

**Arlington Public Schools
Student Out of State and Travel Abroad Application**

Today's Date

11/7/2018

Trip Leader Name: Rebecca Walsh Bradley

School: AHS (club location) Ottoson MS (teacher location)

Subject/Grade: English 7th grade

E-mail address: rwalshbradley@arlington.k12.ma.us

Phone: 781-316-3594

Trip Destination: City(s)/Country

University of Pennsylvania in Philadelphia

Dates of Trip

Departure Date: 3/28/2019

Return Date: 3/31/2019

Method of transportation: Amtrak, taxi, subway

Leaving from (school, airport): South Station, Boston, MA

Purpose of Trip (check all that apply)

Cultural

Educational

Home Stay

Sister City

Student Exchange

Other (describe)

Itinerary (attach additional documents as necessary)

The official conference schedule is not yet available on the web site, but here is the link to the site: <https://www.pennmc.org/>. The conference starts Thursday evening when students go to the opening ceremony and their first congressional session. Students are in session all day Friday, Saturday morning and evening and Sunday morning. Saturday afternoon is free time. Sunday after the final session is the closing ceremony then we head to the train station and head home.

Hotel Accommodations:

Hilton Inn at Penn

Telephone: (215) 222-0200

3600 Sansom Street

Fax: (215) 222-4600

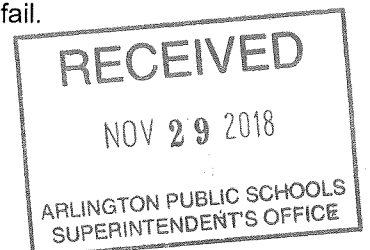
Philadelphia, PA 19104

<http://www.theinnatpenn.com>

Describe the educational purpose and value of the trip?

Students are assigned to committees modeled off of the US Congress. Students write a relevant bill and then debate it at the conference with other committee members, adding amendments to the bill as needed and trying to convince their committee members to vote yes on the bill.

Students learn about how the US Congress works and how bills either pass or fail.



Students learn important speech and debate techniques and become incredibly comfortable speaking in front of others. They also learn about how the US Congress works.

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

The conference is 3 ½ days in Philadelphia Pennsylvania. Students will miss two days of school. They will touch base with teachers ahead of time and will be responsible for all missed work. Students are made aware ahead of time that they need to be very careful about absences during this term.

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

Students 9-12 in Model Congress club, fewer than 5 absences, no behavior issues, in good academic standing

Cost of trip per student?

\$530.00 plus money for food for four days, approximately \$100-\$150

What is included in the trip?

Train, all other transportation, hotel, conference

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

Food

Other Chaperones

Name: Tim Marten

School: AHS

Subject/Grade: English 9-12

E-mail address: tmarten@arlington.k12.ma.us

Phone: 781-316-3594

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

The advisors register for the trip through the Penn MC website. Students then bring in checks to cover conference, train and hotel costs. There is a payment plan available if there is a student need, this year there was not.

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

Funds available?

In the past, we have received funding through the MLK committee. They sponsored two students for partial and whole scholarships.

Fundraising available?

Yes, students will be fundraising by creating posters to sell on walking in the footsteps of history/government

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

N/A

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

Students have own health insurance. Travel insurance is purchased through Amtrak.

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

Students will receive a form that specifies how and up until a certain date they can get money back. After specified date, students can not receive a refund.

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

We take cash with us for taxi/tips/emergencies

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

We have forms that go home to the parents with all necessary information for the trip plus our cell phone numbers.

Describe how you will communicate with administration during the trip.

Via text, phone, email. There is free wi-fi at the hotel

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

We have all of the new versions of these forms for travel created by AHS. We also have forms from Penn MC which double-up on liability, code of conduct...the forms will be available closer to the conference, but are currently not available to us.

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

UPENN Model Congress Conference: March 28-31, 2019

Trip Advisors: Rebecca Walsh Bradley and Tim Marten

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, no refunds given after specified refund dates below.

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

Please see the attached page (inserted by teacher) concerning the cancellation policy of the UPENN Model Congress trip and Amtrak.

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

UPENN Model Congress Conference: March 28-31, 2019
Trip Advisors: Rebecca Walsh Bradley and Tim Marten

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 or may consume narcotics 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. 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)

PennMC Deadlines and Payments
(refund information is at the bottom)

DECEMBER 14TH, 2018: Registration Payment Due – All registration fees (\$150 registration fee plus down payment of \$40 per delegate) must be received by this date to be accepted for the conference.

DECEMBER 14TH, 2018: Registration Closes – Registration for the conference will be officially closed. Registration must be completed online by this date in order to be considered for the conference. Please note that your school status will be listed as "registered" until the final registration deadline on December 14th. Once we reach this deadline, all schools who have submitted deposits will be approved for attendance at the conference.

DECEMBER 27TH, 2018: Hotel Rooms Due – Please finalize your hotel preference and the number of hotel rooms (twin doubles and kings) your delegation will need at the conference. You may update the number from what you initially put on the Registration form. We need this in order to assess your final payment balance.

JANUARY 4TH, 2019: Scholarship Applications Due – Any student interested in applying for a scholarship/financial aid must email a completed application and have the one faculty recommendation emailed to businessdirector@penncmc.org by this date.

JANUARY 4TH, 2019: Special Programs Applications Due – Any student interested in applying for Special Programs (Executive Branch, NSC, Supreme Court, and DHHS) must email a completed application to applications@penncmc.org by this date.

JANUARY 4TH, 2019: Committee Requests Due - If your delegation has committee preferences, you must complete the online committee request page by this date. We will do our best to accommodate your requests, and schools who elect not to indicate their committee preferences will be assigned to random committees.

JANUARY 25TH, 2019: Final Roster & Committee Assignments Due – A final roster of all delegates and advisors attending the conference must be uploaded onto the website. The committee assignments for your delegates must be uploaded onto the website by this date.

FEBRUARY 8TH, 2019: Bills Due – All delegates legislation must be uploaded onto the website by this date. Bills not uploaded on time will not make the bill book, and will not be eligible for debate in full session.

FEBRUARY 8TH, 2019: Final Payments Due – A check for your full remaining balance must be postmarked by this date. This includes any hotel fees (for schools staying at the Inn at Penn) as well as the remainder of any conference related fees.

MARCH 28TH, 2019: Delegate Forms Due – A Delegate Code of Conduct, Emergency Contact Form, and Photography Waiver must be mailed to us for each delegate attending the conference. The combined forms can be accessed [here](#). If unable to mail please bring to the Registration Desk at the start of the conference. We need to have all forms by the time Opening Ceremonies begin.

REFUNDS & DELEGATE REDUCTIONS

December 14th: The \$150 registration fee and the \$40 per delegate deposits are both non-refundable if your school is accepted. No refund for deposit and registration fee after this date.

If the size of the delegation is reduced after a school is accepted and has paid their deposit, the \$40 deposits for the extra delegates will be applied to the remaining balance, unless the reduction is made after the delegate roster finalization deadline. Increases in delegation size will be added to the remaining balance. No refunds of any kind will be issued after the delegate roster finalization deadline, regardless of delegate reductions.

December 17: We will purchase the train tickets before the December break, once the train tickets are purchased, there is no refund on the train ticket.

February 8th: Hotel payment and remaining conference fee is due. After this date, there will be no refund for the hotel or remaining conference fee. This is also the final payment due date, so this is the last date for any money being refunded.

Signature of International Coordinator

Mary Villano 11/20/18
Name Date

Signature of Department Head

N/A - this is not a department sponsored trip

Name Department Date

Signature of Principal

[Signature] 11/20/18
Name School Date

Signature of Superintendent

Kathleen Bodeo 11/30/18
Name School Date