



### School Trip Proposal / Request Form Student International Travel

School: Daniel Hand High School Principal: T.J. Salutaris

Date(s) of Trip: 6/23/23 - 7/1/23 Trip Organizer(s): Gabrielle Butcher

Destination of Trip: Spain

Grade level of student participants: 9-11 No. of Students: >24

Educational Objectives including related classroom activities prior to / following the trip: To enrich students with a cultural experience through travel. Students will be immersed in Spanish culture through food, dance, and sight-seeing.

Funding Source(s): Student-funded

Complete if students are paying for all or part of the trip.

Total fees required from each student: Tour Fee = \$3049.00

Transportation Fee = \$100.00 (approximate)

Name of Tour Company: Explora

Name of transportation service vendor: Perkins Travel

No. of buses required: 1 Cost per bus: ~2180

Date / Time of trip: Departing Madison: 6/23/23 - 4am Returning to Madison 7/1/23 - 6pm

Number of chaperones on trip: 3

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- Information outlining parental financial responsibility should there be an emergency cancellation
- Parent / Guardian letter explaining the trip and travel itinerary
- Parent / Guardian Permission and Acknowledgment of Risk for Student International Travel Form
- Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)
- List of Chaperone Names and Phone Numbers with MPS employees noted
- Telephone Tree in the event of an emergency - Updated upon approval

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.



### School Trip Proposal / Request Form Student International Travel

I / We certify that this trip proposal is in accordance with Madison Public Schools policies #5100.8 and #6100.16.1 and corresponding regulations:

Gabrielle Butcher, Gabrielle Butcher  
Signature, Trip Organizer(s)

Trip approved

[Signature]  
Signature, Principal / Assistant Principal

5/23/22  
Date

[Signature]  
Signature, Superintendent or Designee

5/24/22  
Date

Trip Denied

Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Superintendent or Designee

\_\_\_\_\_  
Date

#### International Travel Checklist

- Obtained approval at least six (6) months prior to the trip.
- Submitted list of participating students to Principal and Health Office at least three (3) months prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office one (1) month prior to trip.
- Submitted flight, hotel, charter bus, and airport information one (1) month prior to trip.
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms



### Parent / Guardian Permission & Acknowledgment of Risk for Student International Travel

**Trip Organizer Directions:** After the *International Travel Proposal / Request Form* has been approved, you are required to complete this form, attach a description of the trip to it, and send it home to parents. Only those students whose parents have signed and returned this form to you will be permitted to go on the international trip. You should follow these directions: 1) Use one form per trip; 2) complete the school portion (top half) of form; 3) duplicate one form per student; and 4) send a copy home for parent and student signatures.

**Parent/Guardian Directions:** Please read this form, and, if you give your child permission to attend the international trip, sign and return it to your child's trip organizer.

School: Daniel Hand High School Principal: T.J. Sabitani

Date(s) of Trip: June 23, 2023 - July 1, 2023 Trip Organizer(s): Gabrielle Butcher

Destination of Trip: Spain

Tour Company: Explorica

**Educational Objectives:**

To enrich students with a cultural experience through travel. Students will be immersed in Spanish culture through food, dance, and sightseeing.

**Supervision:**

- Students will be directly supervised by adults at all times.
- Students will be directly supervised by adults with the following exceptions: \_\_\_\_\_

**Transportation Provided:**  Charter Bus

Air

**Related Risks:**  Swimming Pool  Amusement / Theme Park  Beach/Ocean  Other \_\_\_\_\_  None

**Student Agreement:**

While participating on this school trip, I will accept responsibility for maintaining conduct in accordance with the Madison Public Schools Code of Conduct and I will follow directions of the school trip organizers / chaperones at all times.

Student Signature (Gr. 5-12): \_\_\_\_\_ Date: \_\_\_\_\_

**Parent / Guardian Acknowledgment of Risks:**

I understand that participation on this school trip is voluntary and that it exposes my child to some risk(s), indicated above, which will expose my child to some risk of injury or even death. I have read and understand the attached description of the school trip. I also understand the Board of Education nor its employees and volunteers will have any responsibility for the condition or use of any non-school property as a part of participation in this school trip.

**Parent / Guardian Permission:**

I give permission for \_\_\_\_\_ to participate in all aspects of this school trip.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Madison Public Schools cannot be responsible for reimbursements to parents or students of money submitted as "advance payment" (e.g., Broadway shows, transportation, hotels) for any field trip that the district cancels. It is strongly recommended that you personally review any tour contract with a company or commercial carrier, including its stated refund policies, before your child signs up or pays for the trip.

# Daniel Hand High School

286 Green Hill Road, Madison, CT 06443-2299

Anthony R. Sahutari, Jr., Principal  
Brian M. Bodner, Assistant Principal  
Melanie A. Whiteher, Assistant Principal

## Madrid & Andalusia, Spain

June 23, 2023 - July 1, 2023

Dear Families and Potential Student-Travelers,

We have completed the organization and approval for a trip to Spain for **June, 2023** (8 days total). All DHHS students are eligible to participate (current grade 9, 10, 11 students), but some ability to communicate in Spanish is recommended (suggested completion of Spanish 3 or equivalent). This is a cultural learning trip in which students will travel to five different cities in Spain, partaking in cultural events, sampling traditional cuisine, and enjoying the breathtaking landscapes that Spain has to offer.

The sign-up will be capped at **24** student-travelers (a wait list will begin after the cap is reached). This tour is for students only, not for parents.

To enroll or for more trip information including an itinerary, there are 2 options:

1. [explorica.com/Butcher-4152](http://explorica.com/Butcher-4152)
2. By phone at 1-888-310-7121

Please know that while the trip combines international education with travel adventure, there are strict behavioral expectations that accompany enrollment, following our District's conduct policy. Student-travelers run the risk of being sent home from the trip, at the additional cost to their families, if behavioral guidelines are not maintained throughout the entirety of the trip. For example, although drinking expectations are different in Spain, students are required to follow our drug-use policy while abroad. Any consumption of alcohol or other drugs will result in students being sent home with a further possibility of discipline.

The trip will be run through the *Explorica* Tour Company. This company has been used in the past for other successful trips such as Greece and Spain led by other teachers in our World Language and Social Studies departments. Spain is a beautiful country and having the opportunity to be immersed in the language and country will be a treasured experience. I hope that you will consider allowing your child to take part in this wonderful opportunity.

In order to be eligible to participate in this excursion, your child **must** attend one informational meeting in person to enroll. The meetings will take place in room 240, Miss Butcher's classroom. There will be one on Monday, May 9th, and another on Wednesday, May 11th. Lastly, there will be an informational meeting on Wednesday, May 11th at 6:30pm for parents and students **via zoom**.

2 will  
be  
changed  
upon trip  
approval

Thank you very much. Please contact me with any initial questions or visit me in Room 240 at DHHS.

-Gabrielle Butcher-  
DHHS Spanish Teacher  
[butcher@madison.k12.ct.us](mailto:butcher@madison.k12.ct.us)

Here is some initial information for you to consider:

**Fees required from each student:**

**Tour Fee**

Approx. \$3650/traveler (includes meals, lodging & insurance also)

**Transportation Fee**

Approx. \$100/traveler for the coach bus to/from JFK airport (\$1000- \$2500 [divided among # of travelers])

**Name of Tour Company**

Explorica Tour Company

**Name of transportation service vendor**

Academy Bus Travel

**Window dates**

June 23-24, 2023 (departure) to July 1-2, 2023 (return)

**Number of chaperones on trip**

2 chaperones for 12-17 students, 3 for 18-24 students

**\*YOU WILL NEED PERSONAL SPENDING MONEY AND A VALID PASSPORT ALSO\***

## Cancellation Policy

The standard policy is fleshed out in the attached terms and conditions. The plus insurance, which is part of your product, allows people to cancel during these junctures for ANY reason and recoup 75% of the cancellation fee.

If your trip is interrupted by COVID however, our COVID policy would kick back in and the cancellation fee for those that can not attend the new tour would be \$75 and the cost of insurance.

Standard Cancellation Policy: The services and value we provide begin long before your date of departure, and there are significant

unrecoverable costs as your departure date approaches. Therefore, if you do not enroll in the Cancel for Any Reason Plan and you, the

Program Leader, school, or school administration cancel beyond the 24-hour grace period, WorldStrides will be entitled to retain (in

addition to the Non-Refundable Fees):

- \$399 non-refundable fee if more than 150 days
- \$599 non-refundable fee if between 150-110 days
- 50% of all fees + \$99 non-refundable fee if between 109-76 days
- 75% of all fees + \$99 non-refundable fee if between 75-31 days
- 100% if 30 days or less