



Out of State Travel Application

1 message

Google Forms <forms-receipts-noreply@google.com>
To: jfernandes@arlington.k12.ma.us

Mon, Oct 15, 2018 at 8:22 AM

Thanks for filling out Out of State Travel Application

Here's what we got from you:

EDIT RESPONSE

Out of State Travel Application

Please fill out this form, which will go to the School Committee for approval, to the best of your ability. Remember to send the questionnaire to your travel representative before filling out this form, so that you can simply cut and paste their answers into this document.

Your email address (jfernandes@arlington.k12.ma.us) was recorded when you submitted this form.

What is the name of the lead teacher? *

Jenna Fernandes

In what department and at which school does the lead teacher work? *

English, OMS

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

New York City

Departure Date *

May 18 2019

How will you be traveling to your destination? (bus, plane, train, etc) *

Coach bus

How will you be traveling around your destination once you have arrived? (bus, plane, train, etc) *

On foot

Return Date *

May 18 2019

What is the purpose of this trip? (cultural, conference, educational, etc) *

Cultural/Educational

Briefly describe the educational purpose/value of this trip. *

The students in the drama club will have the opportunity to see a professional show at its highest level. The show, Phantom of the Opera, is also Broadway's longest running show.

Will any school be missed by those attending? (Yes or No) *

No

If school will be missed, what steps will be taken to minimize the impact?

Who can attend this trip? Is it geared toward particular students? Grade levels? etc. (Requirements for participation should be clearly stated on the Trip Policy & Behavior Contract to be signed by parents. Edits to this document can be made on your own copy) *

Any "active member" of the drama club, which is defined as having auditioned for a show or participated in a drama club event in the fall. It is aimed at 7th and 8th grade students, but would be opened to 9th grade if it doesn't fill.

How much does the trip cost (an estimate is fine) per student? *

About \$210

What is included in the cost of the trip? *

Show tickets, bus, dinner at Ellen's Stardust Diner and snacks/water on the bus

What is NOT included in the cost of the trip? What expenses will students incur during the trip? *

Students may opt to buy lunch instead of the recommendation to bring a lunch. Students might buy souvenirs in Times Square or the theatre gift shop.

Chaperones

Arlington Public Schools requires a minimum of 2 chaperones for all out of state travel. One male and one female is required.

What is the name and email address of your chaperone? *

Jenna Fernandes jfernandes@arlington.k12.ma.us

Please provide the names and emails of all chaperones. (Ensure, if not district employees, that they have been CORI'd well before the trip)

Randi Flynn rflynn@arlington.k12.ma.us, Greg Condakes gcondakes@arlington.k12.ma.us, Susan Taylor staylor@arlington.k12.ma.us, Stefanie Carlson scarlson@arlington.k12.ma.us, Julianna Keyes jkeyes@arlington.k12.ma.us

Travel Company

If applicable, what is the name of the agency you are working with in planning this trip?

There is no central agency. The tickets are through Broadway Inbound, the bus company is Royal Coach USA.

What is the name, phone number and/or email address of the individual agent(s) with whom you have worked?

info@broadwayinbound.com (tickets) Tom Rosenberg Royal Coach
877-776-9251 x701(bus)

Describe the trip insurance plan. (Trip insurance usually includes coverage for emergency travel home, trip cancellation, etc. This is NOT just liability.)

Parents may opt to buy trip insurance through insuremytrip.com or another provider.

In the event of cancellation, describe the refund date(s) and policy. (Include a print out of this information attached the Trip Policy & Behavior Contract that is signed by students and parents/guardians) *

Show tickets cannot be refunded after payment. Cost of transportation and dinner cannot be refunded within 30 days of the trip. If a family cancels and there is another student on the waiting list able to take their place, a refund will be issued when the second family pays.

How do students register for this trip? (online with travel company, through lead teacher, through the school, etc) *

Permission slips are submitted to Jenna Fernandes.

If there is a payment plan, or options, please describe. *

Families can arrange a payment plan with Jenna Fernandes. All money must be paid by 30 days prior to the trip.

What is the process for students who may have difficulty paying for this trip? *

In the past, the drama club sponsored a partial scholarship for a family that requested it. OPAC offered to cover potential scholarships last year, but none were required.

If the company provides fundraising opportunities, please explain.

Please upload a "School Board Packet," if provided by the travel agency. (Be sure the document includes the lead teacher name, the phrase "School Board Packet" and destination city in its title)

Files submitted:

Pre-Trip Prep

Describe how you will disseminate information about this trip to students. *

There will be an informational meeting in November.

Describe how you will communicate with parents before the trip. (Parent meetings, informational website, etc) *

Information is provided to parents via email.

During the Trip

Please attach your trip itinerary. (Be sure the document includes the lead teacher name, the phrase "Itinerary" and destination city in its title) *

Files submitted:

NYC Itinerary for Approval - Jenna Fernandes

Describe how you will factor emergency expenses into the trip budget. *

We slightly round up the cost of the trip to cover emergency expenses.

Describe how you will communicate with parents/guardians during the trip. *

All parents will have my cell phone number and email address. I will have all parents' cell phone numbers on the permission slips.

Describe how you will communicate with administration during the trip. *

In the past I have had a cell phone number for my principal and assistant principal. I will get these from Brian and Rochelle before the trip.

REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each for the International Travel Coordinator.

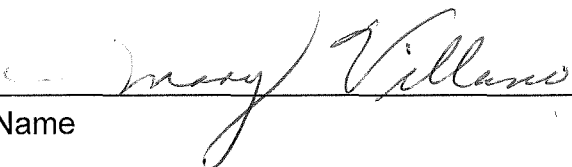
- AHS - International Travel Application (printed by Travel Coordinator)
- International Trip Application - Signature Form
- Legal Documents - Medical Info, Permission to Treat & Release from liability
- Trip Selection Criteria & Behavior Contract

Before submitting the completed application (with all necessary paperwork) to the School Committee, please get approval from your department head then schedule a meeting with the International Coordinator (Mary Villano).

Signature of Department Head

 Performing Arts 10/17/18
Name Department Date


Signature of International Travel Coordinator


Name Date

Signature of Principal

 Ottoson M.S. 10/15/2018
Name School Date

Signature of Superintendent


Name 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 extracurricular activities
- Is carrying a D or lower in any class
- 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.

Trip Cancellation Policy

If a student is unable to attend the trip after submitting payment, the payment will be refunded if there is a student on the waiting list to take their place. If the waiting list is empty, payment may not be able to be refunded.

Tickets to Broadway shows are non-refundable after payment. The cost of the coach bus and dinner are not refundable within 30 days of the trip. Families may opt to purchase trip insurance through insuremytrip.com or the provider of their choice in the event of trip cancellation.

Please sign and return this page to the lead teacher with all your other permission slips.

Behavior Contract

You will be traveling out of the state or country. For some of you, this will be your first time on an airplane, and for some, this will be the first time you have been thousands of miles away from home.

You will be exposed to different customs from your own. You are a visitor and must learn to cope with the differences that surround you. You should not expect things to be the same, but this is what makes travel fun. The telephone system may seem insufficient, the currency too complicated, and the food rather strange. There may even be some delays and inconveniences. Try to come to terms with all of these with calmness and an open mind. People will be friendly and helpful if you come across in the same manner. Do not look at everything through the lens of a camera before looking at it with your own eyes. Your memory will give you more pleasurable moments than hasty snapshots. Some of the things you learn can and will last a lifetime.

When you travel, it will be as a part of a large group. The scheduled activities are group activities, and you are expected to participate so that you really learn something during your experience. By doing so, you will be getting the most of your trip. As a member of a group, therefore, you carry certain responsibility- not just for yourself and to your teachers and parents, but to others as well.

Below is a series of rules and regulations that are designed to help while traveling. These rules ensure your safety and it's your responsibility to follow them at all times. Think of this trip as an extension of the school day. Anything that is prohibited on APS school grounds is off limits on this trip, and the same consequences will be enforced.

- No traveler is permitted to carry knives, firearms, or any other dangerous weapons.
- No verbal abuse will be tolerated.
- No traveler is to be in possession of any controlled substances or liquor. No smoking.
- Cell phone/Internet use will be kept to a minimum during group moments, unless to take pictures.
- You are expected to have breakfast, lunch and dinner with your group unless otherwise specified.
- No traveler is permitted to rent a motor vehicle of any kind or to obtain any body piercing and/or tattoos.
- You are required to participate in all group activities such as sightseeing and excursions since this constitutes your trip. Travelers are never to go off alone during free periods. Travelers should always be with a partner when they are not with their teachers. Always be sure to have a chaperone/director contact number with you at all times.
- Naturally, you should always be punctual. Other people will be counting on you. No littering or leaving trash behind anywhere. Respect other people's property. You will be financially responsible for damage you cause.

We should add that you are being put in a very important and responsible position. You are representing not only your school and your town, but also your country. We are all good-will ambassadors when we are in a foreign land. We have tried to provide you with as much information as possible to help you understand the places you will be visiting and the people you will be meeting. All sorts of scheduled activities will be provided to make your trip enjoyable and memorable. Your enthusiasm and willingness to learn is key to the experience that awaits you.

I understand the rules of this trip, and agree to abide by them. I have also read the Trip Selection Criteria and the Cancellation policy information.

(Traveler's Signature)

(date)

(Parent's/ Guardian's Signature)

(date)

Medical Information Sheet

Student's Name: _____ **Date of Birth:** ____/____/____

Home Address: _____

Parent/Guardian Name: _____ **Relationship:** _____

Home phone: _____ **Work phone:** _____

Cell Phone: _____

Parent/Guardian Name: _____ **Relationship:** _____

Home phone: _____ **Work phone:** _____

Cell Phone: _____

Emergency Contact: _____ **Relationship:** _____

Home phone: _____ **Work phone:** _____

Cell Phone: _____

Insurance Company: _____

Insurance Policy Number: _____

Physical Issues or Restrictions:

Is student currently on any medications: Yes _____ No _____

If yes, please list:

Allergies:

Other Important/Needed Information:

Date of last tetanus shot: ____/____/____

Permission for Treatment

In case of injury during an activity with Arlington Public Schools, I hereby consent to have STUDENT NAME: _____ examined and, if required, to be treated by a physician or hospital. I understand that in the case of injury, Arlington High School will make every effort to contact me prior to taking the student to a physician or hospital. In the event that I cannot be notified, the Arlington Public Schools and its representatives have my permission to take appropriate steps to ensure the safety and well-being of my child. I, the Parent or Guardian of the above named children, give The Arlington Public Schools and authorized personnel, permission to sign for treatment in case of accident or injury. I understand that I am responsible for informing the school of any changes in my student's health condition.

I have notified the trip organizers of any and all medical or mental health conditions which may affect the safety of the student or impact the trip. I will notify them of any changes.

Parent or Guardian signature: _____

Date: ____/____/____

Destination: _____

School: _____

Teacher(s): _____

Dates of trip: _____

PERMISSION TO PARTICIPATE AND RELEASE FROM LIABILITY

Your child's teacher has volunteered to organize a school-sponsored trip requiring travel to another state or out of the country. Participation in this trip is voluntary, but you must give permission before your child can go. If you do not give permission, your child will not be allowed to participate.

Your child will be under supervision by teachers and/or chaperones, It is possible that your child may face more risks by participating in this trip than if your child did not. We cannot enumerate every risk, but we believe that you are generally familiar with this activity and your child, and you are in the best position to decide whether your child should participate. The School Department and Principal have approved this trip, but we cannot and do not guarantee that there will be no injuries or damages as a result of this trip.

This is a legal document and you are free to obtain a lawyer's advice before signing it. You may not, however, change the language of this form, and any additions or deletions you make to this permission and release have no effect.

By signing this form, you agree that your child may participate in the trip. By signing this form, you also agree to release the Town of Arlington, Town officials, Town employees/teachers and all parental program and activity volunteers or chaperones from any and all damages, death and/or injuries of any kind you and your child might suffer as a result of participating in this trip, except for those that result from gross negligence or wanton and willful misconduct. This agreement to release does not apply to any independent contractor.

Signed:

Parent/Guardian of: _____
student name

Parent/Guardian Signature _____ DATE _____