



Jayce McG <jmcg@arlington.k12.ma.us>

## 4. International Travel Application

1 message

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

Mon, Jan 13, 2020 at 1:31 PM

### Google Forms

Thanks for filling out 4. International Travel Application

Here's what we got from you:

[EDIT RESPONSE](#)

## 4. International Travel Application

Please fill out this form, which 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.

**REQUIRED DOCUMENTS:** 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.

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

**Your Name \***

Jayce McG

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

Science



# Trip Basics

Please provide some basic information about this trip.

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

Germany & Switzerland

**Departure Date \***

April 16 2021

**Return Date \***

April 25 2021

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

Plane (Depart from Logan Airport)

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

A train from Berlin to Freiburg. A coach bus from Freiburg to the Lucerne region and a coach bus around the cities.

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

This will be a STEM trip through Germany and Switzerland looking at Sustainable Living in each of the countries.

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

Students will examine sustainable urban building design in Berlin, walk through an urban farm, Tour Hofgut Sternen's sustainable facilities, Hike with an environmental scientist through the Entlebuch Biosphere, a UNESCO natural reserve, take an expert-led tour through a nuclear bunker, and more.

**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?**

This is a maybe. If school is missed it will likely only be one day (the Friday before April vacation).

**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) \***

Grades 10-12

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

~~\$3,845~~ (see attached table)

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

Roundtrip airfare, 9 nights in hotels, a 24/7 tour director, a motor coach to travel around in, a train from Berlin to Freiburg, 3 sightseeing tours with local guides, entrances to 9 different sites, every breakfast and every dinner, a 24/7 emergency support team, an online learning platform where students can earn credit, a local office that we can use in case of an emergency, a peace of mind program, and global travel protection plan (insurance for each student).

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

Lunches, tipping, transportation to and from Logan, spending money.

## 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? \***

Jayce McG, jmcg@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)**

Additional chaperones TBD

**Travel Company**



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

Education First (EF)

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

Maggie Connolly and Maggie Lenahan (203-415-6653)

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

A printed PDF will be supplied with this application. Additionally, information can be found here: <https://www.eftours.com/help-center/safety>

**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) \***

EF's standard cancellation policy\* – 150 days or more prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$300 cancellation fee. – 149 to 110 days prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$500 cancellation fee. – 109 to 45 days prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, 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. Such tour needs to take place within 180 days from cancellation, and any difference in price will be covered by the traveler (non-refundable fees from the original tour will not be put toward the rebooked tour). This benefit is not an insurance provided by United States Fire Insurance Company.

Cancellation with replacement\*\* – 150 days or more prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, and Global Travel Protection. – 149 to 110 days prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$100 substitution fee. – 109 days or less prior to departure: Replacements can no longer be accepted and EF's standard cancellation policy will apply. \*\*

Cancellation with replacement refers to a traveler who cancels but finds a person to replace him or her for the same program. The replacement's Enrollment Form must be submitted at the same time as the notification of cancellation.

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

Online at EF's website.





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

We believe every student should have the opportunity to travel. That's why we offer the lowest prices possible while also providing our travelers with more choices for managing their payments.

Option 1: Pay in full at enrollment (free)

Pay the entire balance at the time you enroll.

Payment methods accepted: Visa or MasterCard, ATM/debit card and personal checks.

Option 2: Automatic Payment Plan (free)

After you enroll with the \$95 deposit, payments are automatically deducted from your bank account.

Choose your payment frequency:

Monthly payments based on a preferred date

Bi-weekly payments on a preferred weekday

Payments are scheduled until 30 days prior to departure

Payment methods accepted: ATM/debit card or checking account only.

Option 3: Manual Payment Plan (\$50 plan fee)

Receive invoices and make your payments in less frequent installments.

Payment schedule:

\$95 deposit due upon enrollment

\$165 Global Protection Plan fee due upon enrollment (if required by your Group Leader or requested by traveler)

\$500 due 30 days after enrollment

\$500 due 90 days after enrollment

Remaining balance due 110 days prior to departure

Payment methods accepted: Visa or MasterCard, ATM/debit card and personal checks.

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

Please see the answer above.

**If the company provides fundraising opportunities, please explain.**

We make it easy for travelers to raise funds for their trip by providing an online donation page that they can share with others. Those who decide to donate can make secure online contributions that are applied directly to a traveler's tour balance. Travelers can find this page by logging into their account and choosing the "Your donation page" tab. There are many other ways to fundraise for your tour. Groups can find inspirations and tips on group fundraising on our blog at [eftours.com/fundraising](http://eftours.com/fundraising).

**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)**

Files submitted:

Safety & Security Book - Jayce McG.pdf

## **Pre-Trip Prep**



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

Flyers & announcements. Additionally multiple information meetings will be scheduled after school

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

Multiple parent information night meetings will be scheduled. Additionally: [https://www.eftours.com/educational-tour/sustainable-living-germany-switzerland?utm\\_source=brochure&utm\\_medium=offline&utm\\_campaign=tourcode](https://www.eftours.com/educational-tour/sustainable-living-germany-switzerland?utm_source=brochure&utm_medium=offline&utm_campaign=tourcode)

## 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) \***

Files submitted:

Itinerary - Jayce McG.pdf

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

Please see attached document on Safety & Security from EF.

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

Tour leader will be communicating periodically throughout the tour via a group email with parents and family members; the tour leader is able to email the entire group directly from the EF site.

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

I will be sending out nightly emails updating parents and administration what went on that day (with pictures and videos included). I will also have international service for my phone so can be contacted at any time.





## Educational Tours



EF STEM

## Sustainable Living in Germany & Switzerland

Recycling. Clean energy. Farms of the future. Germany and Switzerland have been at the forefront of some of the world's most forward-thinking approaches to technology and energy. And it's easy to see why—these countries are a perfect blend of European charm and start-up culture.

Learn about Germany and Switzerland's innovative sustainability efforts by seeing state-of-the-art models of renewable energy, urban farming, and eco-tourism. Be a part of the creative conversation firsthand as you embark on an urban quest in the green city of Freiburg, hike through an Alpine glacier, and discover a vast underground city in a nuclear bunker in Lucerne.



# Explore a world built on STEM

Science, Technology, Engineering, and Math shape communities across the globe. Our STEM-focused tours showcase the value of diverse ways of thinking and building, while also highlighting the powerful universality of STEM subjects. At EF, we've spent over 50 years witnessing the power of educational travel, and we know how it can transform STEM learners. Each STEM tour challenges travelers to think critically, and helps students develop innovative solutions to global problems.

Explore the sustainable city of Freiburg, Germany with a local expert from Innovation Academy.



## What to expect on a STEM tour

### EXPERIENTIAL LEARNING

Apply STEM principles by participating in project-based learning that goes well beyond theory.

### INNOVATIVE LOCATIONS

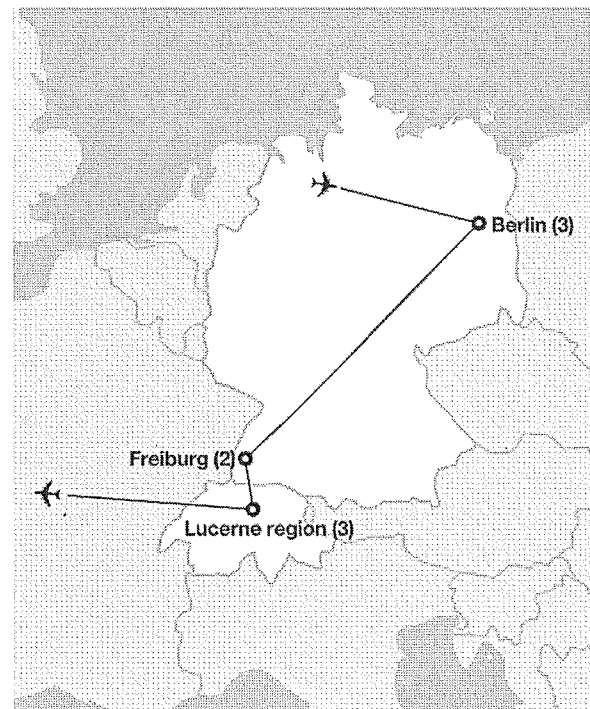
Tour exciting international destinations that host some of the world's most advanced laboratories, universities, and companies, or are simply perfect global "classrooms" to study analytical issues of the day in real life.

### INDUSTRY EXPERTS

Collaborate and learn with scientists, engineers, researchers, and other STEM practitioners in the field.

### YOUR EXPERIENCE INCLUDES

Full-time Tour Director; sightseeing tours; entrance fees for Topography of Terror Museum, sustainable development activity, local business visit, urban farming visit, Innovation Academy, Hofgut Sternen, Swiss glacier, Entlebuch Biosphere, nuclear bunker; round-trip flights; 8 overnight stays in hotels; breakfast and dinner daily; lunch on Day 7







“Learning must be tied to real-world, relevant experiences in order for students to connect with their education.”

Valerie F., Former Science Department Chair



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Berlin's Brandenburg Gate was modeled after architectural elements from the Acropolis.



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Visit the Black Forest, the backdrop for many of the Brothers Grimm fairytales.

#### Days 1–2: Fly to Germany

Meet your Tour Director at the airport in Berlin, the vibrant capital of reunified Germany. As you stroll the city on a guided tour, you'll see the contrast of old and new—a mix of Baroque buildings, skyscrapers, and quaint cafes where entrepreneurs meet to brainstorm.

#### Day 3: Berlin

Take an expert-led tour of the city, then learn about the Nazi regime at the Topography of Terror Museum. You'll also tour one of Berlin's repurposed industrial complexes with an urban planner and, afterwards, try your hand at urban planning yourself.

#### Day 4: Berlin

This morning, exercise your creativity out in the field during your visit to an innovative local company. In the afternoon, learn about city agriculture at a working urban farm.

#### Day 5-6: Freiburg

Travel to the medieval city of Freiburg, now known for having reinvented itself as an eco-friendly community. Explore the city with Innovation Academy, a nonprofit that focuses on sustainable living initiatives. Enjoy a guided urban quest through Freiburg's eco-districts, which feature green buildings, bike trails, and urban gardens.

#### Day 7: Freiburg | Lucerne region

Start your day with a hike through the picturesque Black Forest. Visit the town of Hofgut Sternen to check out local crafts, like the famous cuckoo clocks, and tour the village's sustainable facilities, including an on-site power plant. For lunch, cook your own *flammkuchen*, a style of flatbread from the nearby Alsace region.

#### Day 8: Lucerne region

Ride a cable car to the top of the Swiss Alps, where you'll walk through a glacial cave and learn about the effects of global warming. Back on the ground, take a tour of Lucerne. Visit the poignant Lion Monument and the medieval Chapel Bridge, where you can admire the murals overhead.

#### Day 9: Entlebuch | Lucerne region

Hike with an environmental scientist through the Entlebuch Biosphere, a nature reserve and UNESCO World Heritage Site at the foot of the Alps. Then head underground for an expert-led tour through a massive nuclear bunker in Lucerne, outfitted with hospital facilities, dormitories, and even a prison.

#### Day 10: Depart for home

Return with global perspectives and a renewed passion for sustainability.



# The world leader in international education

For over 50 years, EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

## **AFFORDABILITY**

We always offer the guaranteed lowest prices so more students have the opportunity to travel and experience the world.

## **INSIGHT**

We believe in experiential learning at the most important sites. Your Tour Director is with you at every step, providing their own perspective and local tips.

## **SAFETY**

We're committed to your safety. With 500 schools and offices in over 50 countries, EF staff can react quickly and in person wherever you travel.

## **THE EASIEST WAYS TO ENROLL TODAY**

Enroll online  
[eftours.com/enroll](https://eftours.com/enroll)

Enroll by phone  
800-665-5364

Mail your enrollment form  
EF Educational Tours  
Two Education Circle  
Cambridge, MA 02141





## ***Educational Tours***

### Educational Tour Safety & Security

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- A partner you can count on
- Preparing for the tour experience
- Your safety team here and abroad
- Responding to on-tour incidents
- Protection for districts and travelers



## A partner you can count on:

For over 50 years, EF has been working toward one global mission: Opening the World Through Education. Together with educators like you, we help more than a million students experience our programs every year and transform their perspectives on the world.

Throughout our entire history, the safety of our travelers has been our biggest priority. We train our staff to help with any kind of situation—from lost passports to airline strikes to natural disasters. What's more, with more than 43,000 EF staff and faculty around the globe, we have a presence in nearly every destination we travel to and can be there to support you on the ground wherever and whenever you need us.

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## Preparing for the tour experience:

### **EF Safety First program**

The EF Safety First program was created to provide the safest possible tour experience for our customers and takes operational preventative measures to help ensure the safety and welfare of our travelers on all our tours. Some of the many aspects of the program include:

- Providing training and safety information about the tours, itineraries and destinations to staff, customers, and Tour Directors to prepare all parties for their tours and common situations that may arise
- Monitoring and reacting to news and warnings in real-time using public world news alerts, local knowledge, industry updates, credible third party alert services, and US Department of State Travel Warnings and Travel Alerts to make timely decisions on behalf of our customers. It is EF's policy that we will not travel to locations where the US Department of State has issued a formal Travel Warning advising against travel
- Creating and using supplier screening criteria (e.g., for hotels and buses), which are relevant for our customers and are often more detailed than local safety standards
- Maintaining supplier contracts that contain specific safety clauses to reflect our standards
- Completing supplier safety checks, spot checks, and risk assessments to confirm that our criteria are being met
- Routinely vetting destinations, itineraries, and activities for a number of safety factors
- Consulting with iJet International, Inc. and other risk specialists, lawyers, and insurers to make safety-related decisions

### **Hotels**

For travelers' protection and comfort, our team regularly inspects hotels to determine whether they comply with EF's standards for cleanliness, quality, and, most importantly, safety. When identifying hotels to work with, our team evaluates whether the properties meet local standards, including means of fire detection and alert as well as available emergency exits. EF also works with industry expert Argent Health and Safety as we regularly review and evaluate our hotel standards and selection process. Additionally, Tour Directors conduct nightly checks at all hotels to evaluate compliance with key safety requirements.

### **Transportation**

EF works with major U.S. and international air carriers to transport groups to and from their destination. Once on tour, our groups travel, with limited exceptions, by public transportation or EF-arranged coach buses. EF's Operations team vets coach bus suppliers for compliance with local safety standards. In some cases, stricter safety and quality standards are specifically required by EF. Considerations within our transportation contracts include inspection history of vehicles, driver qualifications and licensing, insurance coverage held by the company, etc. Additionally, we vet other transportation suppliers such as cruises, ferries, and trains. We not only take into account the safety records of the suppliers but also assess the specific routings we use to ensure our safety standards are met. In the event we do not feel comfortable with a routing we will evaluate whether to amend our tour itineraries accordingly.





## **Activities**

A large part of time on tour is spent taking part in educational and experiential activities, from museum visits to zip lining to taking part in a cooking class. Each activity and supplier is selected to meet our standards for educational focus, and just as importantly, for their ability to provide a safe experience.

## **Crowd safety**

Many of the destinations on our tours are popular with tourists or locals, and as such may tend to be crowded. Tour Directors are trained to communicate relevant guidelines to travelers before navigating busy sites and/or taking part in activities where large crowds may be present. These guidelines may include identifying assembly points, alerting travelers to multiple exits from crowded places, reminding travelers to keep snacks and extra clothing layers with them in case they are out longer than expected, and ensuring everyone has the Tour Director's contact information. We also evaluate specific events where large groups are likely to be assembled to determine whether they are appropriate for our travelers to take part in.

## **Tour Directors**

Tour Directors meet travelers at the airport of their arrival destination, and travel with groups until they depart for home. Tour Directors undergo background checks (as is consistent with local laws) every two years and are required to participate in ongoing EF safety trainings. Specifically, they are trained to:

- Communicate relevant safety information to travelers, including advising on how to stay safe during free time
- Share their contact details with travelers so they can be reached to assist with any on-tour emergencies
- Identify, resolve, and when necessary, escalate on-tour safety concerns
- Carry out nightly hotel checks as well as spot checks with suppliers and activities
- Assist with emergencies that may arise and coordinate with EF's Safety & Incident Response Team abroad and Emergency Service & Support Team in the U.S.

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## **Your safety team here and abroad:**

### **Worldwide presence**

EF is the largest international student travel organization, with 500 schools and offices in more than 50 countries worldwide, including regional offices dedicated to on-tour support. Our 43,000 staff and faculty members around the world provide a local presence and are able to react quickly and in person where necessary. The staff in each office and school are trained to respond to a wide range of emergency situations.

### **Operations Safety & Incident Response Team**

EF's Operations Safety & Incident Response Team, based in our European headquarters in Lucerne, Switzerland, supports our travelers and Tour Directors 24/7. This team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, the team can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities. The team works in close partnership with our Emergency Service & Support Team in the U.S. and the Tour Directors to quickly and effectively address on-tour emergencies. The team is also responsible for proactively confirming the safety of our groups in the event of a major world event or natural disaster.

### **Emergency Service & Support Team**

EF's dedicated Emergency Service and Support Team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between



travelers and families in the event of an emergency at home. The Emergency Service & Support Team is made up of highly trained, dedicated EF staff based in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours. This team also maintains direct communication with our Operations Safety & Incident Response Team in Switzerland to jointly solve issues as needed.

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## Responding to on-tour incidents:

### **Our experience handling travel incidents**

Throughout our 50 years of experience, we have learned from many common and unexpected events around the world and have trained our staff on how to handle them should similar situations affect our travelers. Tour Directors also have training and experience dealing with common events such as flight delays, lost passports, or even pickpockets, and are able to escalate events for full support from our Operations Safety & Incident Response Team as needed.

### **Communication at home and abroad**

EF maintains consistent and open communication with the Tour Directors, so we can reach any member of the group in numerous ways, as needed. Additionally, our Emergency Service & Support Team is made up of dedicated EF staff who are available 24 hours a day, 7 days a week, 365 days a year to help groups on the road or parents calling in. All travelers are given a wristband with EF's emergency phone number printed on it, as well as a card listing emergency phone numbers (such as local 911 equivalents) and spaces to write the Tour Director's and Group Leader's phone numbers. EF also maintains a contact list for all groups, which can be utilized to communicate important information to each traveler's emergency contact as necessary.

### **Medical incidents**

In cases of injury or illness to any of our travelers, the Tour Director will connect the affected traveler and a designated adult with local medical professionals, which may include arranging immediate emergency medical care. The Group Leader will contact the traveler's parent to ensure they are aware of the situation and to facilitate continued updates. In the case of hospitalization, the Group Leader or a designated adult will accompany any minor at all times. The Tour Director or other local EF staff will also provide additional support as the situation requires.

Should a traveler need to be hospitalized for more than 24 hours, EF will make travel arrangements and cover the cost of a parent/guardian's flight to be with the traveler, if they wish.

### **Travelers' safety during world events (e.g., natural disasters, terrorist incidents, political demonstrations, general unrest)**

Our Operations Safety & Incident Response Team regularly monitors for incidents that might affect our groups. In such an instance, our first step is to identify any groups in the affected area and initiate communication to confirm their location and safety. From that point forward the Operations Safety & Incident Response Team provides ongoing support and direction to the Tour Director and local EF staff. They will also coordinate with local law enforcement if necessary to remove groups from situations where they may be at risk.

Our teams in the U.S. and internationally work in close partnership to make arrangements to further support travelers as needed. This could include various actions such as changing hotels, rerouting the remainder of the itinerary, rebooking return flights from a different gateway, or arranging alternate forms of transportation. During any incident, our U.S.-based Emergency Service & Support Team facilitates communication with parents, teachers, students, and others to keep them informed about ongoing developments and how we are working to ensure groups' safety.



## Protection for districts and travelers:

### General Liability Insurance policy

All EF Group Leaders, schools, and districts are automatically insured under our \$50 million General Liability Insurance policy, regardless of whether or not the tour is affiliated with the school. This policy safeguards Group Leaders, schools, and districts for covered claims related to on-tour incidents, including bodily injury or property damage. The policy also provides a legal defense and covers all associated legal fees. Upon request, a certificate of insurance (COI) can be provided that names the Group Leader, school, and/or district as additional insureds on the policy. EF's General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A- or higher. In addition to our General Liability Insurance policy, every traveler is required to accept the conditions found in our Traveler Release & Agreement, including a clause that provides a general release of liability of the Group Leader, school, district, and school board (regardless of whether the trip is school sponsored).

### Assumption of risk waivers

Upon request, EF can provide an example of a waiver for assumption of risk to Group Leaders, schools, or districts. This waiver is similar to the types of waivers used by many schools for participation in sports programs, and can be used as an additional document demonstrating that travelers are knowingly assuming all risks associated with the trip. EF can also provide a sample waiver for a non-school sponsored tour. However, regardless of whether travelers sign a waiver, the Group Leader, school, and district are still automatically covered by EF's general liability policy.

### Global Travel Protection plan

Designed specifically with EF travelers in mind, all travelers have the option to purchase the Global Travel Protection plan. This plan helps individuals protect themselves against the impacts associated with certain unexpected situations such as flight delay, loss of job by a parent, or death or illness of a family member, and offers medical coverage on tour in case of sickness or an emergency. While this plan is not required by EF, many Group Leaders choose to make this cost-effective protection plan mandatory for their group. This plan is secondary to any other insurance policies a traveler may have and does not cover terrorism as a cancellation reason.

### EF's Peace of Mind program

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events. This flexible plan ensures:

- Until 45 days prior to departure, teachers can work with EF to change their group's travel dates, modify their tour plans, find a new tour, or cancel their tour and all travelers will receive a transferable travel voucher
- With 44 days or less before departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the U.S. Department of State for any country on your itinerary

### Protecting travelers' investments

All customer payments are protected by a \$1 million consumer protection plan. In the unlikely event of EF bankruptcy, insolvency, or cessation of business, our participation in the United States Tour Operators Association (USTOA) \$1 Million Travelers Assistance Program ensures that travelers' investments receive protection.

EF is accredited by five prestigious educational associations:



EF is highly respected in the industry by the following organizations:





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).

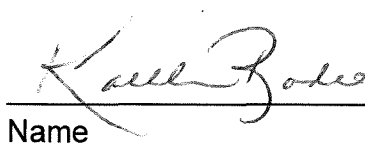
Signature of Department Head

|                                                                                   |            |               |
|-----------------------------------------------------------------------------------|------------|---------------|
|  | <i>Sci</i> | <i>2/4/20</i> |
| Name                                                                              | Department | Date          |

Signature of Principal

|                                                                                     |            |               |
|-------------------------------------------------------------------------------------|------------|---------------|
|  | <i>AHS</i> | <i>2/1/20</i> |
| Name                                                                                | School     | Date          |

Signature of Superintendent

|                                                                                     |               |
|-------------------------------------------------------------------------------------|---------------|
|  | <i>2/4/20</i> |
| Name                                                                                | Date          |





### **Trip Selection Criteria**

Participation in out-of-school trips is a privilege. 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. The trip organizers may make a determination of criteria for students who they feel can safely participate in the trip, who can appropriately represent the school, and who can support the mission and goals of their particular trip. Trips 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:

- Has been suspended from school in the past month.
- Would be under suspension from extracurricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- 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.

Exclusion from a trip will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

### **Trip Cancellation Policy**

Please see the attached page (inserted by teacher) concerning the cancellation policy of \_\_\_\_\_, our travel company.

**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 not only your school and your town, but also your country. We are all good-will ambassadors when we are in a foreign land. 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 High School 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 which may affect the safety of the student or impact the trip. I will notify them of any changes.

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

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

Destination: Germany & Switzerland

School: Arlington High School

Teacher(s): Jayce McG, other chaperones TBD

Dates of trip: April 16-27, 2021

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 \_\_\_\_\_



Valid from Jan.27 - Jan.31, 2020

STUDENT

**\$4,520**

or \$317 for 14 Months

ADULT

**\$5,020**

or \$352 for 14 Months

**TOUR INCLUDES:**

|                                    |         |
|------------------------------------|---------|
| Program Price .....                | \$3,680 |
| Private Group (15-19 Paying) ..... | \$675   |
| Adult Supplement .....             | \$500   |
| Global Travel Protection .....     | \$165   |

| NUMBER OF PAYING TRAVELERS | PRICE PER STUDENT | PRICE PER ADULT |
|----------------------------|-------------------|-----------------|
| 10 - 14                    | \$5,080           | \$5,580         |
| 15 - 19                    | \$4,520           | \$5,020         |
| 20 - 24                    | \$4,275           | \$4,775         |
| 25 - 29                    | \$4,110           | \$4,610         |
| 30 - 34                    | \$4,010           | \$4,510         |

