



Clayton Jones <cjones@arlington.k12.ma.us>

International Travel Application

1 message

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

Fri, May 3, 2019 at 8:41 AM

Thanks for filling out International Travel Application

Here's what we got from you:

EDIT RESPONSE

Out of State Travel Application

International 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.

Email address *

cjones@arlington.k12.ma.us

Your Name *

Clayton Jones

Phone # 617-240-1498

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

*

Math, Arlington High School

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

Wayne, NJ, USA

Departure Date *

May ▼ 24 ▼ 2019 ▼

Return Date *

May ▼ 26 ▼ 2019 ▼

Leaving from AHS

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

*

Rented Mini-Van

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

Rented Mini-Van

What is the purpose of this trip? (cultural, student exchange, homestay, etc) *

National Computer Science Competition

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

Students will be competing in a CS competition

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

Yes

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

It is a small amount of students. They will inform their teachers ahead of time. They will be encouraged to do missed work on the car ride down and during down time.

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) *

Active members of our higher level computer team will have preference, followed by less active members or members of the intermediate level team.

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

Less than \$500 per student

What is included in the cost of the trip? *

Transportation costs, hotel rooms

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

Food and any other entertainment

Chaperones

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

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

Clayton Jones

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

Chris Martino, cmartino@arlington.k12.ma.us

Travel Company

What is the name of the agency with whom you have worked to plan this trip? *

NA

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

NA

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

NA

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) *

NA

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

Through lead teacher

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

No

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

Matt and Bill informed me that they would provide support to any student struggling to make the costs

If the company provides fundraising opportunities, please explain.

NA

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. *

Through Google Classroom and club meetings

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

Through the students and documents sent home

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:

Itinerary - Clayton Jones

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

I have included \$100 as part of the budget for this.

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

We will be sure to have contact information so that we can call in case of emergencies.

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

We will have their phone numbers for emergencies, and will otherwise rely on email

Create your own Google Form

American Computer Science League All-Star Competition - Arlington High School Itinerary

We have had little time to plan so far, so this will most likely evolve, but it covers what we intend to do. One major change is that we may return on the evening of May 25th instead.

May 24th

9:00 AM - Leave AHS

12:00-12:30 PM - Stop for lunch

3:00 PM - Arrive in Wayne, NJ. Check in at hotel

5:00 PM - Group activity (escape room, laser tag, or something similar)

6:15 PM - Competition Registration

7:00 PM - Dinner at a local restaurant

8:00 PM - Return to hotel

May 25th

7:30 AM - Continental breakfast at hotel

8:15 AM - Arrive at competition

8:30 AM - Competition begins, lunch provided

5:30 PM - Competition ends

6:00 PM - Group activity

7:15 PM - Dinner

8:15 PM - Return to hotel

May 26th

8:00 AM - Continental breakfast at hotel

8:45 AM - Leave Wayne, NJ

12:00-12:30 PM - Stop for lunch


3:00 PM - Arrive at AHS

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

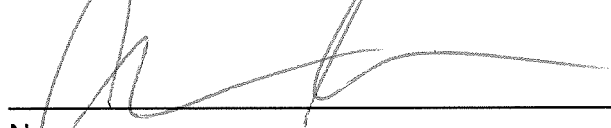
- AHS - International Travel Application (printed by Travel Coordinator)
- International Trip Application - Signature Form
- Legal Documents - Medical Info, Permission to Treat & Release from liability
- Trip Selection Criteria & Behavior Contract

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).

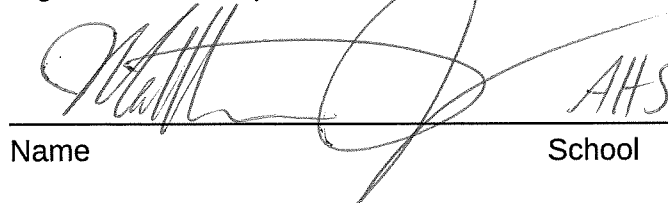
Signature of Department Head


Name _____ Department Math Date 5/16/19

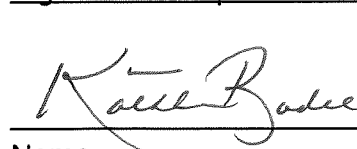
Signature of International Travel Coordinator

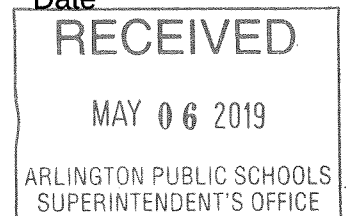

Name _____ Date 5/6/19

Signature of Principal


Name _____ School AHS Date 5/8/19

Signature of Superintendent


Name _____ Date 5/8/19





Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>

Short notice for out of state field trip

Clayton Jones <cjones@arlington.k12.ma.us>

Fri, May 3, 2019 at 7:57 AM

To: Kathleen Bodie <kbodie@arlington.k12.ma.us>

Cc: Karen Tassone <ktassone@arlington.k12.ma.us>, Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>, Daniel Sheldon <dsheldon@arlington.k12.ma.us>, Matthew Coleman <mcoleman@arlington.k12.ma.us>

Hi Kathy,

The computer team worked all year towards the national competition but thought we didn't quite make the cut. Well, it turns out that a couple of teams backed out, so we now have an invite! The issue is that because of the delay in the invite, this gives us a very short time to prepare.

It will take place on May 25th in Wayne, NJ. We would be taking 4 students with 2 chaperones. We plan on renting a mini-van and driving down to the event, leaving on the morning of May 24th, and returning on May 26th. I am figuring out the process for getting this running, but I was informed that I also needed to send you an email.

I spent yesterday walking around the building to figure out what was required, but I wanted to inform you that we are attempting to move forward with this field trip.

Please let me know if you have any questions,
Clayton Jones

*Did Clayton get
the plan to Karen F?*