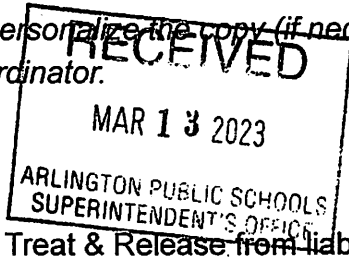


REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each for the International Travel Coordinator.



- AHS - International Travel Application
- 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 and this signature page) to the School Committee, please get approval from your department head then schedule a meeting with the International Coordinator (Matthew Janger).

Signature of Department Head

J. Janger      Performing Arts      3/8/23  
Name                                      Department                                      Date

Signature of Principal

P. Min      Ottoson      3/10/23  
Name                                      School                                      Date

Signature of Superintendent

Elizabeth C. Hama      5/10/23  
Name                                      Date

## 4. International Travel Application

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

Thu, Mar 9, 2023 at 8:35 AM

Thanks for filling out 4. International Travel Application

Here's what was received.

Edit response

## 4. International Travel Application

Please fill out this form. YOU WILL NEED TO PRINT IT AND SUBMIT A HARDCOPY. The form will go to the Principal, the Superintendent, and then the School Committee for approval. Please leave time to meet with the Principal and revise before submission. Complete the first draft to the best of your ability.

PROCESS FOR SUBMISSION: Please make a copy of, personalize the copy (if necessary) & print a copy of each and schedule a meeting with the International Travel Coordinator (currently the Principal).

AHS - International Travel Application (THIS FORM)

International Trip Application - Signature Form

Legal Documents - Medical Info, Permission to Treat & Release from liability

Trip Selection Criteria & Behavior Contract

Trip "School Board Packet"

Trip Itinerary

Any other trip provider forms and contracts

You may also want to send the Travel Questionnaire for Travel Agencies to your travel representative before filling out this form, so that you can simply cut and paste their answers into this document.

SEE FORMS AND INSTRUCTIONS HERE:

<https://drive.google.com/drive/folders/1VzeNTstMksLgvb8oyonObPeZdP-RSi4N?usp=sharing>

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

Your name? \*

Jenna Medeiros

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

OMS English

### Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): \*

New York City

Departure Date \*

MM DD YYYY

05 / 13 / 2023

Return Date \*

MM DD YYYY

05 / 13 / 2023

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

Bus

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

Walking

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

For drama club students to see a Broadway show

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

Students who have been working on musical theatre get to see the place where it happens at its highest. They not only see a show but get to hear a performance from aspiring Broadway actors at dinner. It also fosters a sense of belonging at school.

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 student who has auditioned for a show this year, worked on stage crew, or participated in a drama event.

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

About 250

What is included in the cost of the trip? \*

Show tickets, bus ride, dinner, snacks and water on the bus

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

Lunch, souvenirs

### Chaperones

Arlington Public Schools requires a minimum of 2 teacher chaperones for all international travel (3 preferred). One male and one female is required.

What is the name and email address for the lead chaperone? \*

Jenna Medeiros [jmedeiros@arlington.k12.ma.us](mailto:jmedeiros@arlington.k12.ma.us)

Please provide the names and emails of all chaperones. (Non-district employees must be approved by administration and complete a CORI before the trip)

Jenna Medeiros [jmedeiros@arlington](mailto:jmedeiros@arlington), Randi Flynn [rflynn@arlington](mailto:rflynn@arlington), Juli Keyes [jkeyes@arlington](mailto:jkeyes@arlington), Stefanie Carlson [scarlson@arlington](mailto:scarlson@arlington), Kim Serra [kserra@arlington](mailto:kserra@arlington) (and two more TBD)

### Travel Company

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

None

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

None

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

None

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) \*

It depends on why it's cancelled - if the theatre cancels, which is what happened in 2020, we get that refunded. That is the only cost that is paid upfront in full. We have a small deposit for the bus which is refundable up to 3 days before. The diner is 21 days. We will refund whatever money GOPTO is able to get back, but some funds may be lost. If an individual family cancels, we can refund as long as there is someone on the waiting list to take their place.

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

They hand their completed paperwork to the lead chaperone to reserve a spot.

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

We can work out payment plans with individual families.

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

Any student who has qualified to attend the trip but whose family is considered low income by the state can apply for a scholarship.

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)

No files submitted

### Pre-Trip Prep

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

Via our Drama Club Google Classroom and announcements over the PA

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

I will have an email list.

### 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) \*

Submitted files



NYC Itinerary for Approval - Jenna Medeiros - Jenna Medeiros

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

We will tack on a small fee (rounding up) for each student to cover emergency funds.

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

I will provide parents with my cell number.

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

I have cell numbers for my principal and the superintendent.

In order to officially submit this, you will need to PRINT AND SUBMIT to the Principal all of the required documents (See above). Have you submitted? \*



I have printed and submitted the required documents to the Principal.

[Create your own Google Form](#)

[Report Abuse](#)



# New York City Drama Club Field Trip, Jenna Medeiros

## **Itinerary:**

Arrive at OMS by 5:45 AM. The bus leaves at exactly 6:00.

We expect to arrive in NYC around 10:00. After arrival, we will split into groups to explore the Midtown Manhattan area. Each group may opt to eat lunch when/where they see fit. Bryant Park (our drop off location) is an excellent outdoor spot if the weather is good. We will meet as a large group at the big red stairs at 1:00 to regroup, distribute tickets, and walk to the Gershwin Theatre, which is on 51st between 7th and 8th. Wicked begins at 2:00.

After the show, we will meet in groups and walk a couple blocks to Ellen's Stardust Diner, where we have a 5:30 reservation. Your meal has been preordered and prepaid.

The bus will pick us up at 7:00 at the restaurant, and we plan to arrive back at OMS by 11:30. Students will call or text their parents when we are approximately ½ hour away. A chaperone will stay until every student is picked up.

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.

PLEASE BE ADVISED There will be no AHS medical staff on trips out of the country or abroad. In case of emergencies, students will be taken to local hospitals.

Signed: \_\_\_\_\_

Parent/Guardian of: \_\_\_\_\_  
student name

Parent/Guardian Signature \_\_\_\_\_ DATE \_\_\_\_\_

## Drama Club NYC Trip Jenna Medeiros 5/13/23

### Travel Selection Criteria

Participation in international and out-of-state school trips is a privilege accorded to full-time students in good standing at Ottoson Middle School. It is not a requirement or a component of any course or course grade. Students are selected for these trips.

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. International and out-of-state 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:

- Is not in school full time
- Has been suspended from school in the past month.
- Would be under suspension from extracurricular activities or athletics.
- 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. At this point, **funds or deposits may not be returned**, as deposits and shared costs may not be recouped by the trip group.

### Trip Cancellation Policy

If the trip is cancelled, we will do our best to return any funds collected, but we cannot guarantee that the companies involved will return all funds. The tickets are paid in full upfront and the bus and Ellen's Diner each have deposit deadlines and cancellation policies depending on how far in advance the trip is cancelled.

If a student needs to withdraw from the trip, all funds will be refunded *provided there is a student on the waiting list to take the spot*. If a replacement cannot be found, we will be unable to refund the costs.

**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 your school and your town. 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:**

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**Is student currently on any medications:** Yes \_\_\_\_ No \_\_\_\_

**If yes, please list:**

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**Allergies:**

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**Other Important/Needed Information:**

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**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 Public Schools 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, in writing, which may affect the safety of the student or impact the trip. I will notify them of any changes.

Parent or Guardian signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_