

Arlington Public Schools
Student Out of State and Travel Abroad Application

Today's Date

Nov. 24, 2021

Trip Leader Name Jen Mernick and Tom Zierk

School Ottoson Middle School

Subject/Grade 7th & 8th All Subjects

E-mail address jmernick@arlington.k12.ma.us tzierk@arlington.k12.ma.us

Phone 617-794-7400 (Jen's Cell)

Trip Destination: City(s)/Country Belize, Central America

Dates of Trip April Vacation Week 2023

Departure Date ~April 13th

Return Date ~April 19th

Method of transportation Airplane

Leaving from (school, airport) Boston Logan Airport

Students are responsible for transportation to and from the airport (unless Arlington can offer transportation via school bus to the airport from an Arlington destination).

Purpose of Trip (check all that apply)

☒ Cultural

☒ Educational

☐ Home Stay

☐ Sister City

☐ Student Exchange

☐ Other (describe)

Itinerary (attach additional documents as necessary)

Day 1: Fly to Belize – Meet your Tour Director at the airport in Belize City.

Day 2: Belize City | Lamanai – Travel by boat to the New River Lagoon. – Visit the Old Sugar Mill. – Take an expert-led tour of the Lamanai Ruins. Named after Mayan ruler Lord Smoking Shell, who believed he was a descendant of the crocodile spirit, the name “Lamanai” means “submerged crocodile.” As a result, you’ll come across a number of crocodile carvings (and even some real crocodiles in the lagoon) as you explore these ruins, which date back as far as 1500 B.C. View three large pyramids, residential areas, open plazas, and a ball court. Make sure to check out the view from the High Temple, which looks out over the treetops, and the Mask Temple, where tall stone faces are carved into the sides of the structure.

Day 3: Belize City | Cayo region – Travel to the Cayo region. – Experience tropical wildlife and float in tubes through hidden caves that contain remnants of sacrificial offerings from the Mayan era. – Experience the thrill of a ziplining adventure through the Belize canopy. (Participants must weigh less than 275 lbs.) – See if you have what it takes to make it in the jungle. Local guides will teach you jungle “survival” skills, like how to make a fire, find water, and treat injuries.

Day 4: Cayo region | Xunantunich – Explore the Xunantunich Ruins. – Participate in a cultural exchange with locals. – Visit the Chaa Creek Natural History Center or take a jungle night hike.

Day 5: Cayo region | Ambergris Caye – Visit the Belize Zoo. – Travel by ferry to Ambergris Caye.

Day 6: Ambergris Caye – Snorkel at Hol Chan, the first marine reserve established in Central America. – Enjoy a free afternoon in Ambergris Caye.

Day 7: Depart for home – Return by ferry to Belize City. – Depart for your flight home.

Describe the educational purpose and value of the trip? Students will have a multitude of experiences while in Belize including but not limited to: exploring the Lamanai Ruins, going cave tubing, snorkeling at Ambergris Caye, zip lining, exploring Belize City, touring the Xunantunich Ruins, the Belize zoo and taking a guided jungle hike. There will also be a local experiential experience of visiting a local school.

If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact? EF will make every effort to schedule the flights during non-school days but there is an outside possibility that one (or in extreme cases) two days on either side of vacation week will be necessary to accommodate travel.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form) Any student who is currently (As of Nov. 2021) a 6th grader at Gibbs or a 7th grader at Ottoson. Ideally this trip is not offered to current 8th grade students due to them being in high school in April 2023 but some exceptions may apply. Many students & siblings have unused vouchers from 2020.

Cost of trip per student? \$3155.00 (after \$200 discount for early enrollment)

What is included in the trip? Round-trip airfare on major airline carriers, hotel stays at quality, clean accommodations, a tour director who will be with us 24/7, transportation on tour including a comfortable motorcoach bus, expert local guides providing cultural insight, guided sightseeing of all our destination has to offer, as well as entrances to landmarks & attractions.

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

Other Chaperones

Chaperones have yet to be chosen given that the trip is in 2023. All chaperones will be vaccinated and Cori checked and in some cases have additional training through EF. The chaperone-student ratio is 6:1

Name

School

Subject/Grade

E-mail address

Phone

Name

School

Subject/Grade

E-mail address

Phone

Name

School

Subject/Grade

E-mail address

Phone

How do students register for the trip? Is there a payment plan? Describe. Students register directly through EF and there is a payment plan and insurance options. They have the option to pay in full.

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

Funds available? EF offers a Global Citizenship \$1000 scholarship to students who submit a video sharing their interest in educational travel and why they think they should be awarded a scholarship. They are both needs and merit based scholarships.

Fundraising available? Yes. Upon enrollment, students receive a unique fundraising page they can share with their friends and family.

Process for determining need? Student willingness to submit application to EF

This is a practice under development at the high school.

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

EF (Education First) Two Education Circle, Cambridge, MA

Casey Youngentob casey.youngentob@ef.com

617-619-2449

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

For the entire group:

Peace of Mind Program

This program provides our group with flexibility to change our trip during uncertain times and for unforeseen circumstances.

For each traveler:

Global Travel Protection (included)

Included for all travelers, this plan provides coverage for baggage and property, trip cancellation and interruption, and more.

Risk-free enrollment period

Newly enrolled travelers can cancel for any reason and receive a full refund before February 1, 2022.

Global Travel Protection Plus (+\$295)

Available to all travelers upon enrollment, this plan allows for cancellation for any reason up to 24 hours prior to departure.

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

Risk-free enrollment period

Newly enrolled travelers can cancel for any reason and receive a full refund before February 1, 2022.

Standard Cancellation Policy

STANDARD CANCELLATION POLICY

The cancellation policies outlined below take into consideration the costs EF incurs often years before groups ever depart. Notice of cancellation from an EF tour will only be accepted from the traveler, their legal guardian, or the Group Leader. The date of cancellation will be determined by the date on which EF receives notice. In order to qualify for refunds in accordance with EF's Standard Cancellation Policy, all payments must be received on time.

EF's Standard Cancellation Policy*

- 150 days or more prior to departure: Full refund less the \$95 non-refundable enrollment deposit, all Non-Refundable Fees, and a \$300 cancellation fee.
- 149 to 110 days prior to departure: Full refund less the \$95 non-refundable enrollment deposit, all Non-Refundable Fees, and a \$500 cancellation fee.
- 109 to 45 days prior to departure: Full refund less the \$95 non-refundable enrollment deposit, all Non-Refundable Fees, and 50% of the program price.
- 44 days or less prior to departure: No refund will be issued.

*Travelers who purchase a Global Travel Protection plan have the opportunity to cancel the trip until 60 days prior to departure due to reasons not covered by the insurance underwritten by United States Fire Insurance Company and have the option to rebook to another EF Educational Tour within 30 days of such cancellation. Traveler is responsible for finding a new tour, and final placement is based on availability.

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

Students will be providing trip leaders with cash for gratuity. Adult trip leaders will also have personal cash and credit cards for emergencies.

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

Via email and/or cell phone as needed.

Describe how you will communicate with administration during the trip.

Via email and/or cell phone 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

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

Signature of International Coordinator

Name J. Memik Date 11/24/21

Signature of Department Head

Name _____ Department _____ Date _____

Signature of Principal

Name _____ School _____ Date _____

Signature of Superintendent

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 _____)
- ☐ Trip application reviewed, recorded, and signed by (See _____)
- ☐ 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 the principal before departure:

- ☐ 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.
- ☐ Background check for non-school personnel traveling as chaperones or participants, if applicable.
- ☐ All non-school chaperones have signed Behavioral Expectations (if applicable).
- ☐ All parents sign the district release from liability language (can incorporate in other forms)

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: 11/24/21

* Signed for approval of school committee but will need updated form specific to middle school travel and not AHS.