether students should have international cell phone access. Explore options. (organizers, travel agent) with Main Office and Administrative Contact.

Confirm Administrative Contact: Janger cell: 781-434-8215.

Trip Leader Signature: _____ Date: _____

Trip Selection Criteria

Participation in out-of-school trips is a privilege. The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. The trip organizers may make a determination of criteria for students who they feel can safely participate in the trip, who can appropriately represent the school, and who can support the mission and goals of their particular trip. Trips are an optional

enrichment activity offered by school staff. While we work to have scholarships available, families are responsible for the full cost of the trip.

As trips vary in levels of educational mission, risk, distance, length, and commitment, the criteria for selection vary among trips. At the time of selection, we will not consider for participation any student who:

- Has been suspended from school in the past month.

- Would be under suspension from extra curricular activities

- Is carrying a D or lower in any class (this includes I)

- Is in danger of receiving an FA due to attendance

- Has recent medical or mental health conditions which may affect the safety of the student or create a substantial disruption to the trip (This would apply to students receiving an M grade.).

In addition, students who fail to meet the trip selection criteria in the month before a trip may also be excluded from trip participation.

Exclusion from a trip will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.

- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.

- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

SAMPLE FORM

Trip Policy Contract

During school trips, students are "in school" for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. A student who within a month of the trip:

- Has been suspended from school.

- Is under suspension from extra curricular activities

- Is carrying a D or lower in any class

Is in danger of receiving an FA due to attendance

Experiences changes in medical conditions which may affect the safety of the student or trip.
will be subject to review by the administration along with an organizing faculty member from the trip

Exclusion from a trip for the reasons above will result in the following consequences:

Class grades will not be affected by exclusion from a trip.

In trips related to courses, students will be provided with alternative assignments to make up for any trip work.

Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

Frequently Asked Questions for Proposals

Please submit to the Building Principal, then

Superintendent Bodie for approval then the School Committee must approve.

Re: Community trip to _____, Today's Date _____

Q: When will the trip be?

A: The trip should be November 7-16.

Q: Who may go on the trip?

A: The trip is open to any resident of Arlington, or All participants on the trip must be over the age of 18 and have a valid passport for travel.

Q: Who is leading the trip?

A: _____, _____ for the Arlington Public Schools, and _____.

Q: How much does the trip cost? How will the students travel? What is included?

The trip will cost \$_____ for people who stay in homestays during the 5 nights in _____. This includes airfare from Boston to _____i airport on the way to _____, and from _____ (Boston on the return flight. The cost includes most meals during our stay _____. It includes all activities and transportation

during our 5 days in _____ including transport from _____ airport. It includes the cost of coordinating the trip and the daily plans for the trip.

Q: What is not included in the trip cost?

A:

Q: What is the itinerary for our time in _____

A: _____

Q: I want to go! When is the money due? How will the spots be filled? How can I pay?

A:

Q: What if a student cannot pay:

A:

Please contact _____ or _____ to let us know that you plan to travel with us.

ADDITIONAL QUESTIONS:

Trip company providing? Evidence that they are reliable and insured? Companies' refund policy? Company contact information?

Forms we need to create:

Teacher Chaperone Checklist (Cheryl has an example)

Model Medical Form (review trip med. forms to make sure all are covered)

Release from liability

Consent to treat (sample for ski club)