

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Dover High School Spanish Dept.
Destination: Spain
Contact Person (s): John O' Mahony
Dates of Travel: April 25 - May 3 2025
Number of Students Traveling: 20
Number of Chaperones: 3
Adult/Student Ratio: 1/6

Please circle appropriate response:

Permission Forms submitted to Principal: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no

7 March 2025

To Principal Driscoll, Dr. Harbron, and the Dover School Board,

This letter is to accompany all other documentation in our request for final approval for our student trip to Spain this April. In addition to what is touched on in this letter and our completed checklist, I am also including a copy of: the letter that we submitted when requesting preliminary approval last year, a copy of our itinerary, and a copy of my own rules and expectations in addition to Dover's Extended Travel Form.

From the beginning, we recognized the not insignificant cost associated with these types of trips. We brainstormed as a group and ultimately carried out several fundraisers (namely a few bake sales and raffles on teacher workshop days). The reach of **fundraising** is somewhat limited, but we were at least able to make a small dent for those travelers who helped work those events. Otherwise, we made sure to stress the 'crowdsourcing' feature on EF's website. And of course, many of our students worked at their part time jobs and put money away themselves. Ultimately, though the total cost isn't cheap I believe that this opportunity was accessible for those students who wanted to participate.

We all – students and faculty travelers – also understand both the wonderful **opportunity** that we have before us as well as the **great responsibility** associated with this experience.

Students have been made well aware that safety comes first, that they are representing Dover High School, and that school rules are in effect on this trip. As faculty chaperones, we have stressed the idea that we are all in this together, that we will look after each other and make sure everyone stays safe, is comfortable, and has a positive experience. I foresee no issues with this great group of kids, but they are also aware of the consequences of misbehavior or rule breaking.

And of course, on the chaperone side, we also take very seriously the responsibility of traveling abroad with students. Again, **safety** is absolutely priority number one. We appreciate and will live up to the trust of their parents and our school. Our group contains a wide variety of students, but I am confident and committed that we as faculty chaperones will use our extensive teaching and travel experience to guide them and keep them safe while we are away.

But while we take precautions and prioritize safety, we also look forward to an ultimately **life-changing experience**. It will be a whole new world for our travelers and really bring what they learn in language class to life. Students are getting excited to see and live something so different and to be surrounded by the language and rich culture that they have gotten a taste of at DHS. We all look forward to a **rewarding** and **fun** experience traveling to Spain.

Thank you so much for your consideration and support.

Please reach out with any questions,

John O'Mahony

Lauren Schultz

Spanish Teachers

Dover High School

25 Alumni Drive
Dover, NH 03820
26 January 2024

Dear Dr. Harbron and School Board Members,

I am writing this letter to request preliminary approval for a student trip to Spain during April vacation 2025. It has been a while since the Spanish department has offered a travel opportunity for students and we are excited to offer students the chance to see another part of the world and put their language learning to use.

The educational value of this trip is to truly bring what we study to life. To see the history, art, and culture all around them. To be surrounded by the language that we study in class is an opportunity like no other. And those little moments when a student hears and comprehends the language in an authentic setting or carries out a small conversation themselves are truly priceless. I know from my own trip to France as a student with Dover High School that my eyes were opened to the marvels of traveling and my enthusiasm and skills with the language shot right up.

The trip that we are looking at for April 2025 is through the company EF and would see us land in Madrid, spend a few days in the capital, travel through the heart of the country, and ultimately explore deeply traditionally Spanish Andalusia in Granada and Sevilla. We would visit the royal palace and markets in Madrid, see the windmills made famous by Don Quijote, explore the iconic Alhambra of Granada, and much more.

I know that EF is a very reputable company that does great work and has organized some wonderful trips for Dover in the past. Myself and Lauren Schultz, another veteran teacher both studied abroad in Spain and would be thrilled, with the guidance of EF, to introduce our students firsthand to the country and culture that has been so near and dear to us since our own travel experience.

I am proposing that we leave on Friday, April 25, 2025. This is a nine-day program and students would not have to miss any school. The cost of this trip is \$4,069, which would be paid in installments over the next 14 months on EF's website. I understand that this is a sizeable cost for families and would be happy to help organize and execute any fundraising opportunities that students wish to plan to help offset the cost. That price does include flights, hotels, meals, and our tour director and tours.

I have made an effort here to provide you with the information needed to provide preliminary approval for this trip. Please contact me if there is any other information that you require.

Sincerely,

John O'Mahony
Spanish teacher
Dover High School
j.omahony@doover.k12.nh.us

What you'll experience on your tour

Day 1: Fly overnight to Spain

Day 2: Madrid

- Meet your Tour Director at the airport in Madrid, the capital and largest city in Spain.
- Take a walking tour of Madrid.

Day 3: Madrid

- Take an expertly guided tour of Madrid and explore Puerta del Sol, the heart of the city. Then, travel back in time to Spain's Golden Age at Plaza Mayor, where you'll learn about the grand square's history of bullfights, royal weddings, and public executions.
- Get a taste of royal Madrid at the extravagant Palacio Real, where you'll wander the fabulous palace interior and find more than 2,000 rooms decked in beautiful frescoes, delicate porcelain wares, and finely woven rugs.
- Visit the Prado to behold Velázquez's *Las Meninas* and Goya's paired canvases.

Day 4: Madrid

- Full day to see more of Madrid or
 - visit Toledo.
 - visit Toledo and enjoy a zip-line experience.

Day 5: Granada

- Travel to Granada via Consuegra.
- See Don Quixote's windmills.
- Enjoy a free evening or
 - experience a flamenco evening.

Day 6: Granada | Seville

- Take an expertly guided tour of Granada.
- Compete in a "City Challenge" scavenger hunt.
- Visit the Alhambra, Granada's crowning jewel that's widely recognized as the world's premier example of Moorish architecture. Built as an all-in-one alcazaba (fortress), alcazar (palace) and small medina (city), the Alhambra was home to the last of the Nasrid Sultans. Elaborately embellished in the 14th century and surrounded by lush green trees, it was described by Moorish poets as "a pearl set in emeralds." See the exotic mosaics, fountains, latticed windows, arabesques, and ornamented courtyards that made this vast stronghold worthy of royal occupancy. Here, King Ferdinand and Queen Isabella agreed to finance the historic voyage of Christopher Columbus.
- Travel to Seville.

Day 7: Seville | Costa del Sol

- Today you will explore Seville, city of bullfights, flamenco dancing, Don Juan and Carmen, and the heartbeat of Andalusian culture. During your stay you can follow narrow, twisting alleys through the Barrio de Santa Cruz, where picturesque whitewashed houses, flower-filled patios, and tiled benches are pleasant reminders of an unhurried lifestyle. Pass by Maria Louisa Park to admire the mosaics and fountains of Plaza de España, centerpiece of the 1929 Ibero-American Fair. Visit the grave of Christopher Columbus inside Seville's Cathedral. And imagine the spectacle of a traditional Spanish bullfight at the Plaza de Toros, celebrated for its Baroque architecture and historical significance.
- Take an expertly guided tour of Seville.
- Visit the Seville Cathedral.
- Take a walking tour of Seville.
- Travel to the Costa del Sol.

Day 8: Costa del Sol

- Time to see more of Costa del Sol or
 - visit Gibraltar.

Day 9: Depart for home

• 1-DAY TOUR EXTENSION

Day 9: Costa del Sol

- Participate in a "Spirit of Andalusia" tour with your Tour Director: olive oil factory; traditional meal at local village; Historical House Museum.

Day 10: Depart for home



Third day in ESPANA visiting the royal palace #eftours #spain #royalpalace

- SONIA, TRAVELER



Via Instagram

Going to Madrid, Granada, Toledo, Costa Del Sol, and Seville. was a memory and experience I will never forget.

- ALEJANDRO, TRAVELER



Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____
2. _____
3. _____

Dover High School Spain 2025 Rules and Group Norms

Rules:

- *School rules are in effect – drugs, alcohol, and weapons are strictly prohibited *
- We will respect a “curfew” / “bed-check” of 11pm. You are to be in **your** room at that time. We will stop by and check in with each group.
 - o This won’t be an issue. We will be busy and doing so much during the day, you’re not going to want to be staying up into the wee hours of the night!
- Always stay in groups of 3+. Don’t wander off on your own
- Show respect to all students and chaperones (from our group and from Hillsboro that will be traveling with us) as well as our Tour Director, all guides, and any other locals that you may encounter
- Be on time each morning and for each meet up before / between activities.

Expectations:

- Phone usage: I encourage you to take pictures and videos. And there will be times that you might want to take a break or check in with your family back home. But we should all make an effort to limit phone usage.
 - o 1. You should not be on your phone during any guided activity, if our Tour Director is explaining something to us, or during meal times.
 - o 2. We are going to see a lot of cool things and have some wonderful experiences together, it really would be a waste to spend that time looking into a screen!
- Be open-minded and try new things!
 - o Participating in all activities, taking a step out of your comfort zone, and giving things a try will make the experience that much better.
 - o We also don’t want to offend any of our local guides that are putting such an effort into providing unique and different experiences for us.
- Communicate: You have three DHS Chaperones and a local Tour Director. Make sure to communicate any issues or questions to them. Don’t hesitate to ask for help or talk something out.
- Be positive and friendly to all members of our group – students and adults from both Dover and Hillsboro. We want everyone to feel welcome and enjoy their time in Spain ... Take the time and say hi to someone you might not know!
- No drama!
 - o Communicate any problems and let us know if you have an issue. But we are leaving any high school silliness behind. This week we will embrace and enjoy this wonderful opportunity together!

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EXTENDED TRAVEL

School funded overnight trips as well as clubs and other school approved organizations that engage in overnight, in-state activities are exempt from this policy but must comply with policy IJOA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well-being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

Costs of such trips shall be the responsibility of the participating students and their parent/guardian. The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.

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11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)

12. Cost to the District.

Requests for final approval submitted to the School Board shall include:

1. Adult/Student ratio.
2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

Additionally, a list of all students and chaperones will be submitted to the school and superintendent's office. All chaperones must complete a criminal background check at least one month prior to departure. Only adults assigned as chaperones are permitted to travel with the students.

A copy of this policy and release shall be provided to students and parents along with materials distributed on extended trips. Students and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

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PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____,
hereby grants permission for _____ to travel to
_____ with _____ as chaperones, as part
of a Dover School District extended travel program. The scheduled departure date is
_____ and the scheduled return date is _____.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature