

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

Today's Date **January 22, 2020**

<u>Trip Leader Name</u>	Paul McKnight	<u>Subject/Grade</u>	Student Council
<u>School</u>	AHS	<u>Phone</u>	781-859-8320
<u>E-mail address</u>	pmcknight@arlington.k12.ma.us		

Trip Destination: City(s)/Country **Cape Codder Resort
Resort and Conference Center
Hyannis, Massachusetts**

Dates of Trip

<u>Departure Date</u>	March 4	<u>Return Date</u>	March 6
<u>Method of transportation</u>	Bus*	<u>Leaving from</u>	School

(sharing with North Reading HS Student Council;
bus provided by North Reading.)

Purpose of Trip (check all that apply)

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Cultural | <input checked="" type="checkbox"/> Educational | <input type="checkbox"/> Home Stay |
| <input type="checkbox"/> Sister City | <input type="checkbox"/> Student Exchange | |
| <input checked="" type="checkbox"/> Other (describe) : Student Leadership | | |

Itinerary (attach additional documents as necessary)

Students will lodge at the Cape Codder Resort. Shuttles provided by MASC will transport students to the Resort and Conference Center of Hyannis for all conference events. There is a full schedule of assemblies, workshops, presentations, and activities from midday Wednesday until midday Friday.

Describe the educational purpose and value of the trip?

The Massachusetts Association of Student Councils' annual conference allows our student leaders to network with student leaders across the state, to gather ideas for community-building and service activities, to develop valuable leadership skills, and to be inspired by nationally-recognized guest speakers.

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

Students will miss classes on Wednesday, Thursday, and Friday. We are limited by the dates and times established by MASC and the conference schedule. Students are aware, for many weeks in advance, that the trip is happening, so they coordinate with their teachers to obtain missed work. Students also have some opportunity to complete work in-between conference activities.

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

Participants must be current members of the student government and committed to playing a leadership role in the school community upon their return.

Cost of trip per student?

The cost per student is \$360 (\$325 conference/hotel fee and \$35 for transportation). However, students are asked to contribute only **\$210**. The difference is covered by funds in the student council account.

What is included in the trip?

Transportation, accommodation, meals, and conference fee.

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

Students are encouraged to bring an extra \$20 to cover snacks, late-night pizza, drinks from vending machines, etc.

Other Chaperones N/A

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

The student council advisor registered students in early January. There is no payment plan, but payment is not due until March 1st.

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

As explained above, the cost of the trip is heavily subsidized by student council funds. Students facing financial hardship can arrange with the advisor to have this subsidy increased up to the full cost of the trip.

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

Refunds are guaranteed if students cancel four weeks prior to the conference. If students cancel after that point, we will make every effort to issue a refund, considering such factors as (a) the reason for the cancellation and (b) whether the MSSAA is able to provide a refund to the AHS Student Council.

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

N/A

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

Parents will receive a letter from the Student Council Advisor two weeks before the trip along with field trip notification and permission forms. This letter will provide parents additional information including an itinerary of the conference.

Describe how you will communicate with administration during the trip.

Via text message and email, as needed.

REQUIRED DOCUMENTS (May be combined)

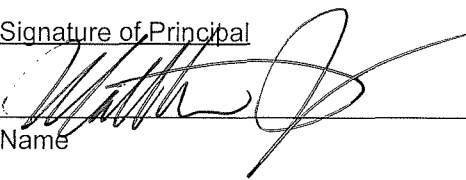
- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)*
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat*

*MASC provides their own behavioral contract forms and consent to treat forms.


We will use AHS's standard release from liability, emergency medical forms, and teacher notification forms.

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

Signature of Department Head

Name	Department	Date
<u>Signature of Principal</u>  Name	AHS School	2/3/20 Date

Signature of Superintendent

 Name	School	2/4/20 Date
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