
4. International Travel Application

1 message

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

Thu, Sep 19, 2024 at 6:35 PM

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 (imignot@arlington.k12.ma.us) was recorded when you submitted this form.

Your name? *

Isabelle Mignot

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

WL, French teacher at OMS and Dawn Carney, WL Director

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

Quebec City

Departure Date *

MM DD YYYY

05 / 24 / 2025

Return Date *

MM DD YYYY

05 / 27 / 2025

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

By bus- Motorcoach

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

By bus- Motorcoach

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

Cultural

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

Students will have the opportunity to travel to a French speaking destination, which will allow them to use their language skills in authentic situations (ordering food, buying souvenirs etc...) and explore different aspects of the local Québécois culture.

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?

One day of school will be missed. The trip leaders will inform teachers of students participating in the trip; remind students to inform their teachers and ask about work before the departure; and remind students that making up work is an expectation of participation in the trip.

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) *

This trip will be open to 8th grade students taking French.

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

45 students + 5 complimentary chaperones: \$1068 per student

40 students + 4 complimentary chaperones: \$1118 per student

35 students + 4 complimentary chaperones: \$1178 per student

30 students + 3 complimentary chaperones: \$1258 per student

What is included in the cost of the trip? *

Round Trip Transportation by motorcoach

Accommodation in a 3* hotel

Private Nighttime Security at the hotel

1 Tour Leader with the group 24/7

3 breakfasts and 3 dinners
Entrance to all activities listed on the itinerary
Online Payment Platform for families
Ultimate Travel Protection Plan for students
\$25 Million in liability protection for teachers and chaperones

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

4 lunches and 1 dinner on the route home (\$15-\$20 per meal)
Tips for the Tour Leader and Motorcoach driver (recommended total of \$800)

Chaperones

Arlington Public Schools requires a minimum of 2 teacher chaperones for all international travel (3 preferred). Chaperones of at least 2 gender identities are required.

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

Isabelle Mignot (imignot@arlington.k12.ma.us) and Dawn Carney
(dcarney@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)

This remains to be determined.

Travel Company

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

Jumpstreet Tours by WorldStrides

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

Livia Laverdure; 1-800-663-4956 x 53739; LLaverdure@jumpstreet.com

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

\$25 Million in liability protection for teachers and chaperones

Ultimate Travel Protection Plan for students:

Trip Cancellation (for injury and illness, with doctor's note): 100% of trip cost

Trip Interruption: 100% of trip cost

Medical Expense: \$50,000

Evacuation / Repatriation: \$500,000

Accidental Death & Dismemberment: \$25,000

Baggage & Personal Effects: \$3,000

Baggage Delay: \$300

A 'Cancel for Any Reason' waiver, allowing participants to cancel for any reason not covered by the insurance, and receive a 75% refund. This can be done up to 48 hours prior to departure.

*The cost of the plan (\$179) is not refunded, in the event of cancellation.

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) *

The Program Leader, school, school board, sports club, or organization (as applicable) may cancel the program on behalf of the entire group, or any individual participant. Within 24 hours following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your Jumpstreet program and receive a full refund. After 24 hours, the Standard Cancellation Policy applies unless the travel protection plan is purchased.

All refunds are issued using the original form of payment on the account, within 4-6 weeks.

<https://www.jumpstreet.com/terms-and-conditions>

As the entire group will be enrolled under the ultimate travel protection plan, participants, or the school, can cancel the trip up to 48 hours prior to departure (for any reason) and receive a 75% refund.

Individuals may also cancel for medical reasons (with doctor's note) and receive a 100% refund right up to the trip departure date.

The cost of the plan (\$179 per participant) is not refunded in the event of cancellation.

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

Jumpstreet has an online payment platform (<https://portal.jumpstreet.com>) for payment and registration.

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

Automated Payments: Autopay available upon registration, where payments will automatically be debited from the account, as per the payment schedule established for the group (typically 3-4 payments, with the final payment due 60 days prior to departure)

Pay in Full: Pay in full at the time of enrollment.

Manual Payments: You may log in to your account at any time to make payments, as long as you keep up with the minimum due dates.

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

--All new clients to Jumpstreet are eligible for the 'New to Jumpstreet' Scholarship (<https://www.jumpstreet.com/promotions/domestic-travel-scholarships>).

1 full scholarship per motorcoach

Group must book the complete tour package through Jumpstreet

Offer is for new clients only

Package must include overnight accommodations with a minimum of 30 paying participants

--Trip leaders are also looking at other sources of funding: donations from families, METCO funds for students living in Boston, etc...

If the company provides fundraising opportunities, please explain.

All participants, once signed up on the online portal, have access to a 'Help Me Travel' Link.

This link can be sent by email, or on social media, to help collect donations towards their trip. Any donation made via the link goes directly to the student's account.

Jumpstreet, in partnership with Worldstrides Canada, also has a Fundraising Guide, to help with fundraising ideas.

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)

Submitted files



Mignot Carney- School Board Packet-Quebec City - Isabelle Mignot.pdf

Pre-Trip Prep

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

We will inform families via email and students during French class. We will hold an informational meeting for families.

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

We will email families and have a parent meeting before the trip.

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



Mignot Carney-Itinerary-Quebec City - Isabelle Mignot.pdf

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

We will consult with the travel agency about an approximate amount for emergencies; ask parents to plan for this with their children; and confirm a school/district backup plan for possible emergency expenses.

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

*

As it is a weekend trip, we anticipate students will communicate directly with their families.

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

We plan to email about arrival & departure and call/text for any urgent items. We will email families to confirm pick up time at OMS.

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](#)