



Curriculum Committee Meeting
Wednesday, September 9, 2026
9:00 AM
Zoom Webinar

- I. Call to order
- II. Approval of June 2026 minutes
- III. Introduction of Weston's New Curriculum Instructional Leaders:
 - K-2 ELA and Social Studies
 - 6-12 Social Studies
- IV. Overnight Field Trips (2):
 - Heritage Music Festival in Boston, MA, April 23–25, 2027
 - Cultural and Cross-disciplinary Trip, France and Spain, April 9–18, 2027
- V. Spring 2027 Panorama survey window: for families, students and staff
 - Dates: March 8 - April 2, 2027
- VI. Summer Teaching and Learning Highlights
- VII. Future meeting topics:
 - Future Ready Schools Framework and Standards
 - Personal Finance/Business Writing
 - Technology and Screen Time Audit - types of usage and curriculum alignment
- VIII. Adjournment

Curriculum Committee Meeting

June 3, 2026 at 3:00 p.m.

Weston Middle School LLC

Present Committee Members:

Peter Gordon, Nicole Wallach

Present Administration:

Erica Forti, Superintendent of Schools; Dr. Tina Henckel, Assistant Superintendent; Dr. Tracy Edwards, Assistant Superintendent of PPS; Phillip Cross, CFO; Meghan Conetta, WHS Principal; Jason Bluestein, WMS Principal; Jennifer D’Amico, WIS Principal; Laura Kaddis, HES Principal; Andrea Noble, K-2 ELA and Social Studies CIL; Alex Bluestein, 3-5 ELA and Social Studies CIL; Kelly DelVecchio, K-2 Math and Science CIL; James Bruni, 3-5 Math and Science CIL; Amy Holmes, 6-12 ELA CIL; Shawna Johnson, 6-12 Social Studies CIL; Riley Rapoport, 6-12 Mathematics CIL; Beth Lancaster, 6-12 Science & Technology CIL; Mercedes Fernandes, K-12 World Language CIL; MaryFaith Zanghi, K-12 Health and PE CIL; Liz Morris, K-12 Music CIL; Sarah Webb, K-12 Visual Arts CIL

Members of the Public:

Deborah Low, Chad Hoepfner

1. Call to Order

The meeting called to order at 3:04 p.m.

2. Approval of May 2026 meeting minutes

Motion Passed: Move that the Curriculum Committee approve the May 2026 meeting minutes. This motion was made by Nicole Wallach and seconded by Peter Gordon

2 Yeas – 0 Nays

3. Academic Year in Review:

Discussion:

Dr. Henckel reviewed the purpose of the Academic Year in Review and the Curriculum and Instruction Department values. She spoke on the role of the Curriculum and Instructional Leader (CIL). She discussed the department’s ongoing collaborative coaching and the dedication of the CIL staff as mentors and role models.

Health and PE Curriculum Leader, MaryFaith Zanghi spoke on the continued curricular development for K-12 Health and the introduction of the new National Physical Education Standards. This year curriculum changed from content-based knowledge to a skill-based knowledge. High school PE will have a new course structure to create a more coherent progression and deeper learning experience for all students.

Curriculum Leaders Andrea Noble, Alex Bluestein and Amy Holmes presented on K-12 English Language Arts (ELA). They highlighted the impact of collaboration, data-driven instruction, and a commitment to supporting the whole child. In grades K–2, strong partnerships among classroom teachers, interventionists, and support staff have contributed to a decrease in the number of students requiring more intensive interventions. In grades 3–5, teachers are seeing the benefits of foundational literacy work while continuing to use assessment data to guide instruction and strengthen writing skills. At the secondary level, students engaged in meaningful literacy experiences through initiatives such as One School, One Book and project-based learning opportunities that connected reading, writing, and real-world applications.

Curriculum Leaders Andrea Noble, Alex Bluestein and Shawna Johnson presented on K-12 Social Studies. This year educators emphasized inclusive, inquiry-based learning that promotes critical thinking and civic engagement. In grades K–2, new units were developed to better represent marginalized populations, ensuring that all students can see themselves reflected in the curriculum. In grades 3–5, updated curriculum materials and civic learning opportunities strengthened students’ research and analytical skills. At the secondary level, interdisciplinary learning experiences and community partnerships provided students with meaningful opportunities to connect historical understanding with active citizenship.

Mathematics was presented by CILs Kelly DelVecchio, James Bruni and Riley Rapoport. The department highlighted strong progress in student engagement, problem-solving, and instructional alignment. In grades K–2, the implementation of new core resources has increased student confidence, participation, and mathematical thinking. Professional development, MTSS supports, and parent workshops have further strengthened student learning. In grades 3–5, teachers focused on curriculum enhancement through targeted professional development while expanding student engagement through enrichment opportunities and family outreach. Grades 6–12 emphasized a shared vision for developing student mathematicians through vertically aligned instruction and strengthened small-group learning experiences.

Beth Lancaster presented on 6-12 Science and Technology. James Bruni and Kelly DelVecchio presented on K-5 Science. Across K-12 Science, educators highlighted efforts to deepen student engagement through hands-on, inquiry-based learning and cross-curricular connections. CILs and teachers have expanded opportunities for student participation, and fostered critical thinking through discussion and debate. Collaboration across schools has grown, including an opportunity for younger students to engage with high school students’ research project presentations. At the elementary level, learning walks and field experiences supported a cohesive K-12 vision for science instruction. Staff also continued to expand computer science opportunities through professional learning and collaboration.

Curriculum Leader Liz Morris presented on K-12 Music. This year the department focused on strengthening programming, supporting new teachers, and refining curriculum to meet the evolving needs of students. Efforts included continued development of the K–5 music curriculum, updates to 6–12 digital music courses, and the creation of a skills progression for ensemble programs. Students participated in a variety of performances, festivals, and community events, earning recognition for their achievements and expanding connections between schools and the broader community. Looking ahead, the department aims to increase student participation in music programs while continuing to build interdisciplinary connections across the curriculum.

Curriculum Leader Sarah Webb spoke on the curricular accomplishments for the Visual Arts department. Across K–12 Visual Arts, educators focused on strengthening vertical alignment and developing a shared vision of what it means to be an artist across all grade levels. Teachers engaged in professional learning opportunities to support curriculum development and instructional practices. Students were provided with meaningful opportunities to showcase their work through school and community exhibitions, including partnerships with local organizations. The department also highlighted the expansion of course offerings, including new ECE (Early College Experience) opportunities, and celebrated student achievements and recognition in the arts.

Mercedes Fernandes presented on the World Language department. This year educators focused on strengthening language programs through curriculum updates, revised benchmark assessments, and a continued emphasis on cultural understanding. Students engaged in meaningful experiences that deepened their appreciation of the practices and perspectives of target cultures through field trips, performances, and other enrichment opportunities. The department celebrated numerous student achievements, including honor society inductions, national exam recognition, and the awarding of 72 Seals of Biliteracy. Highlights also included the addition of a new ECE course and updates to 10 courses. Future efforts will focus on expanding opportunities for students to become empathetic and globally minded learners.

Following the departmental presentations, Board of Education members toured a gallery showcasing teaching and learning artifacts from each content area presented. Board members expressed appreciation for the depth and quality of the presentations, highlighting the variety of instructional approaches, the strong support provided by curriculum leaders, and the high level of thinking expected of students. Discussion also centered on the role of technology and artificial intelligence in education, emphasizing the importance of helping students develop critical thinking skills while learning to use emerging technologies responsibly and effectively.

Looking ahead, district leaders discussed plans for the Summer Curriculum Writing Academy and recognized the ongoing leadership and support of the curriculum team.

The meeting concluded with recognition of retiring CIL, Andrea Noble and appreciation for her contributions and service to the district.

5. Adjournment

The meeting adjourned at 5:08 p.m.

Respectfully submitted,
June Curiano



Summer Highlights

Board of Education - Curriculum Subcommittee Meeting

September 9, 2026

Agenda

- Introduction of Weston's NEW! Curriculum Instructional Leaders:
 - K-2 ELA & Social Studies
 - 6-12 Social Studies
- Overnight Field Trip Requests
- Panorama School Climate Spring Survey window for families, students, and staff: Monday March 8th - Friday April 2nd, 2027
- Summer Teaching & Learning Highlights

Weston BOE Curriculum Subcommittee Meeting
 Wednesday, September 10, 2025
 Curriculum Committee Meeting
 Location: Virtual Meeting
 Zoom Link: <https://us02web.zoom.us/j/89695785724?pwd=Q0E0R0p0ZWV2aUJlbnR7UjJkYV90aH.1>
 Or dial: +1 209 205 3325
 Meeting ID: 896 9578 5724 Passcode: 637682

Time: 9:30-10:30 am

Agenda
 Purpose: The board of Education Curriculum subcommittee meeting's purpose is to collaborate between Board of Education Stakeholders and school-based leadership to discuss all aspects of curriculum, instruction, school culture, and climate in the Weston Public Schools.

• Virtual Norms:

- Cameras should remain on at all times
- Microphones must be muted unless told otherwise
- Be present and engaged
- Seek to understand
- Keep discussion and comments on the topic according to the agenda

Time	Agenda Item	Facilitator(s)
9:30	Welcome and introductions	BOE Chair - David
9:35	Meeting minutes approval	BOE Chair - David
9:40	New Agenda Items	
	Introduction of Weston's new Curriculum Instructional Leaders for K-12 Art and 3-5 Math and Science	Tina Henckel Sarah Weddo James Brand
	Summer Curriculum Update	
	• Summer Curriculum Academy	Tina Henckel
10:20	Panorama survey window for families, students, and staff—March 9 to March 27, 2026	Tina Henckel
	Future Meeting Topics	
	• Next Generation Accountability Report	Tina Henckel
	• All Advisory Committee Update	
	Adjourn	BOE Chair - David



Welcome to the CIL Team!

Audra Cartelli

K-2 ELA & SS:

- **20+ years of experience** in early elementary and special education, primarily PreK-3
- Eight years as a **First Grade Head Teacher** at Ridgefield Academy
- Extensive background in **early literacy, differentiated instruction & Structured Literacy**
- M.S.Ed. in **Literacy & Language Arts**; trained in Orton-Gillingham, Wilson & PAF
- Brings a strong commitment to **collaboration, teacher support & student-centered instruction**

Dan Passarelli

6-12 Social Studies:

- **19 years in Weston Public Schools** as a Social Studies educator
- Extensive experience across **AP, Honors & college-preparatory coursework**
- Deep background in **curriculum design, common assessments & inquiry-based learning**
- Contributed to Weston's **Educator Evaluation, Growth & Support Plan**
- Brings a strong foundation in **coaching, collaboration & instructional leadership**



Overnight Field Trip Approvals

- Heritage Music Festival: Boston, MA April 23-25, 2027
 - (Liz Morris)
- World Language Trip: France & Spain, April 9-18, 2027
 - (Mercedes Fernandes)



Climate Survey Administration Timeline (Spring 2027)

March						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April/May						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SPRING 2027 IMPORTANT DATES

- **Monday March 8, 2027 - All Surveys open**
- **Principals will:**
 - **Communicate in week ahead newsletters along the way** - Monitor response rates & download completion lists
 - **On-site options** during events
- **Friday April 2, 2027 - All Surveys close**
- **April/May Analysis** - Results available



Planning Period



Survey Window



Analysis of Results
with Admin &
Stakeholders

Summer Highlights in Teaching and Learning

Summer Curriculum Academy

- April Work (22 teams; 33 individuals; 6 content areas)
- June Work (31 teams; 35 individuals; 5 content areas)

K-5 Progress Report Revision

Progress to Date

- Reviewed current K–5 reporting practices and structures
- Identified areas for greater consistency and clarity
- Examined grading scales, comments, conferences, and standards reporting

2026–27 Shifts

- Adjusted reporting timelines to better align with conferences
- T1/T2 comments removed; T3 year-end summary added
- Clarified grading scale, including **X = Not Assessed at This Time**
- Staff and family communication planned throughout the year

Next Steps: 2027–28

- Redesign layout and reporting categories
- Create K–5 grade-level progressions
- Use parent-friendly language for priority standards
- Develop rubrics, supporting resources, and staff learning
- Ensure alignment for students receiving special education services

Goal: A cohesive, family-friendly K–5 progress report for **2027–28**.

Technology Shifts

PK-12

- **Comprehensive Instructional Software Audit** - Reviewed district-supported tools for instructional value, alignment, utilization, and need
- **Technology Beliefs for Teaching & Learning** - Established a common PK-12 philosophy and clear examples for purposeful, developmentally appropriate technology integration
- **Parent Software Guide** - Increased transparency around approved student tools, grade-level access, and the instructional purpose of each resource

K-8

- **Student Device Policy Revisions** - Updated language to reflect changes in device use while maintaining access when technology is instructionally necessary
- **Parent & Staff Communication** - Clarified expectations for more intentional technology use and a stronger balance of digital and non-digital learning experiences

K-2

- **Technology Curriculum & Practice Audit** - Reviewed technology expectations and classroom practices to ensure alignment with developmental needs and district beliefs

August Opening of Events

Administrative Retreat

- 2 Day Retreat
- Day 1:
 - Included K-12 Administration
 - Leading with Dignity
- Day 2:
 - Included K-12 Administration & CILs
 - Rigor By Design

Opening Events

- Professional Development Stats
 - **Aug 25, 2026**
 - 43 Learning Blocks
 - 12+ Disciplines & Role Groups
- Convocation
 - Teacher of the Year
 - Superintendent Forti

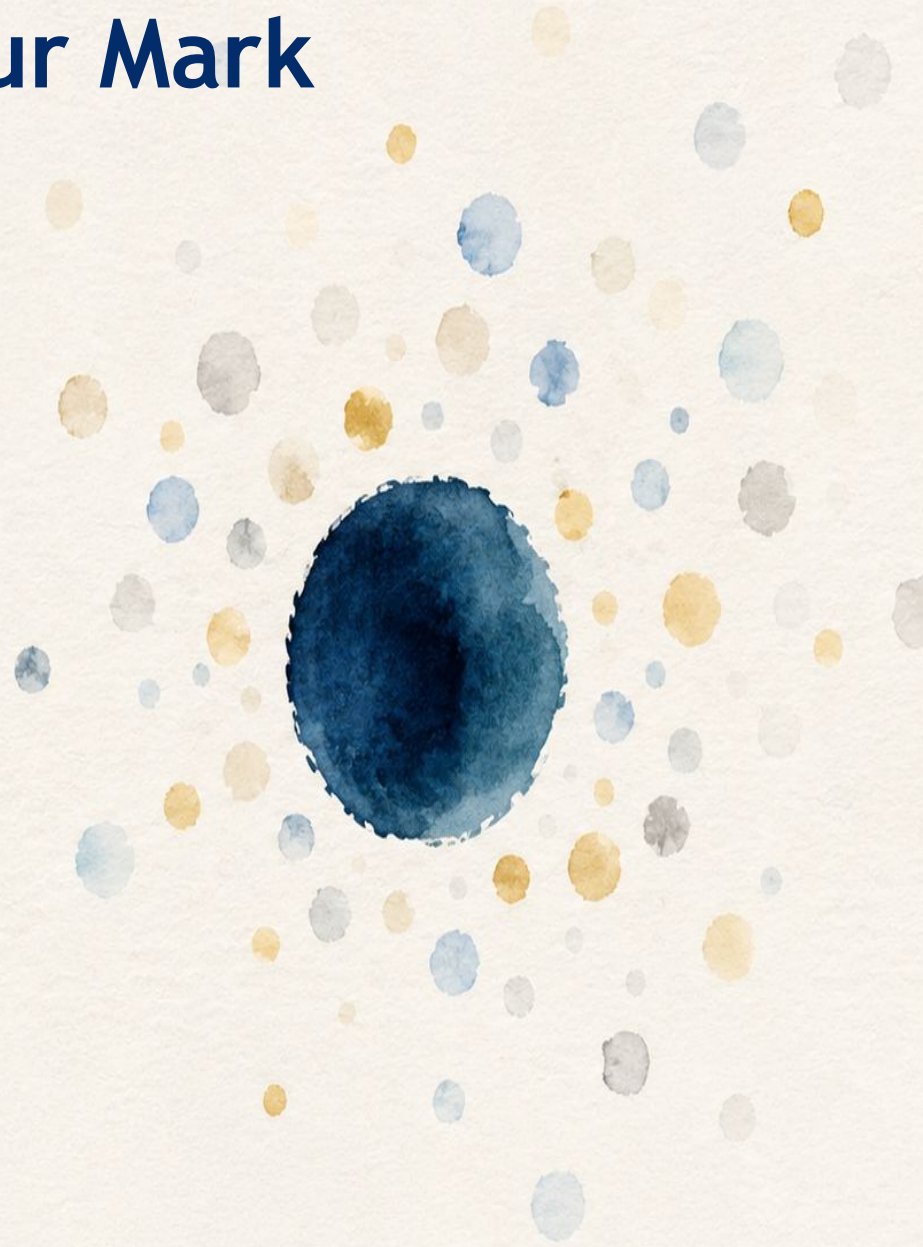


Make Your Mark

**“Just make a mark and
see where it takes you.”**

— Peter H. Reynolds,
The Dot

**Here’s to a year of new
stories, meaningful
connections, and making
our mark with dignity in
every interaction.**



WESTON PUBLIC SCHOOLS
WESTON, CT

OVERNIGHT FIELD TRIP APPROVAL REQUEST FORM

SUBJECT AREA: Music

COST PER STUDENT: \$1,275

DATE OF FIELD TRIP: 4/23/27 - 4/25/27

FIELD TRIP DESTINATION: Boston, MA

STATE THE EDUCATIONAL PURPOSE OR RATIONALE FOR THE TRIP:

Music students will participate in performance activities and will attend professional concerts.

Departure from: WHS

Date/Time: 4/23/27 at 6:00 AM

Return to: WHS

Date/Time: 4/25/27 at 6:00 PM

Number of students: 76

Grade(s): 9-12

Administrator in charge & on site: Meghan Conetta

Teacher in Charge: Geoffrey Brookes

Total Number of Chaperones: 8

Ratio of Chaperone to Student: 1:10

Names of Teachers: Geoffrey Brookes, Liz Morris, Glen Ullman, Meghan Conetta,

Other Adults: _____

Renate Roehi, Janine Russo, Dan Passarelli, Evan Grace

Substitute coverage will be required: ☒ Yes 7 # of Subs ☐ No

Parent Informational Meeting: Date 6/18/26 Location Virtual

TRANSPORTATION (Please check one)

First Student: Yes ☐ No ☐ If yes, how many buses? _____

- Alternate Bus Company Name Charter Bus Company TBD by Worldstrides
- Van: Driver Name _____
- Student Driver: Name(s) _____

Have you completed and attached to this request form a copy of the cover letter sent to parents? Yes ☒ No ☐

Have you provided the school nurse with a list of students that will attend this field trip? Yes ☐ No ☒

Signed: [Signature]

(Teacher)

Requested by: [Signature]

(Principal)

Pre-Approval: [Signature]

(Assistant Superintendent)

Pre-Approval: [Signature]

(Director of Finance and Operations)

INSURANCE COVERAGE Y/N: _____

Approved: _____

(BOE Chairperson)

☐ Request denied

Copies (once approved):

___Teacher
___Principal or Designee
___Bus Garage (First Student)

___Finance & Operations Office
___Assistant Superintendent
___Human Resources



Weston High School

Meghan Conetta, Principal
Parthena Proskinitopoulos, Assistant Principal
Nick Torres, Assistant Principal

Dear Music Department Students and Families,

The WHS Music Department is thrilled to announce the 2027 trip to **Boston, MA** to participate in the **Heritage Music Festival!** The trip is scheduled to depart on **Friday, April 23rd** before school and will return to WHS on the evening of **Sunday, April 25th**. Students will be involved in music activities on each day of the trip.

- Ensemble Master Classes with UConn Music Professors
- Ensemble Adjudication and Rating at the Heritage Music Festival
- Boston Symphony Orchestra Performance
- Mamma Mia! Performance
- A group dinner at Fire and Ice
- Transportation, Hotel and Breakfasts
- A Weston Music trip T-shirt
- Awards Ceremony Dinner & DJ Dance

We are so excited to return to the WHS Music tradition of department trips next year! On the following page you will find more information about the trip including our current itinerary and the trip cost. There will be a **Virtual Informational Meeting** scheduled for **7 PM on Thursday, June 18th**. A meeting invite will be shared via email in June. The total cost of the trip including transportation and all activities will be **\$1,275** for a double room. If you are experiencing financial hardship and need assistance, please contact Meghan Conetta.

If you have questions regarding the trip, please contact Mr. Brookes:
geoffreybrookes@westonps.org.

Sincerely,

Geoffrey Brookes

Liz Morris

Glen Ullman

Meghan Conetta

115 School Road, Weston, CT 06883 • T: 203-221-6503 • F: 203-221-1252

Weston High School is committed to providing a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem-solvers, and inspired learners prepared to contribute to our global society.

Detailed Itinerary Page

Trip Cost: \$1275

Travel will be by Coach Bus, TBD by WorldStrides in development of this trip.

This is an overview of the itinerary, and some small details may be subject to change. A more detailed itinerary will be available as our tour company develops the trip.

Friday, 4/23

EARLY - Depart Weston High School

AM - Ensemble Master Classes at University of Connecticut, Storrs

AM - UConn tours and Lunch (on your own?)

1:30 PM - Boston Symphony Orchestra Matinee:

Susanna Mälkki conducts Dukas, Saint-Saëns, Saariaho, & Ravel

PM - Visit Harvard Square and Quincy Market

PM - Dinner at Fire and Ice

PM - Hotel Check-In (Hotel TBA, will be outside city)

Saturday, 4/24

AM - Breakfast at the Hotel

AM - Festival Performances – Wind Ensemble, Jazz Band, Symphonic Orchestra, Chorale and Chamber Singers

AM - Lunch delivered to Performing Venue

PM - Visit Salem

PM - Exclusive Awards Ceremony Dinner and DJ Dance

Sunday, 4/25

AM - Breakfast at the Hotel followed by Hotel Checkout

AM - Freedom Trail Walking Tour

PM - Mamma Mia Matinee

PM - Travel home to WHS

WESTON PUBLIC SCHOOLS
Weston, Connecticut

BUS COMPANIES for Field Trips

	<u>PHONE NUMBER</u>
❖ First Student School Buses	(203) 454-1984
❖ DATTCO	(800) 229-4879
❖ Peter Pan Bus Lines	(800) 343-9999
❖ Coach Tours	(203) 740-1118
❖ J & R Tours	(203) 921-1890
❖ Land Jet	(800) 992-3231 or (203) 755-1647

PLEASE NOTE: You may use other bus companies, but they must provide the Board of Ed with proof of insurance with the following requirements on their Certificate of Insurance:

- \$5 Million minimum coverage
- The certificate must read "Town of Weston/Weston Board of Education as additional insured."

Any questions, please call the Finance & Operations at X1550.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

OVERNIGHT FIELD TRIP DETAILED DOCUMENTATION

Trip Destination(s): _____

Departure Date: _____

Return Date: _____

Trip Leader(s): _____

Travel Agency/Trip Sponsor ("Trip Advisor") (if any): _____

Detailed Itinerary:

[Itinerary must be as detailed as possible, preferably listed by day. This should include all scheduled locations, travel, activities, free time, etc.]

Flight Information:

[Flight information should include departure/arrival locations, times, flight numbers, and airlines.]

Hotel Information:

[Hotel information should include each hotel/motel/accommodation in which students will be staying during the trip. For each accommodation, this information should include the name, address, telephone number, website/email (if applicable), and a general description of the accommodation.]

Means of Travel:

[Include all means of travel during the Trip, including but not limited to air, bus, taxi, train, etc.]

Travel Budget:

[The travel budget must include the overall cost per student broken down by detail (accommodations, food, airfare, chaperone stipend [per WTA contract], ground transportation, supplemental activities, etc.)

WESTON PUBLIC SCHOOLS

Weston, Connecticut

**A parent communication cover letter is required
(Please include with your document for parents)**

In view of the Board of Education policy that field trips should be of significant educational value, the coordinator of the field trip must include a cover letter to each parent along with the required forms described below for written permission for their child to participate in a planned activity not held on the school grounds. This letter should include the following information.

- The purpose of the field trip and how it aligns to and enhances the school curriculum.
- The details of the field trip including destination, cost, departure time, return time, lunch provisions, etc.
- Any costs associated with the trip should be noted. This includes a stipulation that money may be made available from the Principal's Fund to provide for students who may be unable to afford the trip.
- The signature of the principal as well as that of the participating teacher.
- Assurance that adequate provisions have been made for chaperones to insure the safety and conduct of students.
- A contact name, email and phone number for questions and if there is an emergency during the trip.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PERMISSION FORM AND ENFORCEMENT OF SCHOOL RULES

(In accordance to Weston Public School Policies 6153, 6153a, 6153b, and 6153c)

I give permission for my son/daughter to travel as per the attached itinerary for a (insert school name) Field Trip to:

I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to (insert school name) (including suspension from school). This includes prohibiting the use of any electronic devices.

Parent/Guardian's Name

Telephone Number

Parent/Guardian's Signature

Date

To help insure an enjoyable trip for both students and chaperones, I give permission for my son's/daughter's bags to be inspected.

Parent/Guardian's Signature

Date

I, the student, understand that all school rules will be strictly enforced and any violation of those rules can result in my being sent home at my parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to (insert school name) (including suspension from school).

Student's Signature

Date

WESTON PUBLIC SCHOOLS
Weston, Connecticut

**CONSENT FORM FOR DRIVERS OF STUDENTS
ON SCHOOL RELATED ACTIVITIES**

The Weston Board of Education is attempting to limit as much as possible the liability of individuals involved in transporting Weston Public School students on school related trips. This is the primary reason why the school system has strongly recommended the use of public transportation whenever and wherever possible to transport students to places of interest.

Individuals who plan to drive Weston students on school related activities should be aware that they assume responsibility and liability when they personally transport students in a private vehicle. Even though the Weston Board of Education's insurance will respond in case of an accident related to a school sponsored activity, when an individual is driving students in a private vehicle, the Board of Education's insurance will respond only after the individual's personal insurance responds. Furthermore, the Weston Board of Education's insurance will generally only respond in cases of third party loss.

- I have read the above statement concerning the responsibility assumed by individuals driving Weston Public School students on school related activities and understand the liability I am accepting in driving students on school-sponsored activities.
- I am a licensed driver in the State of Connecticut.
- I have not had an accident or received a traffic violation during the last three years.
- I currently have automobile insurance in force as prescribed by the State of Connecticut.
- **I have attached to this form a copy of my insurance card and a copy of the Connecticut driver's license.**

Signature

Date

AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement are the Student, the Student's parents or legal guardians, and [NAME OF BOARD OF EDUCATION] (the "District"). The Student, with the consent of the Student's parents or legal guardians ("Parents"), has chosen to participate in an off-campus, overnight travel program (the "Trip"). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this Overnight Travel Packet,
- certify that the information provided in this Overnight Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party travel agency/trip sponsor ("Trip Advisor") (as applicable).

I. Acknowledgements

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to travel abroad and is not considered part of the District's curriculum. No grade, award or academic advancement will be granted by the District as a result of a student's participation in the Trip.
- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.
- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter "Released Parties") for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

II. Acknowledgement of Risk(s)

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to his/her property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student's actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.
- Travel (particularly foreign travel) may also involve other risks, such as unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.

- The Student and the Parents have had the opportunity to read information that was provided about the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control (“CDC”) and the most recent State Department Travel Advisory, if any, for the country(ies) that the Student will visit and to review such information periodically for updates and changes, particularly related to COVID-19, prior to the Trip. For Students who will be required to take any medications during the Trip, the Student and the Parents have conferred with the appropriate District personnel about any applicable laws, rules and/or regulations regarding the possession, use and administration of medications in the particular location(s) where the Student will be traveling during the Trip, which may be different from Connecticut’s laws, rules and/or regulations regarding the possession, use and administration of medications.

PLEASE READ AND INITIAL TO CONFIRM:

I have read and/or reviewed the website for the CDC concerning health and other travel risks, cautions, and warnings, and recommendations, including any CDC Outbreak Notice/Travel Health in the areas in which the Student will be traveling, and the CDC and Connecticut Department of Public Health websites regarding COVID-19 available at

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html> and <https://portal.ct.gov/DPH>, respectively.

I am responsible for consulting with a physician or appropriate specialist for advice on the risks of travel and recommendations for appropriate precautions.

I am responsible for taking the precautions recommended by the CDC.

I will continue to review the information above to obtain the most current, up-to-date travel information possible up to the departure date for the Trip.

_____ Initials of Student

_____ Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Trip Advisor, that describes the risks associated with the Trip. The Trip Advisor is solely responsible for describing the risks related to the services it provides. The Student’s and the Parents’ questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.
- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student’s participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.

- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student's and the Parents' approval and understanding of any and all risks involved.
- The District is not responsible for any injury, loss, or damage to the Student's person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.
- **Notice of Risks Related to COVID-19**

COVID-19 is an illness caused by a virus that can spread from person to person, primarily through respiratory droplets, even among individuals with mild (or no) symptoms or those who do not feel ill. COVID-19 symptoms can range from mild (or no) symptoms to severe illness. Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, headache, congestion or runny nose, muscle or body aches, sore throat, new loss of smell or taste, nausea or vomiting, and diarrhea. The estimated incubation period is between 2 and 14 days. Though COVID-19 is a relatively new disease, currently available information indicates that those at increased risk are older individuals or individuals of any age who smoke, are immunocompromised, or have underlying medical conditions (such as, but not limited to, cancer, chronic kidney disease, COPD, Down Syndrome, certain heart conditions, moderate to severe asthma, obesity, pregnancy, or sickle cell disease). Currently, there are authorized and recommended vaccines to prevent COVID-19, and the CDC recommends that everyone who is eligible get a booster and stay up to date on their COVID-19 vaccines, especially people with weakened immune systems.

Additional information regarding COVID-19 is available on the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html> and on the Connecticut Department of Public Health's website at <https://portal.ct.gov/DPH>.

- The District cannot protect against exposure to or infection by COVID-19 that occurs due to the Student's participation in the Trip, particularly given that the Student will be traveling to another location outside of the District's control. However, by participating in the Trip, the Student and the Parents agree that the Student will abide by all health and safety protocols related to COVID-19, including those established by the District, the Trip, the Tour Company, the CDC, and other public health officials, and that they will continue to monitor information related to COVID-19 available at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html> and <https://portal.ct.gov/DPH> up to the date of departure for the Trip.

III. Assumption of Risks and Waiver of Liability/Release of All Claims

In consideration for being allowed to participate in the Trip, and with only those exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent

and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the “Released Parties”) from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student’s participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

IV. Indemnification and Hold Harmless

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student’s involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

V. Code of Conduct and Adherence to Standards

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and any host school, company, and/or organization that may be involved regarding conduct on the Trip, including but not limited to the ***[Insert Tour Agency Policies, if applicable]***, attached as Appendix A, and may be subject to District disciplinary action as provided in the District’s Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.
- The Participant will be subject to the laws, rules and regulations of the country[ies] where the Student is traveling and those laws may be substantially and materially different from those in the United States.
- While participating in the Trip, the Student will comply with the Expectations and Code of Conduct, attached as Appendix B, and the Expectations and Protocols Related to COVID-19, attached as Appendix D, and will not engage in inappropriate conduct, including but not limited to, the use of physical or verbal threats or violence, abuse of the customs or mores of the community, or unauthorized absences from scheduled Trip activities.
- Consumption, use or possession of illegal drugs or alcohol will not be tolerated. The laws of many foreign countries state that possession or use of illegal drugs is punishable by fine, imprisonment and/or deportation.
- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations and/or the United States Government.

VI. Financial Obligations

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in the Expectations and Code of Conduct and Section VIII below; and
- to abide by the Trip Advisor's and/or the District's Refund Policies, which are attached as Appendix C.

VII. Participation and Trip Modification

The Student and the Parents understand and agree that:

- The District and/or Trip Advisor reserve the right to cancel or modify the Trip at any time for any reasons including, but not limited to, emergencies, low enrollment, change in conditions, COVID-19, and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Trip Advisor.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Conduct.

VIII. Termination of Participation

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Conduct, the Expectations and Protocols related to COVID-19, emergencies, or health or safety conditions or considerations.
- If the Student's conduct should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

IX. Activities Outside the Trip's Itinerary

The District strongly advises against voluntarily withdrawing the Student early from the

Trip and thereby causing the Student to travel separately from Trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

X. Severability

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement, which can be given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

XI. Governing Law; Venue

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that the venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

XII. Construction and Scope of Agreement

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire International Travel Packet, is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

Student signature	Date
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Parent/Legal Guardian signature	Date
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Parent/Legal Guardian signature	Date
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Weston Public Schools

Signature	Date
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Print Name	Title
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STUDENT INFORMATION SHEET
Student Information and Instructions

Student's Name:
Student's Cell #:

Parent(s)/Guardian(s) and Other Contacts

Parent/Guardian 1 Name:	
Parent/Guardian 2 Name:	
E-mail address:	
Address of Parent(s)/Guardians:	
Home# /	Work# /
Cell# /	

Medical/Health/Insurance Care Information

Student's Doctor Name:	
Address:	
Office Telephone:	After Hours Number:

Health Insurance Company:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Secondary Health Insurance Company, if any:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Passport Information Form

If you have a passport, please complete this form. If you do not yet have your passport, you must complete this form as soon as you receive your passport. Make sure to attach a photocopy of the first page of your passport, showing your personal data and signature. If you have a student visa, please make a photocopy of your I-20 form as well.

Name as it appears on passport

Country of issue

Passport Number

Date of Issuance

Place of Issuance

Date of expiration

**YOU MUST ATTACH A PHOTOCOPY OF THE FIRST PAGE OF YOUR PASSPORT
SHOWING YOUR PERSONAL DATA AND SIGNATURE**

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PARENTAL MEDICAL AUTHORIZATION
(For Students Under 18)

I am the legal parent or guardian of _____ (my "child"), who was born on _____ and who is currently less than eighteen (18) years of age as of departure of the Trip. I understand that, in the United States, in the event of a medical emergency threatening my child's life or limb, no informed consent is required for my child's treatment and that emergency medical care will be obtained and rendered to my child. I further understand that if my child's medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent.

If my child needs medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if reasonable attempts to reach me for consultation and informed consent are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding the care and treatment of my child, including decisions regarding surgery, transfusions, and the administration of anesthetic, and to give informed consent to such treatment.

I also consent to, and authorize, the Trip Leader(s), or his/her designee, to arrange for and provide routine care and treatment for my child's health needs or conditions, such as basic first aid. I understand and agree that further specific consent will not be obtained prior to providing such routine treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if my child is required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if my child is required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by my child, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that my child has no past or current physical or psychological condition that might adversely affect his or her participation in these activities, other than as described on the Medical Information Form. My child is fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to himself/herself or others.

Parent/Legal Guardian Signature

Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone

Business Telephone

Cell Phone

E-mail Address

PARENTAL AND STUDENT MEDICAL AUTHORIZATION
(For Students 18 or Older)

I, _____ (the "Student"), was born on _____ and I am now or will be or become during the Trip at least eighteen (18) years of age. I understand that, in the United States, in the event of a medical emergency threatening my life or limb, no informed consent is required for my treatment and that emergency medical care will be obtained and rendered to me. I further understand that if my medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent or as to the age of majority.

If I need medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if I am unable to consent or give permission, I request that reasonable attempts be made to reach my parents/guardians for consultation and informed consent. If those efforts are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding my care and treatment, including decisions on surgery and the administration of anesthetic, and to give informed consent to such treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if I am required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if I am required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by me, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that I have no past or current physical or psychological condition that might adversely affect my participation in these activities, other than as described on the Medical Information Form. I am fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to myself or others.

I acknowledge that this document may not comply with the laws of the state where it was signed to constitute a power of attorney for health care, but I nevertheless wish it to provide guidance to health care providers as to who may give substituted consent on my behalf if I cannot speak for myself or make an informed decision.

Student Signature

Date

Printed Name of Student

Place of Execution

I am the parent or legal guardian of the above named Student and, to the extent required,

confirm the instructions and wishes of the Student as expressed in this Authorization.

Parent/Legal Guardian Signature

Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone

Business Telephone

Cell Phone

E-mail Address

MEDICAL INFORMATION FORM

Student name: _____ Date: _____

Name of Primary Care Physician: _____

Office Address: _____

Phone number: _____ Fax number: _____

Date of Student's Last Physical Exam: _____

Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

Secondary Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Secondary Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

1. Does your child have any health conditions?

2. Is your child under any medical treatment?
(Please indicate name of treatment or medication, dosage and directions for use.)

3. Does your child have any allergies? (Please list foods, medications or other allergies.)

4. If the answer to number 3 is yes, does your child have a prescription for an EpiPen?

5. Is there any medical restriction or other reason that would cause your child to be unable to participate in any part of the Trip?

6. You are strongly encouraged to purchase travel insurance for your child to cover accident, illness and injury. Have you purchased travel insurance for your child that covers accidents, illness and injury while abroad? If so, please provide policy information below.

7. In order to participate in the Trip, you must provide us with the following:

- a. A medical certificate from the child's physician certifying that your child is physically able to travel abroad, up to date with all scheduled immunizations, and is able to participate in all aspects of the Trip with or without reasonable accommodations.
- b. The administration of medication on this Trip shall be done in accordance with the District's 5141.21 and all applicable laws. As such, if the Student is required to take any medications during the Trip, an authorized prescriber must provide a written medication order, including the recommendation for self-administration by the Student, if applicable. A parent/guardian must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.
- c. I have filled out the medical and emergency contact information section above fully, accurately and to the best of my ability and I certify that there is no medical or health condition that I have not reported herein.

Name of Parent/Guardian (Please Print)

Parent/Guardian Signature

Date

Suggested Packing List (optional)

[This packing list should be inclusive of all items recommended for participation in the Trip and should be as detailed as possible. These items may include but are not limited to the following: specific types of clothing and accessories appropriate for weather, planned activities and terrain; backpacks/small travel bags; bug spray; sunscreen; leisure items; toiletries; personal items; rain gear; footwear.]

APPENDIX A

[Insert Tour Agency Policies, if applicable]

APPENDIX B

Expectations and Code of Conduct

WESTON BOARD OF EDUCATION wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the guidelines listed below are important and are for everyone to follow. As this is a District sponsored trip, all participants are expected to conduct themselves with the maturity, respect and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All participants will be expected to follow behavior guidelines and requirements as set forth by the Weston Public Schools Student Handbook and Policy 5114-2.21.
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or school administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to the country and to their school site.

(continued on page 27)

(continued from page 26)

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

Parent's Signature: _____ **Date:** _____

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

Student's Signature: _____ **Date:** _____

APPENDIX C

Refund Policies (optional)

APPENDIX D

Health and Wellness Expectations and Protocols in Accordance to Policy 5132.2

Before the Trip:

- Students must be in good health, have no flu-like symptoms, including being fever-free for 24 hours before the departure of the trip.
- It is highly recommended that all students participating in the Trip be vaccinated. Please email the school nurse with a copy of your child's COVID-19 vaccination card, if you have not done so already.
- During the week prior to the Trip, students will be required to test for COVID-19. Additional information regarding COVID-19 testing prior to the Trip.
- Students who test positive for COVID-19 before departing for the Trip will not be permitted to participate in the Trip. For information regarding refund policies, please refer to the Agreement above and Appendix C.

Protocols for students experiencing COVID-19 symptoms during the Trip:

- If a student experiences or exhibits Flu-like or COVID-19 symptoms at any point during the Trip, the following actions will be taken:
- The student promptly will be given a COVID-19 test via self-testing with an FDA approved or authorized COVID-19 test kit ("Test Kit"), administered by the Trip nurse or other chaperone.
- If the student tests negative for COVID-19, the student may continue participating in the Trip with no change to the applicable expectations, rules, and protocols for the Trip.
- The student's parent/guardian will be promptly notified of the test result.

Protocols for students who test positive for COVID-19 via a Test Kit:

- The student will be isolated in a hotel room and will be monitored regularly by the Trip nurse and a chaperone.
- The student's parent/guardian will be notified promptly, and the parent/guardian will be required to travel to the trip site within 24 hours of receiving such notification.
- Once the student is with their parent/guardian at the Trip site, the student's participation in the Trip is terminated and the parent/guardian will be considered to have assumed full responsibility for the student's care, including, without limitation, responsibility for monitoring the student and transporting the student home. The parent/guardian is responsible for all costs incurred in connection with the student upon termination of the student's participation in the Trip, as set forth more fully in Appendix C.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

OVERNIGHT FIELD TRIP DETAILED DOCUMENTATION

Trip Destination(s): France and Spain _____

Departure Date: 4/9/2027 _____

Return Date: 4/18/2027 _____

Trip Leader(s): Mercedes Fernandes _____

Travel Agency/Trip Sponsor ("Trip Advisor") (if any): passports _____

Detailed Itinerary: see attached

[Itinerary must be as detailed as possible, preferably listed by day. This should include all scheduled locations, travel, activities, free time, etc.]

Flight Information:

[Flight information should include departure/arrival locations, times, flight numbers, and airlines.]

Hotel Information:

[Hotel information should include each hotel/motel/accommodation in which students will be staying during the trip. For each accommodation, this information should include the name, address, telephone number, website/email (if applicable), and a general description of the accommodation.]

Means of Travel:

[Include all means of travel during the Trip, including but not limited to air, bus, taxi, train, etc.]

Travel Budget:

[The travel budget must include the overall cost per student broken down by detail (accommodations, food, airfare, chaperone stipend [per WTA contract], ground transportation, supplemental activities, etc.)

**PARENT PACKET
AND
DOCUMENTATIO
N**



Weston High School

Meghan Conetta, Principal

Parthena Proskinitopoulos, Assistant Principal

Nick Torres, Assistant Principal

Mark Berkowitz, Athletic Director

Matthew Hartigan, Assistant Director of Pupil Services

Dear Parents and Guardians,

We are thrilled to share an exciting proposal for an upcoming international educational journey: the "Café Olé" Tour, scheduled for April 9 – April 18, 2027. This ten-day expedition will take Weston High School students through the cultural and historical heart of both France and Spain, covering Paris, Biarritz, San Sebastian, Burgos, Segovia, Toledo, and Madrid.

The core rationale for this trip is to provide a comprehensive, interdisciplinary living classroom that transcends regular school boundaries. This unique travel opportunity is open to all Weston High School students in grades 9 through 12, regardless of their current language enrollment. Whether your student studies French, Spanish, Latin, or is not currently enrolled in a world language, this journey serves as a powerful instrument for school-wide enrichment. It bridges academic learning with real-world experience, sparking personal growth, empathy, and a lifelong appreciation for global exploration.

This itinerary offers an unparalleled academic experience that activates the American Council on the Teaching of Foreign Languages (ACTFL) World-Readiness Standards:

- **Linguistic Immersion (Communication):** French and Spanish students will step out of the classroom into a real-world laboratory, interacting with their teachers, guides, native speakers in traditional markets, restaurants, and cultural landmarks.
- **Historical Continuity (Connections):** Latin students will see the ancient world come alive through the intentional study of Roman heritage sites, including the monumental Aqueduct of Segovia and the archaeological ruins of the Complutum Roman Forum. This thread beautifully connects Classical roots to contemporary Romance cultures.
- **Cultural & Cross-Disciplinary Growth (Cultures, Comparisons, Communities):** Students will study world history, art history, and architecture firsthand—from the masterpieces of the Louvre and the Prado Museum to a live Flamenco performance in Madrid. By observing shifts in daily life, language, and design across borders, they will develop critical thinking and cross-cultural awareness.

The total all-inclusive program cost for students is **\$5,154**. **What is Included:** transportation to and from NYC airport, chaperones (including an administrator), round-trip airfare, centrally-located 3- or 4-star hotels (triple rooming basis), private deluxe motorcoach transportation, high-speed TGV train tickets, all breakfasts and dinners, full-time services of a professional Tour Director, local expert guides, all entrance fees for scheduled excursions, and a complimentary Post-Departure Travel Protection Plan.

This is a Private Tour based on a minimum of 20 payees. This tour is private and will not be combined with other groups. If fewer than 20 participants enroll, our group may be offered the option to combine with others, to travel on an alternate or modified program, or to keep our group private with the addition of a supplement.

+\$250 to keep your tour private with 15-19 payees

+\$740 to keep your tour private with 10-14 payees

- **Payment Options:**

- *E-Z Pay Plan:* Automated monthly deductions with a final deadline of March 10, 2027.
- *Convenience Billing:* Suggested monthly statements with a final full payment deadline of December 10, 2026.

The maximum number of students that will be able to participate is 43 and, beyond this number, priority will be given to students who are currently enrolled in a World Language class at WHS and interested students will be placed on a wait list.

The deadline for participants to sign up and receive an early enrollment discount of -\$150 (already calculated in the price) is October 9th.

The deadline for WHS to cancel this trip due to lack of participation and receive a full refund is November 10th. Passports prides itself on the ability to work with groups of all sizes, even when enrollment numbers don't quite match what we were hoping for or what the tour price was based on. However, if we do not have 20 or more paying participants enrolled on our April 2027 Cafe Ole tour by November 10, 2026, and we cannot come up with an agreed-upon solution, we can cancel the tour, and everyone would receive a refund of all payments in full. **Please note that this applies only to group cancellation. Individual cancellations would be subject to the standard policy.**

INDIVIDUAL CANCELLATION POLICY

Cancel by 105 days prior to your departure date

Prior to 105 days, the cancellation fee is the non-refundable amount of \$620. Service fees, like credit card fees, are non-refundable.

Cancel between 104 days and 30 days prior to your departure date, and receive a 75% refund

You do not need to purchase insurance to have this offer extended to you. It is universal to all Passports travelers. Under this policy, you can cancel for any reason and receive a 75% refund. Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available, and deducted from your refund from Passports. Service fees (see above) and Peace of Mind fees are non-refundable.

Cancel 29 days or less

No refund

OPTIONAL PEACE OF MIND POLICIES

Passports offers two optional plans for individual cancellations that provide enhanced refunds.

Peace of Mind Plan - 75% Refund: This offers a 75% refund for cancellation for any reason between 2 - 29 days prior to departure minus the cost of the plan (\$199)* and service fees, if any.*

Ultimate Peace of Mind Plan - 100% Refund: You can cancel at any time, for any reason, and receive a 100% refund minus the cost of the plan (\$449)*.

*Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available. If a voucher is not available, the cost of the airline ticket is non-refundable. Service Fees are also nonrefundable.

To receive detailed information about the trip, please join us for an informational virtual meeting on Monday, September 28th at 7pm (link to follow). We look forward to partnering with you to provide your child with an unforgettable, global educational experience.

Warm regards,

Ms. Mercedes Fernandes

WL CIL K-12

Group Organizer

Weston High School World Languages Department

mercedesfernandes@westonps.org

WESTON PUBLIC SCHOOLS
Weston, Connecticut

A parent communication cover letter is required
(Please include with your document for parents)

In view of the Board of Education policy that field trips should be of significant educational value, the coordinator of the field trip must include a cover letter to each parent along with the required forms described below for written permission for their child to participate in a planned activity not held on the school grounds. This letter should include the following information.

- The purpose of the field trip and how it aligns to and enhances the school curriculum.
- The details of the field trip including destination, cost, departure time, return time, lunch provisions, etc.
- Any costs associated with the trip should be noted. This includes a stipulation that money may be made available from the Principal's Fund to provide for students who may be unable to afford the trip.
- The signature of the principal as well as that of the participating teacher.
- Assurance that adequate provisions have been made for chaperones to insure the safety and conduct of students.
- A contact name, email and phone number for questions and if there is an emergency during the trip.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PERMISSION FORM AND ENFORCEMENT OF SCHOOL RULES

(In accordance to Weston Public School Policies 6153, 6153a, 6153b, and 6153c)

I give permission for my son/daughter to travel as per the attached itinerary for a Weston High School Field Trip to:

France and Spain

I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to Weston High School (including suspension from school). This includes prohibiting the use of any electronic devices.

Parent/Guardian's Name

Telephone Number

Parent/Guardian's Signature

Date

To help insure an enjoyable trip for both students and chaperones, I give permission for my son's/daughter's bags to be inspected.

Parent/Guardian's Signature

Date

I, the student, understand that all school rules will be strictly enforced and any violation of those rules can result in my being sent home at my parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to Weston High School (including suspension from school).

Student's Signature

Date

WESTON PUBLIC SCHOOLS
Weston, Connecticut

**CONSENT FORM FOR DRIVERS OF STUDENTS
ON SCHOOL RELATED ACTIVITIES**

The Weston Board of Education is attempting to limit as much as possible the liability of individuals involved in transporting Weston Public School students on school related trips. This is the primary reason why the school system has strongly recommended the use of public transportation whenever and wherever possible to transport students to places of interest.

Individuals who plan to drive Weston students on school related activities should be aware that they assume responsibility and liability when they personally transport students in a private vehicle. Even though the Weston Board of Education's insurance will respond in case of an accident related to a school sponsored activity, when an individual is driving students in a private vehicle, the Board of Education's insurance will respond only after the individual's personal insurance responds. Furthermore, the Weston Board of Education's insurance will generally only respond in cases of third party loss.

- I have read the above statement concerning the responsibility assumed by individuals driving Weston Public School students on school related activities and understand the liability I am accepting in driving students on school-sponsored activities.
- I am a licensed driver in the State of Connecticut.
- I have not had an accident or received a traffic violation during the last three years.
- I currently have automobile insurance in force as prescribed by the State of Connecticut.
- **I have attached to this form a copy of my insurance card and a copy of the Connecticut driver's license.**

Signature

Date

AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement are the Student, the Student's parents or legal guardians, and **[NAME OF BOARD OF EDUCATION]** (the "District"). The Student, with the consent of the Student's parents or legal guardians ("Parents"), has chosen to participate in an off-campus, overnight travel program (the "Trip"). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this Overnight Travel Packet,
- certify that the information provided in this Overnight Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party travel agency/trip sponsor ("Trip Advisor") (as applicable).

I. Acknowledgements

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to travel abroad and is not considered part of the District's curriculum. No grade, award or academic advancement will be granted by the District as a result of a student's participation in the Trip.
- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.
- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter "Released Parties") for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

II. Acknowledgement of Risk(s)

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to his/her property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student's actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.
- Travel (particularly foreign travel) may also involve other risks, such as unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.

- The Student and the Parents have had the opportunity to read information that was provided about the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control (“CDC”) and the most recent State Department Travel Advisory, if any, for the country(ies) that the Student will visit and to review such information periodically for updates and changes, particularly related to COVID-19, prior to the Trip. For Students who will be required to take any medications during the Trip, the Student and the Parents have conferred with the appropriate District personnel about any applicable laws, rules and/or regulations regarding the possession, use and administration of medications in the particular location(s) where the Student will be traveling during the Trip, which may be different from Connecticut’s laws, rules and/or regulations regarding the possession, use and administration of medications.

PLEASE READ AND INITIAL TO CONFIRM:

I have read and/or reviewed the website for the CDC concerning health and other travel risks, cautions, and warnings, and recommendations, including any CDC Outbreak Notice/Travel Health in the areas in which the Student will be traveling, and the CDC and Connecticut Department of Public Health websites regarding COVID-19 available at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html> and <https://portal.ct.gov/DPH>, respectively.

I am responsible for consulting with a physician or appropriate specialist for advice on the risks of travel and recommendations for appropriate precautions.

I am responsible for taking the precautions recommended by the CDC.

I will continue to review the information above to obtain the most current, up-to-date travel information possible up to the departure date for the Trip.

_____Initials of Student

_____Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Trip Advisor, that describes the risks associated with the Trip. The Trip Advisor is solely responsible for describing the risks related to the services it provides. The Student’s and the Parents’ questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.
- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student’s participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.

- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student's and the Parents' approval and understanding of any and all risks involved.
- The District is not responsible for any injury, loss, or damage to the Student's person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.
- **Notice of Risks Related to COVID-19**

COVID-19 is an illness caused by a virus that can spread from person to person, primarily through respiratory droplets, even among individuals with mild (or no) symptoms or those who do not feel ill. COVID-19 symptoms can range from mild (or no) symptoms to severe illness. Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, headache, congestion or runny nose, muscle or body aches, sore throat, new loss of smell or taste, nausea or vomiting, and diarrhea. The estimated incubation period is between 2 and 14 days. Though COVID-19 is a relatively new disease, currently available information indicates that those at increased risk are older individuals or individuals of any age who smoke, are immunocompromised, or have underlying medical conditions (such as, but not limited to, cancer, chronic kidney disease, COPD, Down Syndrome, certain heart conditions, moderate to severe asthma, obesity, pregnancy, or sickle cell disease). Currently, there are authorized and recommended vaccines to prevent COVID-19, and the CDC recommends that everyone who is eligible get a booster and stay up to date on their COVID-19 vaccines, especially people with weakened immune systems.

Additional information regarding COVID-19 is available on the CDC's website at

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html> and on the Connecticut Department of Public Health's website at <https://portal.ct.gov/DPH>.

- The District cannot protect against exposure to or infection by COVID-19 that occurs due to the Student's participation in the Trip, particularly given that the Student will be traveling to another location outside of the District's control. However, by participating in the Trip, the Student and the Parents agree that the Student will abide by all health and safety protocols related to COVID-19, including those established by the District, the Trip, the Tour Company, the CDC, and other public health officials, and that they will continue to monitor information related to COVID-19 available at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html> and <https://portal.ct.gov/DPH> up to the date of departure for the Trip.

III. Assumption of Risks and Waiver of Liability/Release of All Claims

In consideration for being allowed to participate in the Trip, and with only those

exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the “Released Parties”) from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student’s participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

IV. Indemnification and Hold Harmless

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student’s involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

V. Code of Conduct and Adherence to Standards

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and any host school, company, and/or organization that may be involved regarding conduct on the Trip, including but not limited to the ***[Insert Tour Agency Policies, if applicable]***, attached as Appendix A, and may be subject to District disciplinary action as provided in the District’s Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.
- The Participant will be subject to the laws, rules and regulations of the country[ies] where the Student is traveling and those laws may be substantially and materially different from those in the United States.
- While participating in the Trip, the Student will comply with the Expectations and Code of Conduct, attached as Appendix B, and the Expectations and Protocols Related to COVID-19, attached as Appendix D, and will not engage in inappropriate conduct, including but not limited to, the use of physical or verbal threats or violence, abuse of the customs or mores of the community, or unauthorized absences from scheduled Trip activities.
- Consumption, use or possession of illegal drugs or alcohol will not be tolerated. The laws of many foreign countries state that possession or use of illegal drugs is punishable by fine, imprisonment and/or deportation.
- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations and/or the United States Government.

VI. Financial Obligations

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in the Expectations and Code of Conduct and Section VIII below; and
- to abide by the Trip Advisor's and/or the District's Refund Policies, which are attached as Appendix C.

VII. Participation and Trip Modification

The Student and the Parents understand and agree that:

- The District and/or Trip Advisor reserve the right to cancel or modify the Trip at any time for any reasons including, but not limited to, emergencies, low enrollment, change in conditions, COVID-19, and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Trip Advisor.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Conduct.

VIII. Termination of Participation

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Conduct, the Expectations and Protocols related to COVID-19, emergencies, or health or safety conditions or considerations.
- If the Student's conduct should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

IX. Activities Outside the Trip's Itinerary

The District strongly advises against voluntarily withdrawing the Student early from the

Trip and thereby causing the Student to travel separately from Trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

X. Severability

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement, which can be given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

XI. Governing Law; Venue

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that the venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

XII. Construction and Scope of Agreement

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire International Travel Packet, is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

Student signature _____ Date _____

Parent/Legal Guardian signature _____ Date _____

Parent/Legal Guardian signature _____ Date _____

Weston Public Schools

Signature _____ Date _____

Print Name _____ Title _____

STUDENT INFORMATION SHEET
Student Information and Instructions

Student's Name:
Student's Cell #:

Parent(s)/Guardian(s) and Other Contacts

Parent/Guardian 1 Name:	
Parent/Guardian 2 Name:	
E-mail address:	
Address of Parent(s)/Guardians:	
Home# /	Work# /
Cell# /	

Medical/Health/Insurance Care Information

Student's Doctor Name:	
Address:	
Office Telephone:	After Hours Number:

Health Insurance Company:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Secondary Health Insurance Company, if any:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Passport Information Form

If you have a passport, please complete this form. If you do not yet have your passport, you must complete this form as soon as you receive your passport. Make sure to attach a photocopy of the first page of your passport, showing your personal data and signature. If you have a student visa, please make a photocopy of your I-20 form as well.

Name as it appears on passport

Country of issue

Passport Number

Date of Issuance

Place of Issuance

Date of expiration

**YOU MUST ATTACH A PHOTOCOPY OF THE FIRST PAGE OF YOUR PASSPORT
SHOWING YOUR PERSONAL DATA AND SIGNATURE**

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PARENTAL MEDICAL AUTHORIZATION
(For Students Under 18)

I am the legal parent or guardian of _____ (my "child"), who was born on _____ and who is currently less than eighteen (18) years of age as of departure of the Trip. I understand that, in the United States, in the event of a medical emergency threatening my child's life or limb, no informed consent is required for my child's treatment and that emergency medical care will be obtained and rendered to my child. I further understand that if my child's medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent.

If my child needs medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if reasonable attempts to reach me for consultation and informed consent are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding the care and treatment of my child, including decisions regarding surgery, transfusions, and the administration of anesthetic, and to give informed consent to such treatment.

I also consent to, and authorize, the Trip Leader(s), or his/her designee, to arrange for and provide routine care and treatment for my child's health needs or conditions, such as basic first aid. I understand and agree that further specific consent will not be obtained prior to providing such routine treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if my child is required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if my child is required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by my child, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that my child has no past or current physical or psychological condition that might adversely affect his or her participation in these activities, other than as described on the Medical Information Form. My child is fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to himself/herself or others.

Parent/Legal Guardian Signature

Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone

Business Telephone

Cell Phone

E-mail Address

**PARENTAL AND STUDENT MEDICAL AUTHORIZATION
(For Students 18 or Older)**

I, _____ (the "Student"), was born on _____ and I am now or will be or become during the Trip at least eighteen (18) years of age. I understand that, in the United States, in the event of a medical emergency threatening my life or limb, no informed consent is required for my treatment and that emergency medical care will be obtained and rendered to me. I further understand that if my medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent or as to the age of majority.

If I need medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if I am unable to consent or give permission, I request that reasonable attempts be made to reach my parents/guardians for consultation and informed consent. If those efforts are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding my care and treatment, including decisions on surgery and the administration of anesthetic, and to give informed consent to such treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if I am required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if I am required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by me, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that I have no past or current physical or psychological condition that might adversely affect my participation in these activities, other than as described on the Medical Information Form. I am fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to myself or others.

I acknowledge that this document may not comply with the laws of the state where it was signed to constitute a power of attorney for health care, but I nevertheless wish it to provide guidance to health care providers as to who may give substituted consent on my behalf if I cannot speak for myself or make an informed decision.

Student Signature

Date

Printed Name of Student

Place of Execution

I am the parent or legal guardian of the above named Student and, to the extent required,

confirm the instructions and wishes of the Student as expressed in this Authorization.

Parent/Legal Guardian Signature

Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone

Business Telephone

Cell Phone

E-mail Address

MEDICAL INFORMATION FORM

Student name: _____ Date: _____

Name of Primary Care Physician: _____

Office Address: _____

Phone number: _____ Fax number: _____

Date of Student's Last Physical Exam: _____

Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

Secondary Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Secondary Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

1. Does your child have any health conditions?

2. Is your child under any medical treatment?
(Please indicate name of treatment or medication, dosage and directions for use.)

3. Does your child have any allergies? (Please list foods, medications or other allergies.)

4. If the answer to number 3 is yes, does your child have a prescription for an EpiPen?

5. Is there any medical restriction or other reason that would cause your child to be unable to participate in any part of the Trip?

6. You are strongly encouraged to purchase travel insurance for your child to cover accident, illness and injury. Have you purchased travel insurance for your child that covers accidents, illness and injury while abroad? If so, please provide policy information below.

7. In order to participate in the Trip, you must provide us with the following:

- a. A medical certificate from the child's physician certifying that your child is physically able to travel abroad, up to date with all scheduled immunizations, and is able to participate in all aspects of the Trip with or without reasonable accommodations.
- b. The administration of medication on this Trip shall be done in accordance with the District's 5141.21 and all applicable laws. As such, if the Student is required to take any medications during the Trip, an authorized prescriber must provide a written medication order, including the recommendation for self-administration by the Student, if applicable. A parent/guardian must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.
- c. I have filled out the medical and emergency contact information section above fully, accurately and to the best of my ability and I certify that there is no medical or health condition that I have not reported herein.

Name of Parent/Guardian (Please Print)

Parent/Guardian Signature

Date

Suggested Packing List (optional)

[This packing list should be inclusive of all items recommended for participation in the Trip and should be as detailed as possible. These items may include but are not limited to the following: specific types of clothing and accessories appropriate for weather, planned activities and terrain; backpacks/small travel bags; bug spray; sunscreen; leisure items; toiletries; personal items; rain gear; footwear.]

APPENDIX A

[Insert Tour Agency Policies, if applicable]

APPENDIX B

Expectations and Code of Conduct

WESTON BOARD OF EDUCATION wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the guidelines listed below are important and are for everyone to follow. As this is a District sponsored trip, all participants are expected to conduct themselves with the maturity, respect and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All participants will be expected to follow behavior guidelines and requirements as set forth by the Weston Public Schools Student Handbook and Policy 5114-2.21.
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or school administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to the country and to their school site.

(continued on page 27)

(continued from page 26)

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

Parent's Signature: _____ **Date:** _____

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

Student's Signature: _____ **Date:** _____

APPENDIX C

Refund Policies (optional)

APPENDIX D

Health and Wellness Expectations and Protocols in Accordance to Policy

5132.2 Before the Trip:

- Students must be in good health, have no flu-like symptoms, including being fever-free for 24 hours before the departure of the trip.
- It is highly recommended that all students participating in the Trip be vaccinated. Please email the school nurse with a copy of your child's COVID-19 vaccination card, if you have not done so already.
- During the week prior to the Trip, students will be required to test for COVID-19. Additional information regarding COVID-19 testing prior to the Trip.
- Students who test positive for COVID-19 before departing for the Trip will not be permitted to participate in the Trip. For information regarding refund policies, please refer to the Agreement above and Appendix C.

Protocols for students experiencing COVID-19 symptoms during the Trip:

- If a student experiences or exhibits Flu-like or COVID-19 symptoms at any point during the Trip, the following actions will be taken:
- The student promptly will be given a COVID-19 test via self-testing with an FDA approved or authorized COVID-19 test kit ("Test Kit"), administered by the Trip nurse or other chaperone.
- If the student tests negative for COVID-19, the student may continue participating in the Trip with no change to the applicable expectations, rules, and protocols for the Trip.
- The student's parent/guardian will be promptly notified of the test result.

Protocols for students who test positive for COVID-19 via a Test Kit:

- The student will be isolated in a hotel room and will be monitored regularly by the Trip nurse and a chaperone.
- The student's parent/guardian will be notified promptly, and the parent/guardian will be required to travel to the trip site within 24 hours of receiving such notification.
- Once the student is with their parent/guardian at the Trip site, the student's participation in the Trip is terminated and the parent/guardian will be considered to have assumed full responsibility for the student's care, including, without limitation, responsibility for monitoring the student and transporting the student home. The parent/guardian is responsible for all costs incurred in connection with the student upon termination of the student's participation in the Trip, as set forth more fully in Appendix C.

Tour Overview

Group Organizer Ms. Mercedes Fernandes	Tour Name Café Olé
Departure Date 4/9/2027	Return Date 4/18/2027
Departure City New York City, NY	Free Spot Ratio 1 free spot for every 6 payees

Price Breakdown

\$4572
\$653 / month

Program Cost	\$4922 -\$200 Welcome Scholarship -\$150 Early Enrollment Discount until October 9, 2026
Total Cost	\$4572
E-Z Monthly Payments	\$653

What You Get



Accommodations

Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Optional double rooms: \$400 per person. Group leader single room included.



Transportation

Round-trip airfare on scheduled airline. Deluxe touring motorcoach. Driver tip is included in the Program Cost. Unlimited public transportation.



Meals

All breakfasts. All dinners.



Tour Director

Services of a specially-trained **passports** Tour Director throughout. Tipping is included in the Program Cost.



Travel Protection

passports provides a complimentary Post-Departure Travel Protection Plan that includes coverage for Trip Interruption, Trip Delay, Medical Expenses, and more.

Optional Add-ons

- \$105 Capitaine Fracasse dinner cruise
- \$400 Include double rooms for your entire group

Private Tour

This is a Private Tour Based on 20+ Payees

This tour is private and will not be combined with other groups. If you have fewer than 20 participants enroll, your group may be offered the option to combine with others, to travel on an alternate or modified program, or to keep your group private with the addition of a supplement.

+\$250 to keep your tour private with 15-19 payees

+\$740 to keep your tour private with 10-14 payees

The Fine Print

Final Payment Deadline

Program cost is valid for those who pay in full before the Final Payment Deadline. Final payment is due 12/10/2026 or, with E-Z Pay, 3/10/2027.

Double Rooms and Adults

Adults 24 years or older are automatically charged for double rooms. With doubles, total price is \$4,972.

EASY ENROLLMENT



Online Application

To enroll online, participants can visit **passports.com** and enter your group's Tour ID: **MFERNANDES2027-2**



Paper Application

To enroll with a paper application, participants can fill out the application and mail it along with the initial deposit to the **passports** office:

51 Union Street, Suite 106, Worcester, MA 01608

MAKING PAYMENTS



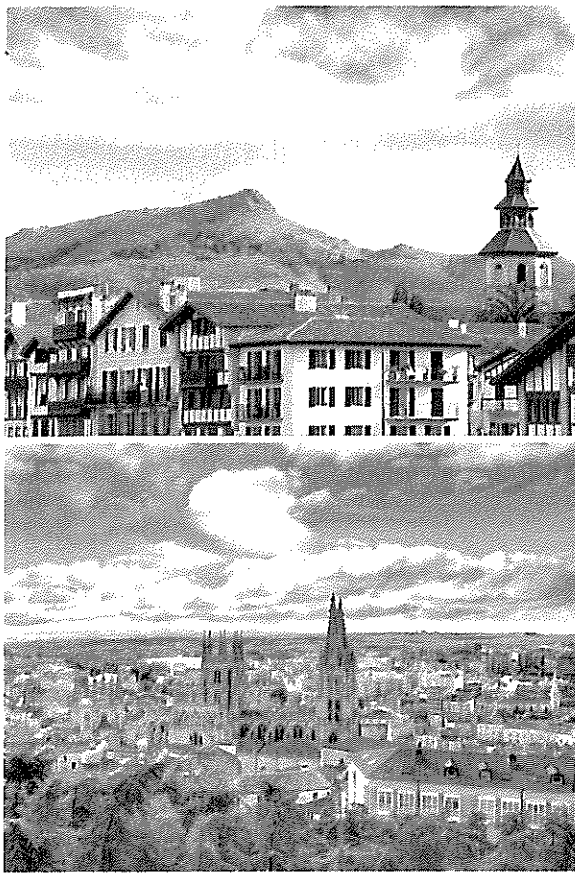
E-Z Pay Plan

Participants enrolled on E-Z Pay will have monthly payments automatically deducted from their checking accounts on a specified date. The final payment deadline is 30 days prior to departure, 3/10/2027.



Convenience Billing Plan

Participants not enrolled on E-Z Pay will be sent a suggested monthly payment statement each month, equal to the remaining balance divided by the number of months until the final payment deadline. Participants can pay when they choose, as long as they are paid in full by the final payment deadline. The final payment deadline is 120 days prior to departure, 12/10/2026.



Café Olé

Group Organizer: Ms. Mercedes Fernandes

Tour Includes

Departure Date

April 9, 2027

Overnights

Paris 3 • Biarritz 1 • Burgos 1 • Madrid 3

Accommodations

Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: \$400 per person.

Transportation

Round-trip transportation on scheduled airline. Deluxe touring motorcoach. Unlimited public transportation.

Meals

All breakfasts. All dinners.

Tour Director

Services of a specially-trained **passports** Tour Director throughout. Tipping is included in the Program Cost. Whisper headsets included.

Travel Protection

passports provides a complimentary Post-Departure Travel Protection Plan that includes coverage for Trip Interruption, Trip Delay, Medical Expenses, and more.

Investment

\$4572

Program Cost \$4722

-\$150 Early Enrollment Discount

Total \$4572

Early Enrollment Discount expires October 9, 2026. Final payment is due 12/10/2026 or, with E-Z Pay, 3/10/2027. Tour cost is based on a minimum group size of 20 participants. Departure from New York City, NY. Adults 24 years or older are automatically charged for double rooms. With doubles, total price is \$4,972.

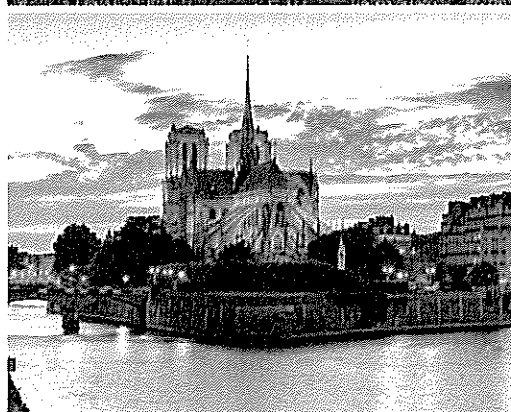
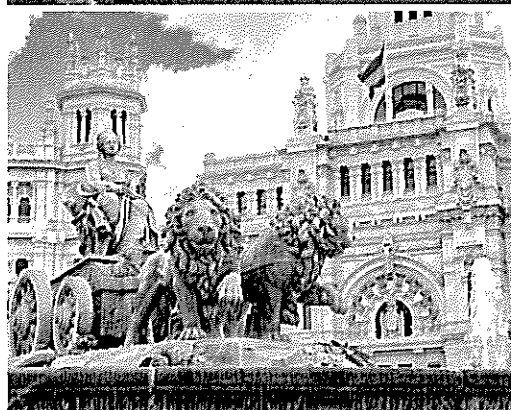
For More Information

1 Visit our website
passports.com

2 Enter Tour ID
MFERNANDES2027-2

Café Olé

Departs: April 9, 2027



Days 1-2: Arrival Paris

Arrival Paris: Arrival transfer

Day 3: Paris

Paris City Sightseeing, Excursion to the Palace of Versailles, RER train to Paris: Paris City Sightseeing, Palace of Versailles State Apartments and Hall of Mirrors, Versailles Palace Gardens

Visit Notre-Dame Cathedral

Day 4: Paris

Visit to the Louvre Museum

Ascent to the second level of the Eiffel Tower

Optional Capitaine Fracasse dinner cruise

Seine River cruise

Day 5: Paris - Biarritz

Train to Biarritz: Departure transfer, TGV

Train Paris-Biarritz, Arrival transfer

Tour director-led walking tour in Biarritz

Day 6: Biarritz - Burgos

Travel to Burgos via San Sebastian: San Sebastian's Old Town Walking Tour

Day 7: Burgos - Madrid

Travel to Madrid via Segovia: Segovia Walking Tour, Visit to Segovia's Alcázar

Day 8: Madrid

Half-day city sightseeing: Guide, Prado headset, Prado Museum

Excursion to Toledo: Toledo Guided Walking Tour, Visit to Toledo Cathedral, Santo Tomé Church, Visit to a historic synagogue

Day 9: Madrid

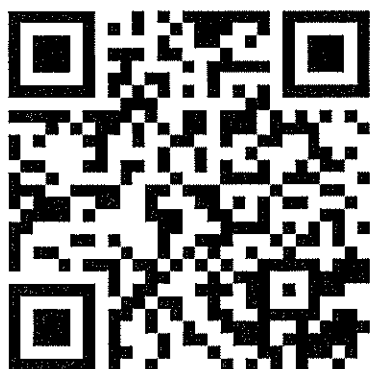
Excursion to Complutum (Alcalá de Henares): Complutum Roman Forum and House of Hippolytus, Guide

Flamenco Show

Day 10: Departure

Depart Madrid: Departure transfer

To enroll or view full text itinerary, point your camera here:



Detailed Itinerary

Friday 4/9 - Saturday 4/10

Arrival Paris

Arrival Paris: Arrival transfer

Dinner

Overnight

Meals included: Dinner

Overnight: Paris

Sunday 4/11

Paris

Paris City Sightseeing, Excursion to the Palace of Versailles, RER train to Paris: Paris City Sightseeing, Palace of Versailles State Apartments and Hall of Mirrors, Versailles Palace Gardens

Visit Notre-Dame Cathedral

Dinner

Overnight

Meals included: Breakfast, Dinner

Overnight: Paris

Days 1-2: Arrival

Weeks, or even months of preparation come to fruition at last as you board your airplane bound for Europe and the glittering jewel at her heart, Paris. *Bienvenue!*

Settle into your hotel, then have a look at one of the world's most beautiful capital cities.

Time permitting, you may want to head to Montmartre, Paris' highest hill and its most celebrated bohemian district. Artists still flock to the charming *Place du Tertre*, as they did when Toulouse-Lautrec painted the French Cancan dancers at the famous *Moulin Rouge* cabaret. Visitors enjoy panoramic views of the city as they make their way to the *Sacré-Coeur*, the white-domed basilica that anchors the Parisian skyline.

Day 3: Paris City Sightseeing, Excursion to Versailles, RER train to Paris, Notre-Dame

Set out on a coach tour of the city in the company of a local guide. On the Right Bank of the River Seine, see Napoléon's *Arc de Triomphe*, the *Champs-Élysées*, the *Place de la Concorde*, and the exuberant *Opéra Garnier*. On the Left Bank, discover the Eiffel Tower, the Invalides, the Latin Quarter and *Saint-Germain-des-Prés*.

Visit to the State Apartments and the Hall of Mirrors at the Palace of Versailles
Enjoy a bit of relevant French history today at the palace where the Sun King, Madame de Pompadour and Queen Marie-Antoinette all come to life. In this ultimate example of Baroque architecture, you will marvel at the lavish decoration, abundant gilding and exuberant ornamentation, particularly in the Royal Apartments of Louis XIV and in the Hall of Mirrors. Imagine the sense of self-importance that must have inflated the ego of these kings and queens.

The main gardens, designed by the famous landscape architect André Le Nôtre, are an integral part of the palace's overall design, showcasing a harmonious blend of French formal gardens and Italian Renaissance influences. Covering approximately 800 hectares, the gardens boast intricate geometric patterns, magnificent fountains, and extensive parterres, all aligned with the palace's central axis, creating an awe-inspiring vista.

A walk through the main gardens of Versailles offers visitors a chance to witness the spectacular fountains, such as the grand Fountain of Apollo, which represents the Sun King himself riding a chariot drawn by four horses. Visitors can also explore the perfectly manicured lawns, the grand canal, and the numerous statues and sculptures that adorn the garden. The intricate groves, such as the enchanting Bosquet de la Salle de Bal, provide a sense of intimacy and a place for quiet contemplation amidst the grandiosity of the estate. A visit to Versailles' main gardens is a journey through history, offering a glimpse into the lavish lifestyle of the French royalty.

Return to Paris using the efficient RER transit system.

Visit Notre-Dame Cathedral

Visit *Notre-Dame de Paris*, gutted by the fire of April 15, 2019, but still standing, solemn and magnificent with its iconic towers miraculously preserved from destruction.

Begun in 1163 and completed in 1272, this cathedral has presided over centuries of glorious and somber French history, including its desecration during the French Revolution. In 1831, Victor Hugo launched a campaign of restoration with a novel he titled *Notre Dame de Paris*. Because he saw the cathedral as the main character, he strongly objected to the title of the English edition: *The Hunchback of Notre Dame*.

Monday 4/12

Paris

Visit to the Louvre Museum

Ascent to the second level of the Eiffel Tower

Optional Capitaine Fracasse dinner cruise

Dinner

Seine River cruise

Overnight

Meals included: Breakfast, Dinner

Optional: Capitaine Fracasse dinner cruise

Overnight: Paris

Tuesday 4/13

Paris - Biarritz

Train to Biarritz; Departure transfer, TGV

Train Paris-Biarritz, Arrival transfer

Tour director-led walking tour in Biarritz

Dinner

Overnight

Meals included: Breakfast, Dinner

Overnight: Biarritz

Day 4: Louvre Museum, Paris, Eiffel Tower, Optional Capitaine Fracasse Dinner Cruise, Seine River Cruise

Enter the *Musée du Louvre* and walk along grand galleries filled with treasures. See Leonardo da Vinci's *Mona Lisa*, the *Vénus de Milo* sculpted between 130 and 100 BC, the 19th century painting depicting *The Coronation of Napoléon* among many other masterpieces.

Free time in Paris

The afternoon is unscheduled.

You may wish to visit the *Musée de la Parfumerie Fragonard* housed in the *Théâtre des Capucines*, a theater built in 1900 that was transformed into a museum in 1993. Its collections illustrate the history and manufacture of perfume. A mini-factory with a 19th-century copper distilling apparatus demonstrates the extraction of essences. Visitors also learn all about the esoteric artistry of the "Noses."

For a change of pace, go have a look at 21st-century Paris at the *Quartier de la Défense*, on the outskirts of the city. Admire *la Grande Arche*, a feat of modern architecture with its hollow cube large enough to contain *Notre-Dame*. See how it is situated in near-perfect alignment with the *Arc de Triomphe*, the *Place de la Concorde* and the *Louvre* (you may want to take the elevator to the top for a better perspective). Check out *Les Quatre Temps*, a huge shopping center located nearby.

Ascent to the second level of the Eiffel Tower

Take an elevator to the *deuxième étage* of the most famous cast iron structure ever built, *la Tour Eiffel*, for an unforgettable panorama of Paris.

Optional Capitaine Fracasse dinner cruise

This evening, dine in style and see illuminations transform Paris into a wonderland like no other as the *Capitaine Fracasse* cruise ship takes you along the River Seine.

Seine River cruise

See Paris transformed into a wonderland like no other during a cruise along the River Seine.

Day 5: Train to Biarritz, Biarritz Walking Tour

Hop on to the fastest train in the world, the *Train à Grande Vitesse*. Speed south to the seaside resort of Biarritz, located on the beautiful *Côte d'Argent*.

Tour director-led walking tour in Biarritz

Set out to explore a seaside resort famous for having one of the longest sandy beaches in Europe, known as "the Beach of Queens and the Queen of Beaches" ever since Empress Eugénie of France and Queen Victoria vacationed there in the 19th century. Nowadays, Biarritz is popular with surfers from all over the world, earning another nickname: the California of France.

Wednesday 4/14

Biarritz - Burgos

Travel to Burgos via San Sebastian: San Sebastian's Old Town Walking Tour

Dinner

Overnight

Meals included: Breakfast, Dinner

Overnight: Burgos

Thursday 4/15

Burgos - Madrid

Travel to Madrid via Segovia: Segovia Walking Tour, Visit to Segovia's Alcázar

Dinner

Overnight

Meals included: Breakfast, Dinner

Overnight: Madrid

Day 6: San Sebastian, Burgos, Burgos

Travel to Burgos via San Sebastian

Travel to San Sebastian

Travel to the most Basque of all Basque cities, Donostia (San Sebastian). Sandy beaches and a fine culinary tradition uphold the city's reputation as a major resort. It also has its place in American history: from the nearby port of Pasajes, the French officer Lafayette sailed to America to fight alongside the Americans against the British Crown.

Tour director-led Old Town Walking Tour in San Sebastian

Your tour director will show you the sights, in particular *Plaza de la Constitución* with City Hall, the *Iglesia de san Vicente* (the city's oldest church), and the Baroque *Basílica de Santa María del Coro*.

In the Basque region, one must sample the typically Basque *pintxos* which, like Spain's better known *tapas*, are snack-like morsels of all kinds, all absolutely delicious!

Travel to Burgos

Travel across the Castilian countryside to Burgos, long prominent among Spanish cities.

Free time in Burgos

The remainder of the day is free to plan as you wish.

You may wish to visit the magnificent Gothic cathedral Santa María, which is the third-largest in Spain. It once was an important pilgrims' station on the traditional Way of St. James, the path followed through the centuries by pilgrims converging from all over Europe to Santiago de Compostela. El Cid, the 11th-century warrior who became a legend, is buried in the cathedral.

Day 7: Segovia, Madrid

Travel to Madrid via Segovia

Travel to the beautiful city of Segovia, where Isabella, Christopher Columbus' sponsor, was proclaimed Queen of Castile. Segovia is said to resemble a "living museum," replete with ancient houses, splendid courtyards, a well-preserved Roman aqueduct and an imposing cathedral crowned by crenellated towers.

Tour director-led walking tour in Segovia

On a walking tour led by your tour director, you will see why Segovia is said to resemble a "living museum," replete with ancient houses, splendid courtyards, a well-preserved Roman aqueduct and an imposing cathedral crowned by crenellated towers.

Visit to Segovia's Alcázar

Visit the most-photographed of all the Spanish castles, *El Alcázar de Segovia*. With its perfectly-proportioned features, it has become a symbol of Spain's medieval heritage.

Travel to Madrid

Travel over the *sierras* to Madrid.

Get settled in your *madrileño* hotel and explore your surroundings.

Friday 4/16

Madrid

Half-day city sightseeing: Guide, Prado headset, Prado Museum

Excursion to Toledo: Toledo Guided Walking Tour, Visit to Toledo Cathedral, Santo Tomé Church, Visit to a historic synagogue

Dinner

Overnight

Meals included: Breakfast, Dinner

Overnight: Madrid

Saturday 4/17

Madrid

Excursion to Complutum (Alcalá de Henares): Complutum Roman Forum and House of Hippolytus, Guide

Flamenco Show

Dinner

Overnight

Meals included: Breakfast, Dinner

Overnight: Madrid

Day 8: Madrid City Sightseeing, Excursion to Toledo

On a tour of the city, you will be introduced to the sights and the city grand squares: *Plaza Mayor*, *Puerta del Sol*, *Plaza de España* with the Cervantes Monument, *Gran Vía*, *Calle Alcalá*, *Plaza de Colón*, and *Plaza de Cibeles* with its fountains.

Guide

A half-day local guide, well-educated and specially-trained on the history and culture of Madrid and its surroundings, will accompany your group.

Prado headset

Visit to the Prado Museum

View world-famous paintings by El Greco, Goya, and Velázquez, and much, much more, at the magnificent *Museo del Prado*.

Excursion to Toledo

Guided walking tour in Toledo

Your guided walking tour starts at the main square, *Plaza de Zocodover*.

Toledo is surrounded on three sides by the Río Tajo, which has cut a deep gorge out of the encircling mountains. Christianity, Judaism and Islam coexist on the tiny streets of this ancient city, which was once the capital of Spain. Indeed, the entire panorama of Spanish history is embodied in its churches, synagogues, Moorish mosques and fortifications.

Visit to Toledo Cathedral

Visit one of the most impressive Spanish cathedrals, completed in 1492, after nearly 300 years. Its treasury contains an impressive display of gold and silver vessels and alabaster sculpture.

Visit to the Church of Santo Tomé (El Greco's painting)

Visit the Church of St. Thomas to view El Greco's *Burial of the Count of Orgaz*, a fresco commissioned in honor of a Spanish nobleman who was known for his generosity and charitable deeds.

Visit to a historic synagogue

Enjoy a visit to one of the city's two remaining medieval synagogues.

Day 9: Complutum (Alcalá de Henares), Madrid, Flamenco Show

Excursion to Complutum (Alcalá de Henares)

Travel to Alcala de Henares

Travel to the university town of Alcala de Henares, located in the suburbs of Madrid.

Complutum Roman Forum and House of Hippolytus

Explore the archaeological remains of Complutum, the Roman predecessor of modern Alcalá de Henares. This open-air site features the layout of a Roman town with streets, houses, mosaics, and public buildings including the forum. Key highlights include the House of Hippolytus with its well-preserved fish mosaic. The visit offers insight into daily life in Roman Hispania.

Guide

A half-day local guide, well-educated and specially-trained on the history and culture of Madrid and its surroundings, will accompany your group.

Free time in Madrid

Enjoy some free time in Madrid today.

Retiro Park

Why not stroll through Retiro Park. Once royalty's playground, *El Parque del Retiro* now opens its gardens and recreational areas to the public. You may be tempted by a row boat ride on the lake (you row!), or by a solar boat ride (you relax!).

Flamenco Show

Enjoy an evening of traditional entertainment, *flamenco*! The poet Federico Garcia Lorca called it "the most gigantic creation of the Spanish people." You will long remember the complex and insistent rhythms, the castanets, guitars, and clacking heels as the highlight of your trip to Spain.

Day 10: Departure

¡Adios España! Madrid's airport recedes and you're 500 miles closer to home with each hour in the air. Race the sun westward, arriving home later today, eager to share your experiences with family and friends.

Sunday 4/18

Departure

Depart Madrid: Departure transfer

Meals Included: Breakfast

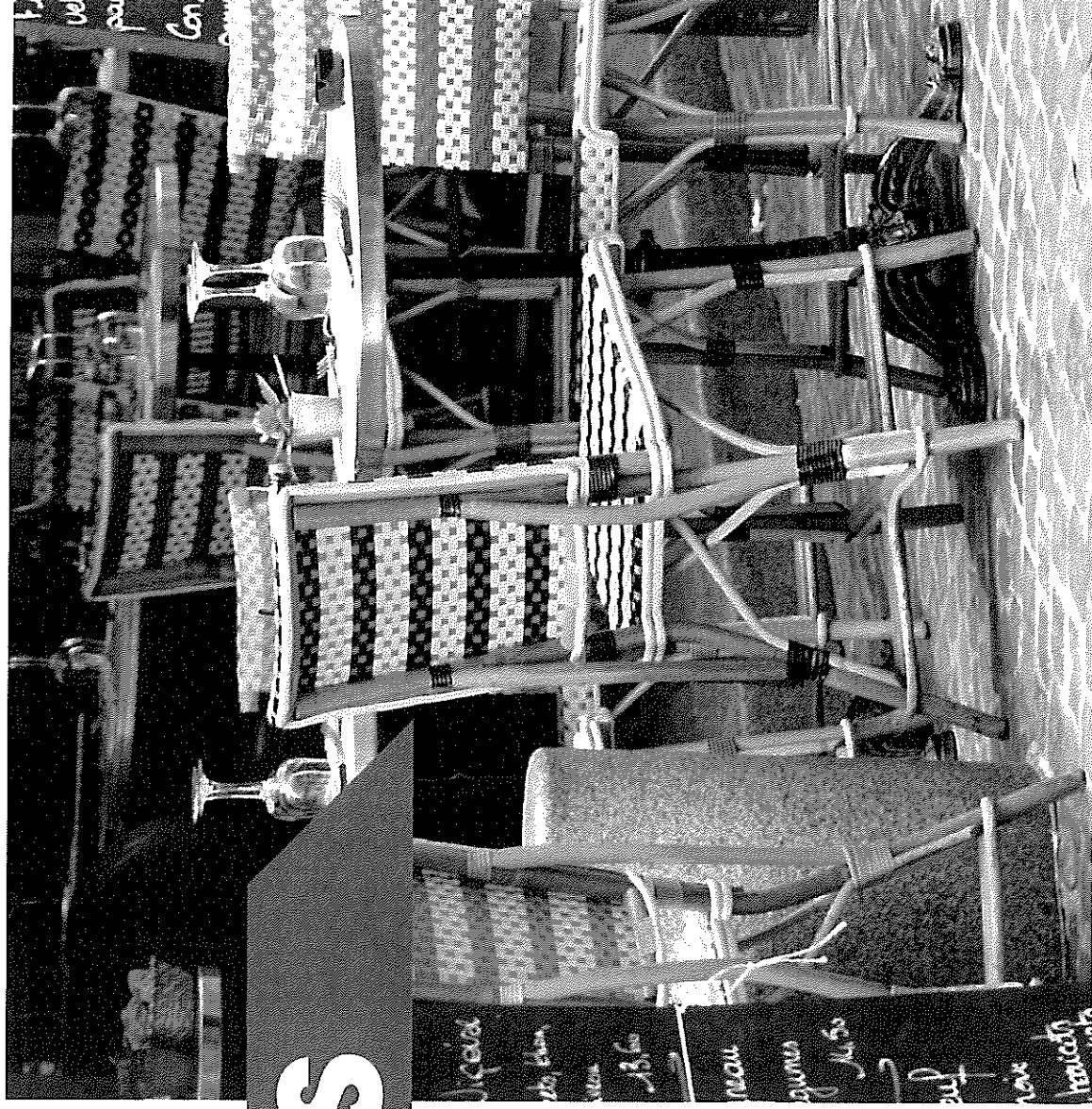
Cost Breakdown

Itinerary	Café Olé
Departing	April 9, 2027
Departure City	New York City, NY
Rooming	Triples
Program Cost	\$4,722
	-\$150 Early Enrollment Discount for enrollments before 10/9/2026
Total Cost	\$4,572
Monthly Payment	\$653 with \$0 deposit
Standard Final Payment Deadline	12/10/2026
E-Z Pay Final Payment Deadline	03/10/2027
Available Add-ons not included in price	Capitaine Fracasse dinner cruise: \$105 Double rooms: \$400 per person - 8 @ \$50 per night (mandatory for adults 24 years and older)

APRIL 9 -
APRIL 18, 2027

passports

CAFÉ OLÉ



MEETING AGENDA

- Why **passports**?
- Educational Objectives
- Our Route
- Our Itinerary
- What's Included?
- What Am I Responsible For?
- Cost Breakdown
- How Do I Enroll?
- Deposit Methods
- Payment Methods
- Travel Protection



WHY PASSPORTS?

EXPERIENCE

Founded by Dr. Gil Markle, known to many as the father of the educational travel industry, **passports** has been a prominent, respected company in the industry since 1992.

SAFETY

The safety and security of travelers is **passports'** #1 priority. All programs include high-quality flights, meals and accommodations. All firms providing transportation and accommodations have been reliably working with **passports** for decades.

PEACE OF MIND

A bilingual, full-time passports Tour Director on tour. A 1:6 chaperone-to-student ratio. Complimentary overseas medical coverage. Support of a 24-7 Operations Hotline. Top-notch customer service at 1-800-332-7277.



EDUCATIONAL OBJECTIVES

Align on-tour services with school curriculum and
passports lesson plans.

Acquire global skills and perspectives needed to work in an
interconnected and diverse world.

Gain confidence in new and different cultural and social
settings.

Promote global awareness, language learning and respect
for other cultures.

OUR ITINERARY

Days 1-2: Arrival Paris

Arrival Paris: Arrival transfer

Day 3: Paris

Paris City Sightseeing, Excursion to the Palace of Versailles, RER train to Paris: Paris City Sightseeing, Palace of Versailles State Apartments and Hall of Mirrors, Versailles Palace Gardens
Visit Notre-Dame Cathedral

Day 4: Paris

Visit to the Louvre Museum

Ascent to the second level of the Eiffel Tower

Optional Capitaine Fracasse dinner cruise

Seine River cruise

Day 5: Paris - Biarritz

Train to Biarritz: Departure transfer, TGV Train Paris-Biarritz, Arrival transfer

Tour director-led walking tour in Biarritz

OUR ITINERARY

Day 6: Biarritz - Burgos

Travel to Burgos via San Sebastian: San Sebastian's Old Town Walking Tour

Day 7: Burgos - Madrid

Travel to Madrid via Segovia: Segovia Walking Tour, Visit to Segovia's Alcázar

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Day 9: Madrid

Excursion to Complutum (Alcalá de Henares): Complutum Roman Forum and House of Hippolytus, Guide
Flamenco Show

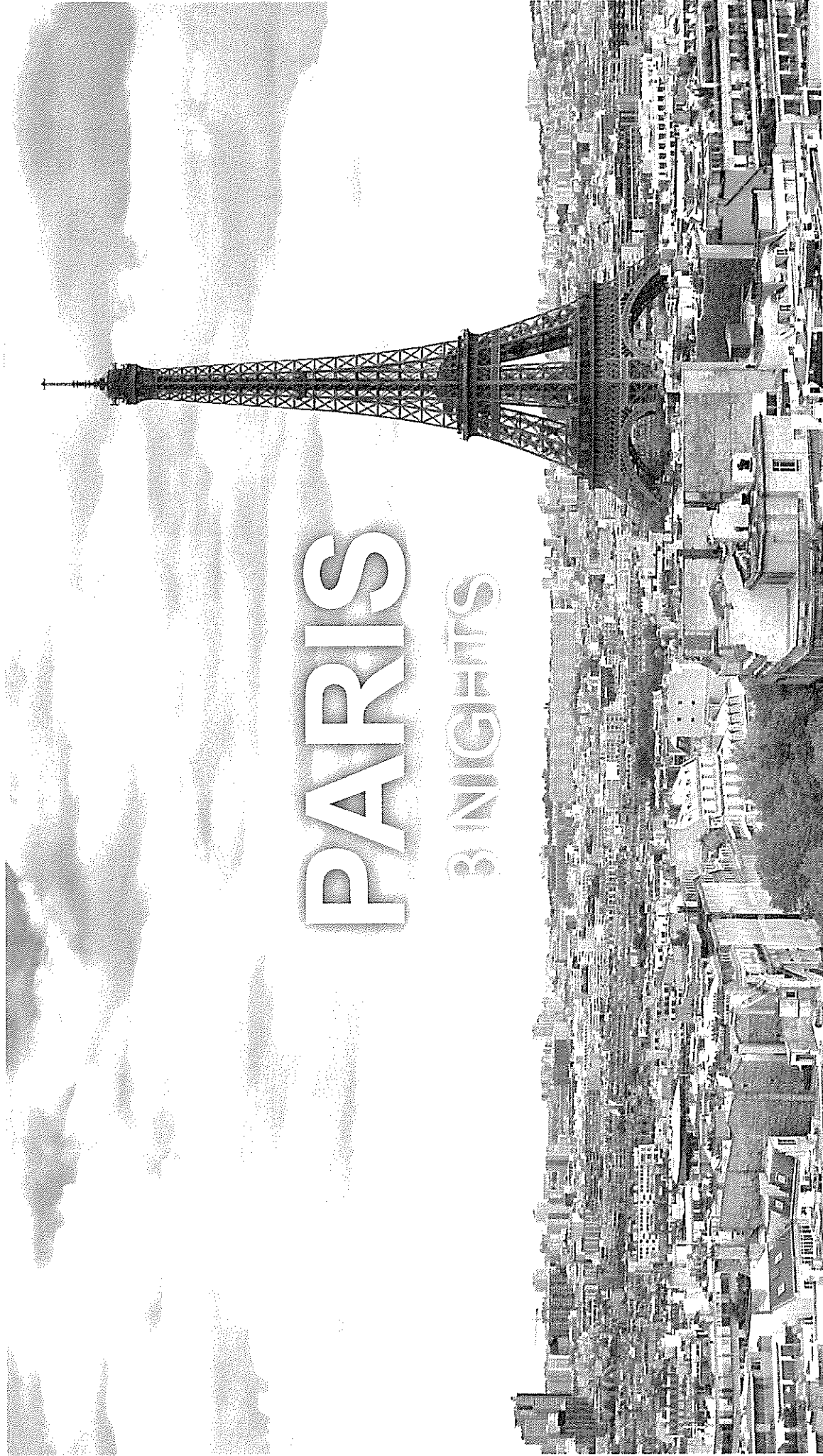
OUR ITINERARY

Day 10: Departure

Depart Madrid: Departure transfer

PARIS

3 NIGHTS



TYPICAL HOTELS IN PARIS

Holiday Inn Express Canal de la Villette

68 Quai de la Seine, Paris 75019

Hotel Magenta 38

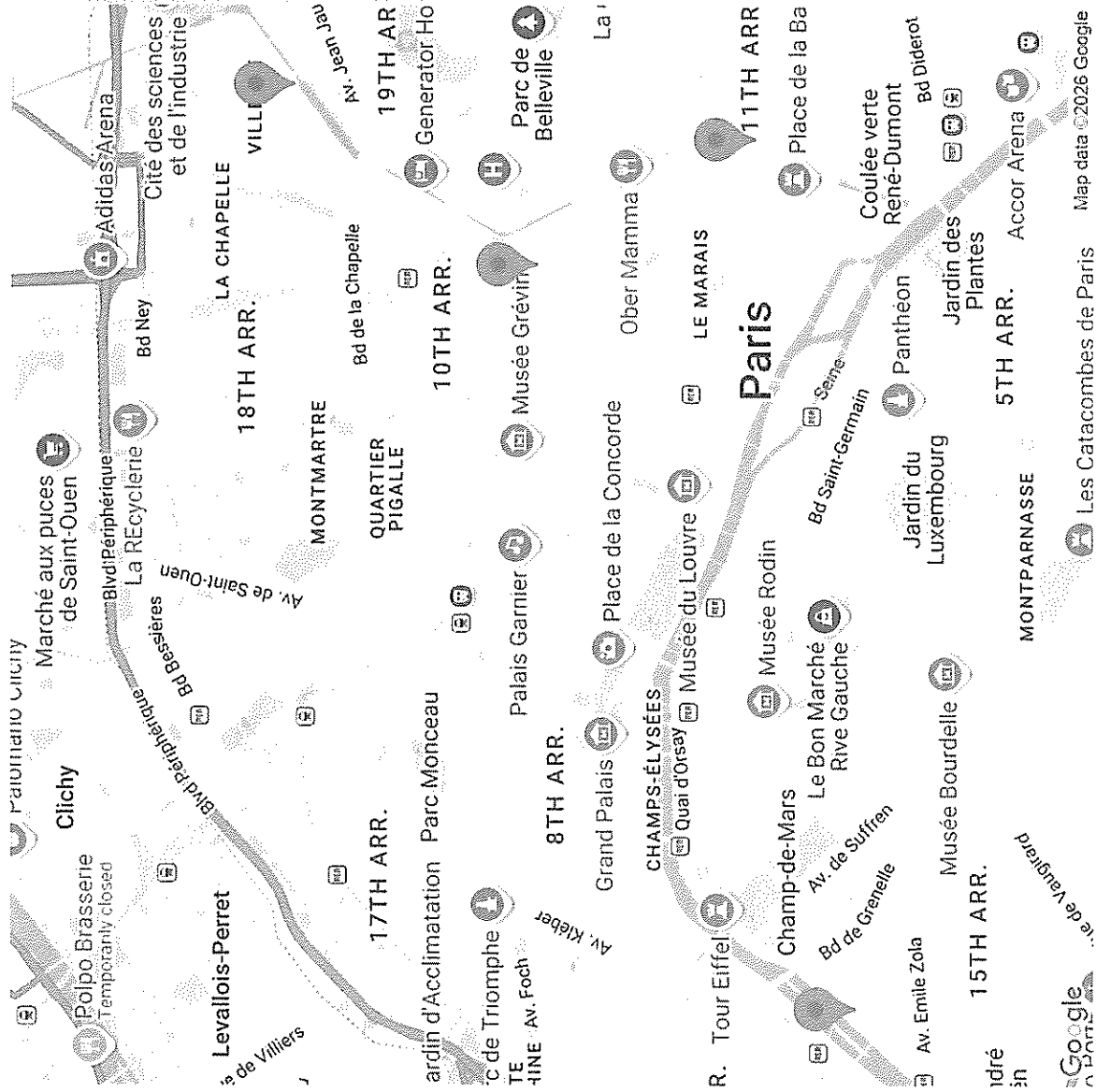
38, Boulevard de Magenta, Paris 75010

Ibis Paris Bastille Opera

15 Rue Breguet, Paris 75011

Yooma Urban Lodge

51 quai de Grenelle, Paris 75015



BIARRITZ

1 NIGHT



TYPICAL HOTELS IN BIARRITZ

Hôtel Akena Biarritz

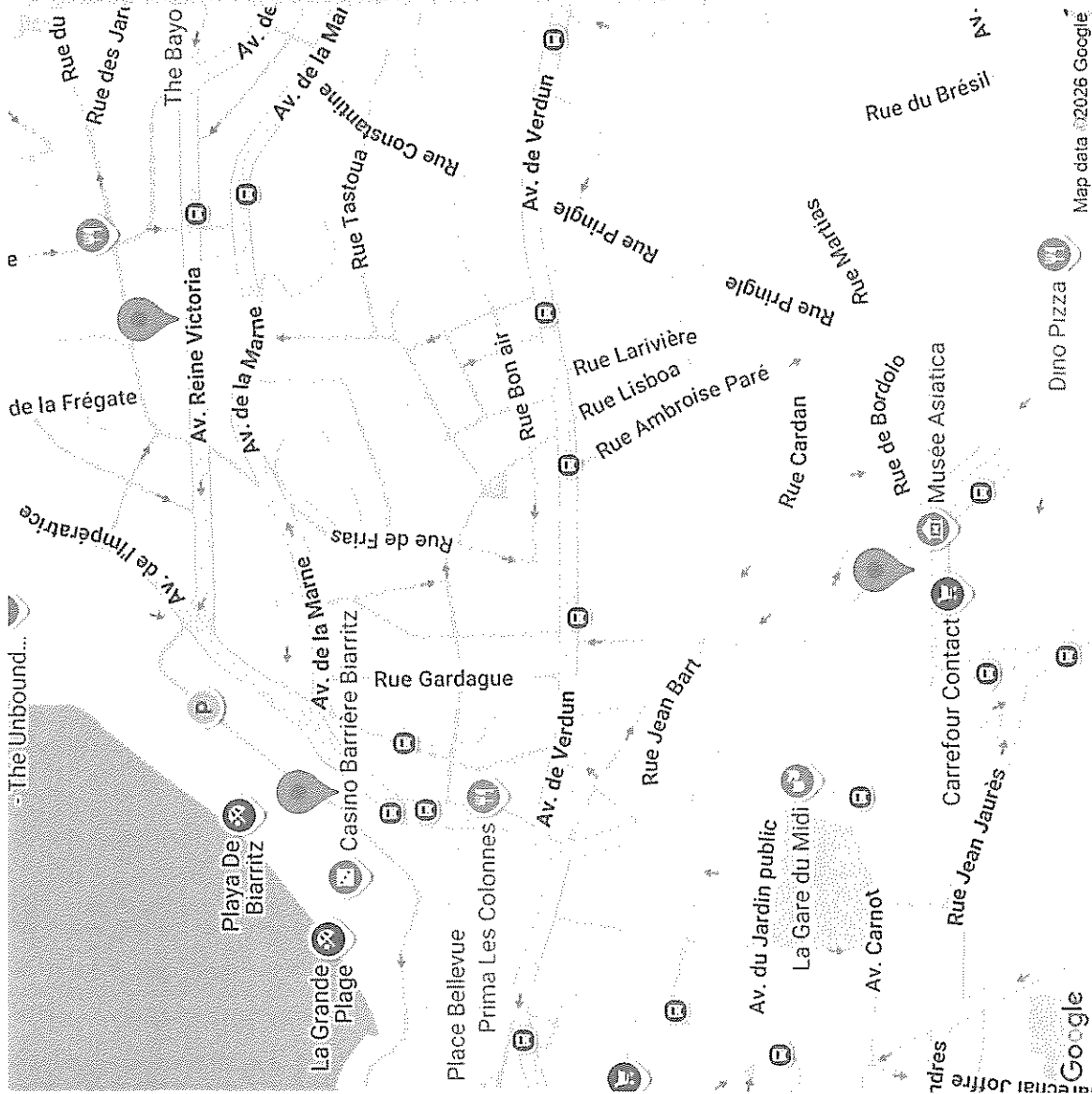
19 Avenue de la Reine Victoria, Biarritz 64200

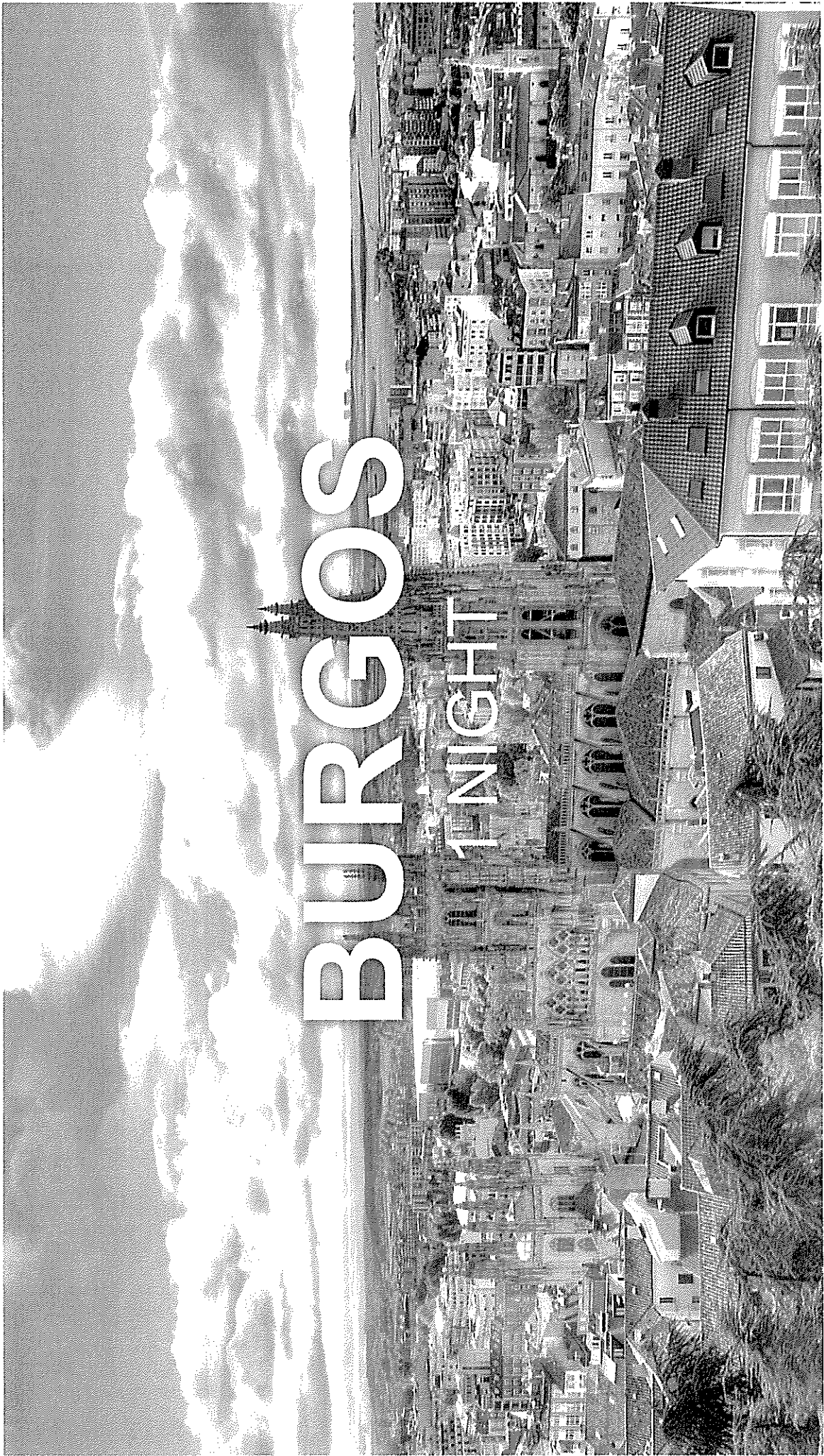
Hotel Littéraire Jules Verne

2, Rue Guy Petit, Biarritz 64200

Windsor Hotel

11 Avenue Edouard VII, Biarritz 64200





BURGOS

1 NIGHT

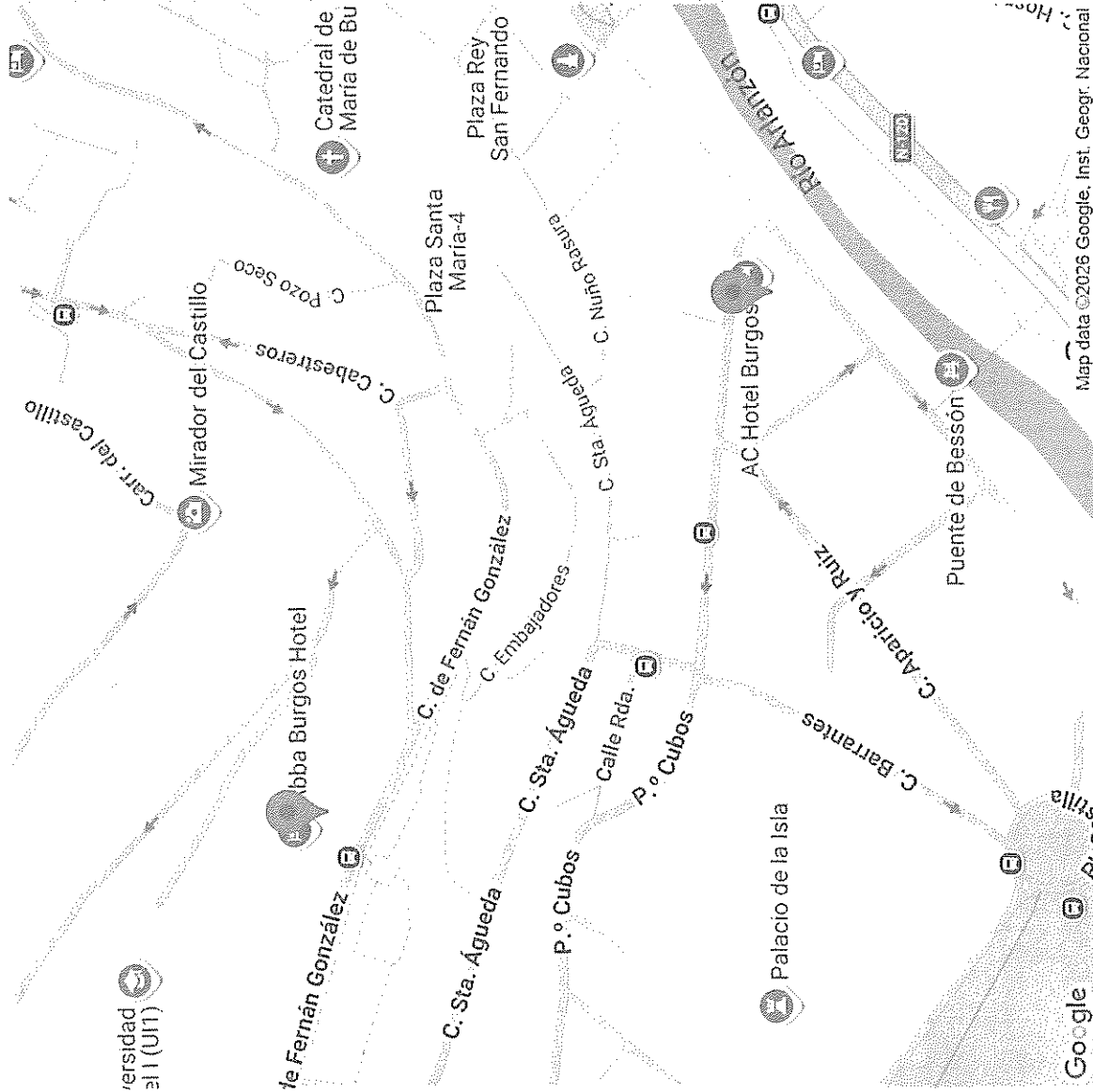
TYPICAL HOTELS IN BURGOS

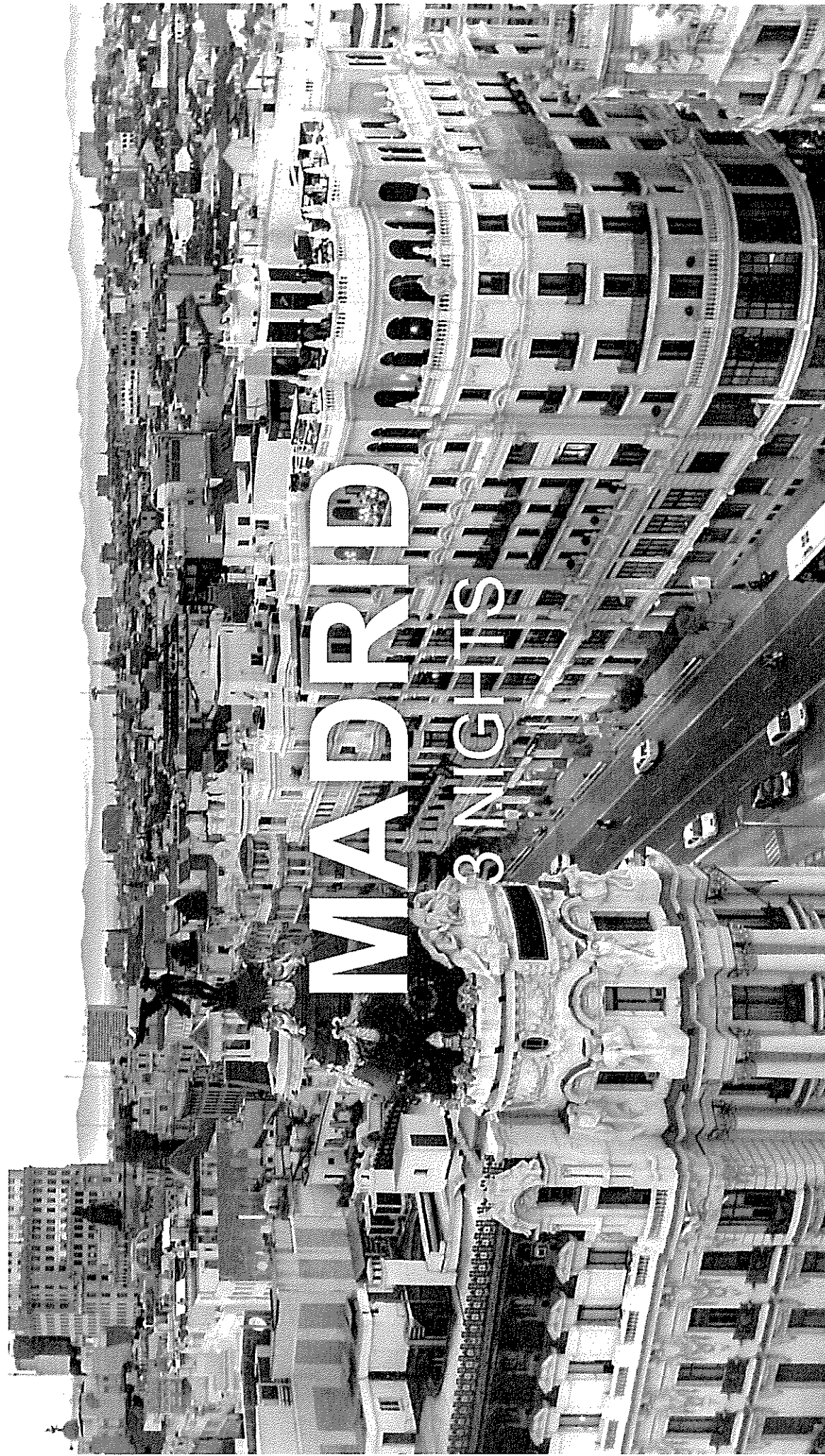
Abba Burgos

Calle de Fernan Gonzalez, 72, Burgos 09003

AC Hotels by Marriott Burgos

P.º de la Audiencia, 7,, Burgos 09003





MADRID

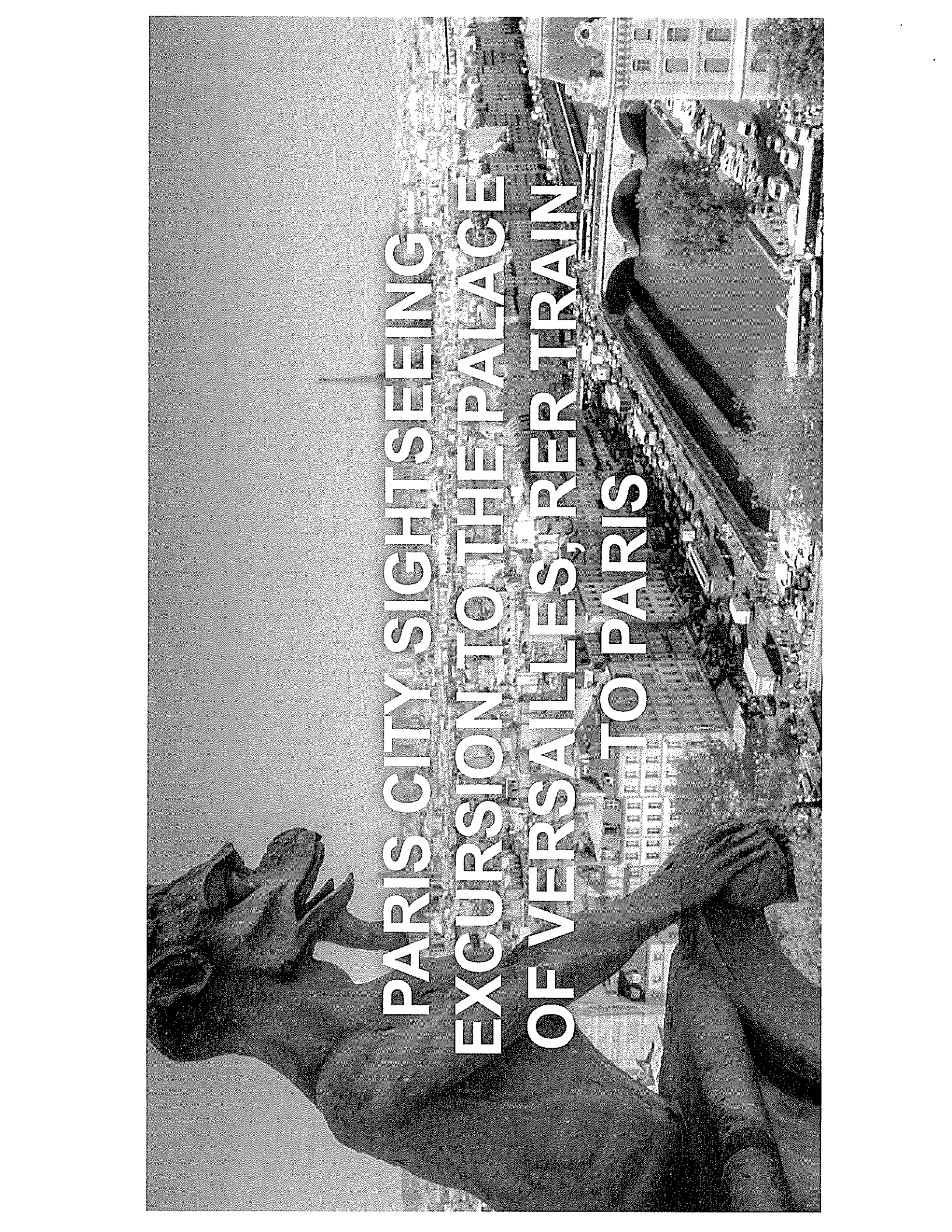
3 NIGHTS

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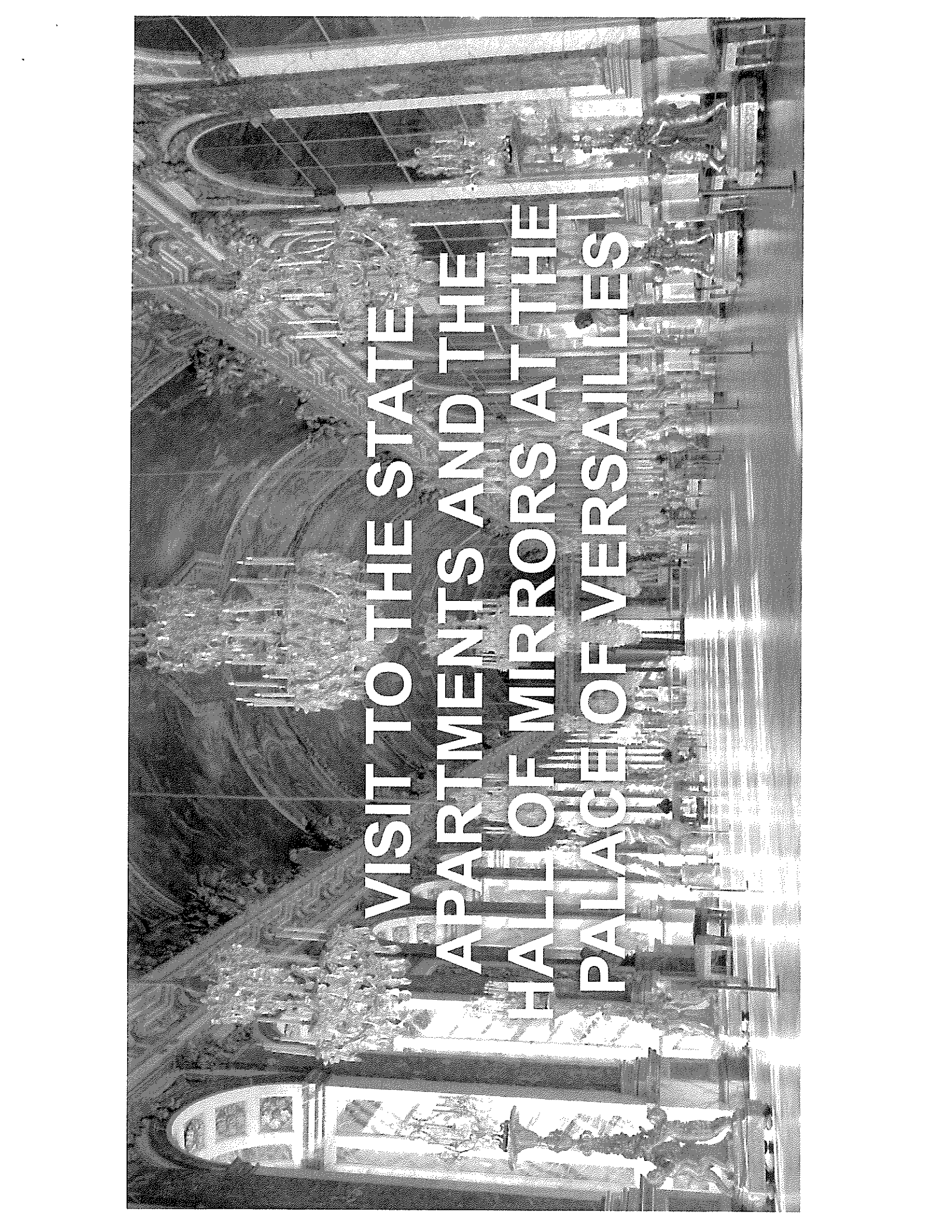
Calle Arenal 2, Madrid 28013

Calle Mesonero Romanos, 9, Madrid 28013

Calle Victoria 4, Madrid 28012

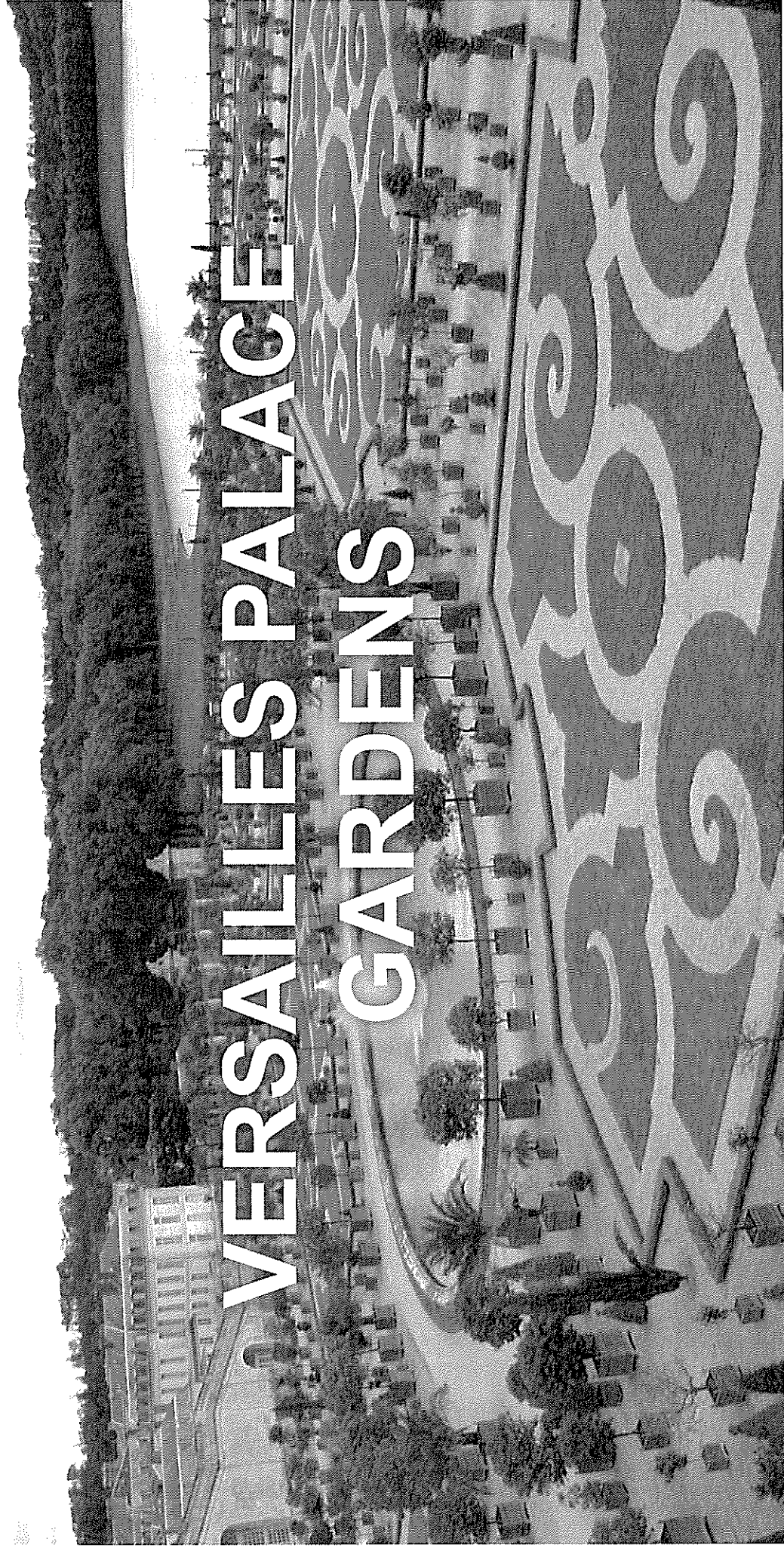
A black and white photograph of a Parisian cityscape. In the foreground, a large, dark, muscular statue of a man is shown from the chest up, looking towards the right. The background features a dense urban landscape with numerous buildings, a river, and a bridge. The text is overlaid in the center of the image.

PARIS CITY SIGHTSEEING, EXCURSION TO THE PALACE OF VERSAILLES, RER TRAIN TO PARIS

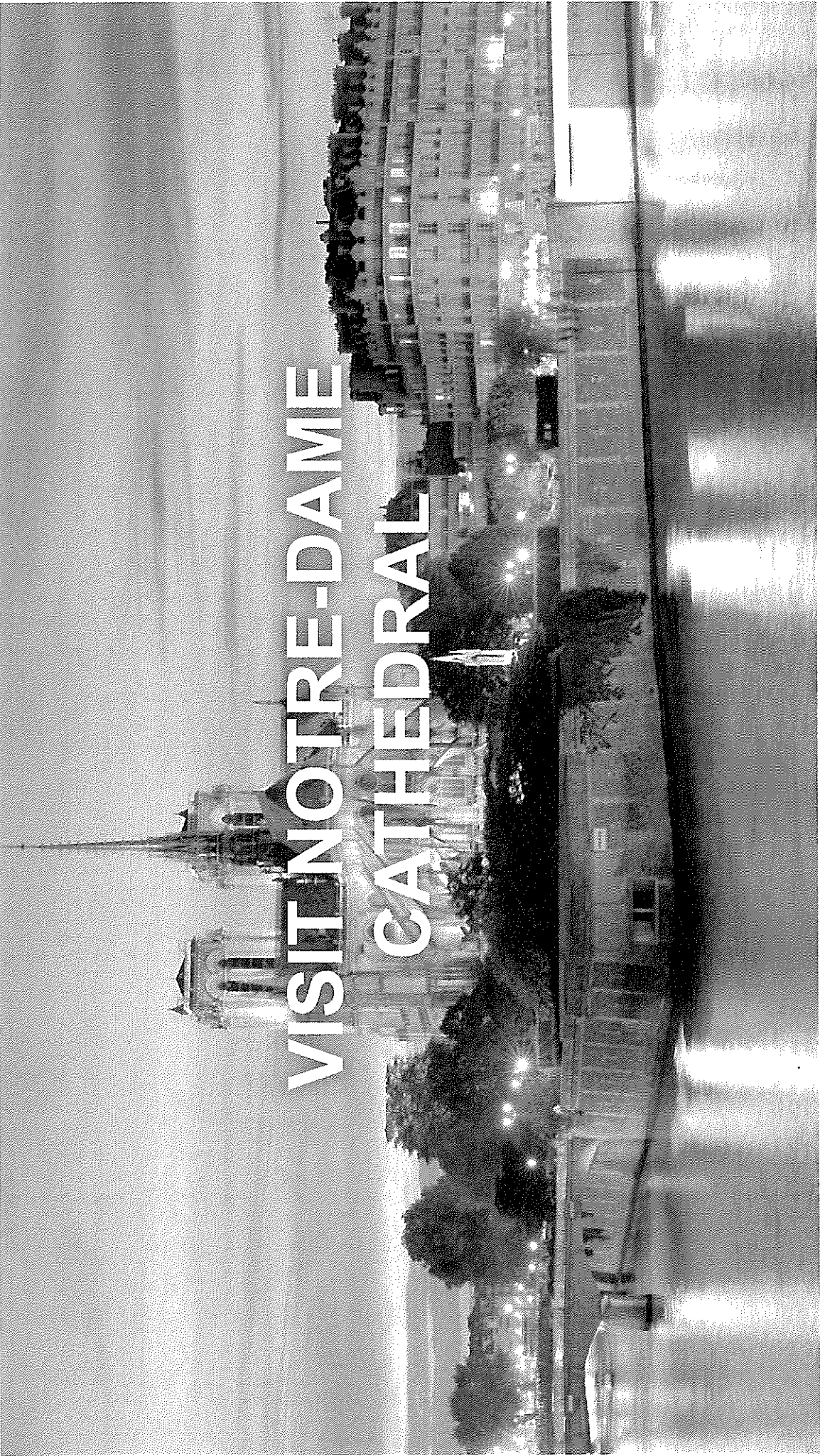


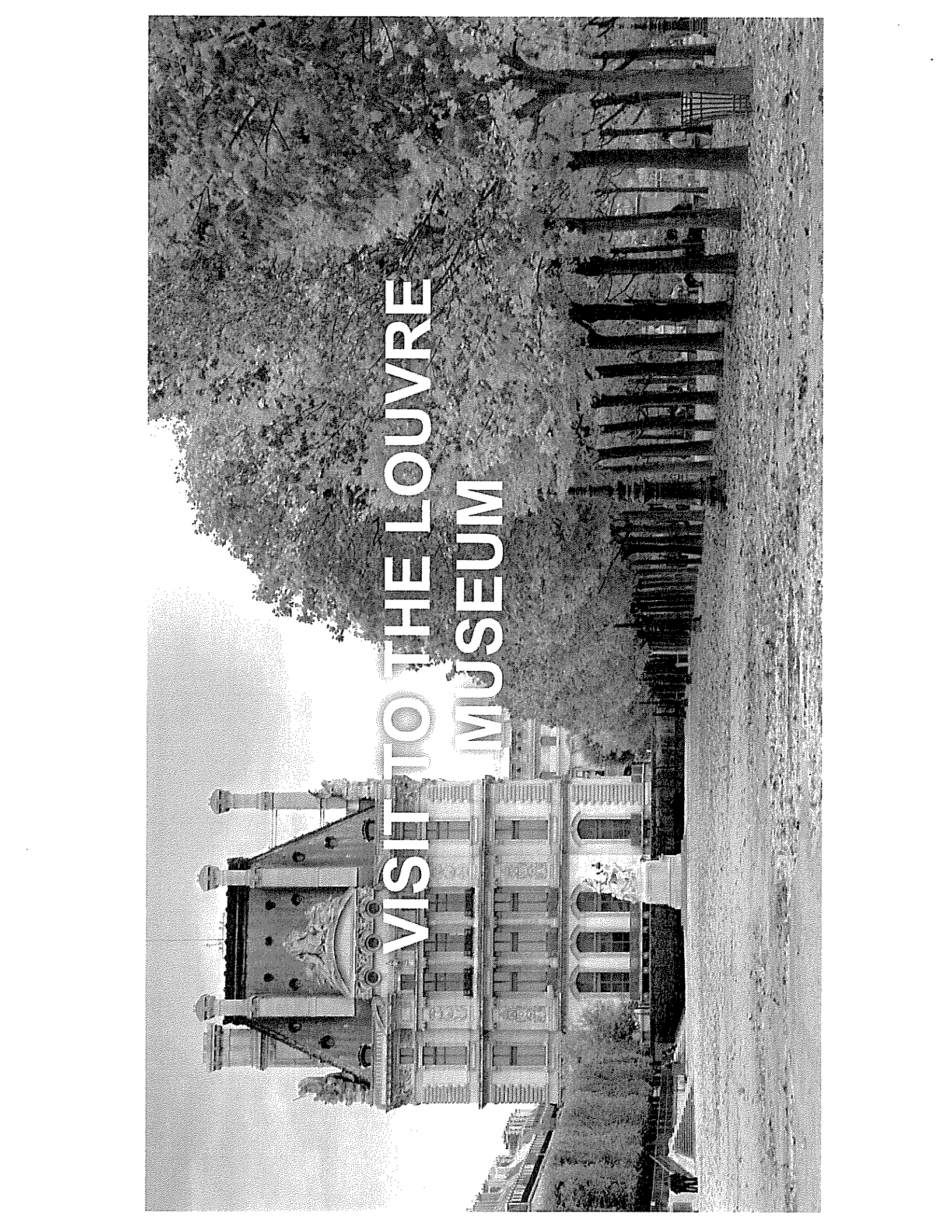
VISIT TO THE STATE APARTMENTS AND THE HALL OF MIRRORS AT THE PALACE OF VERSAILLES

VERSAILLES PALACE GARDENS



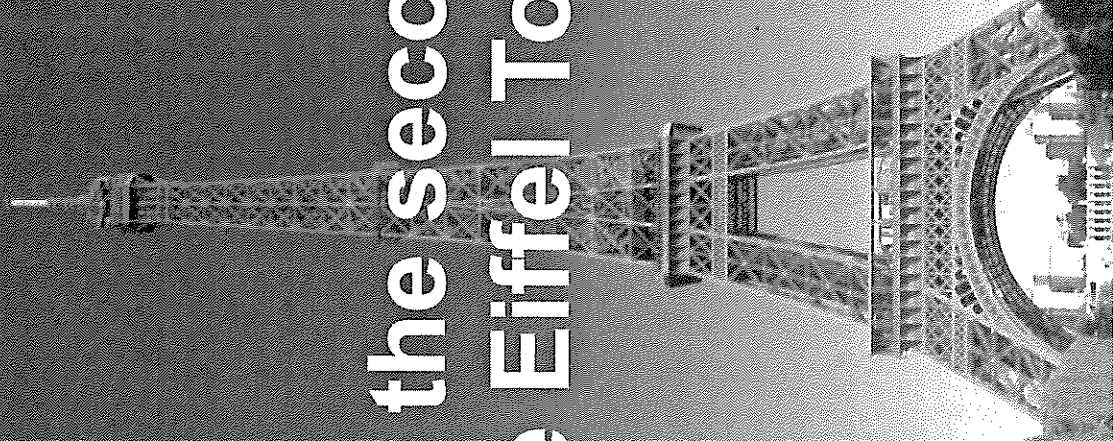
VISIT NOTRE-DAME CATHEDRAL

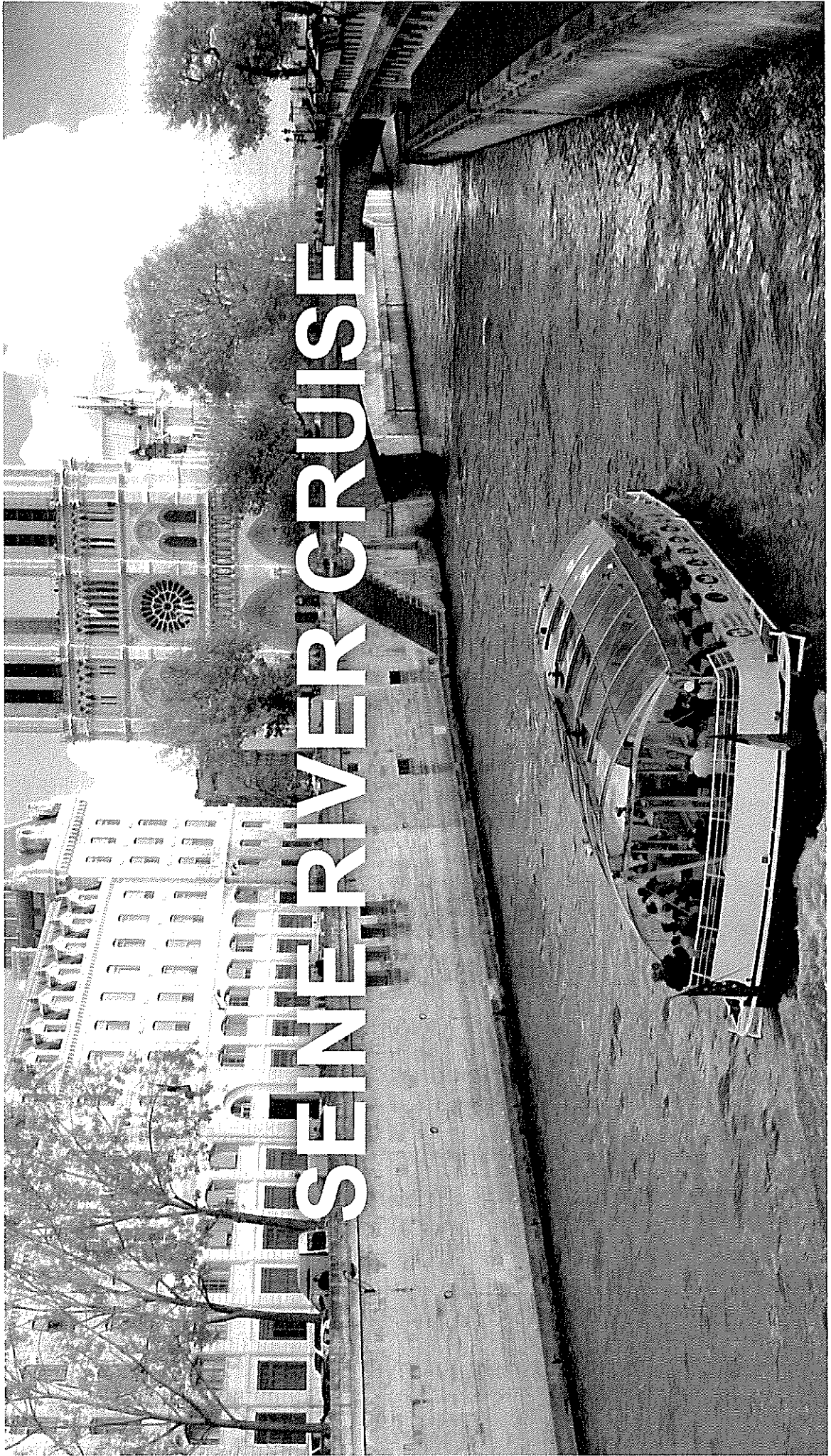


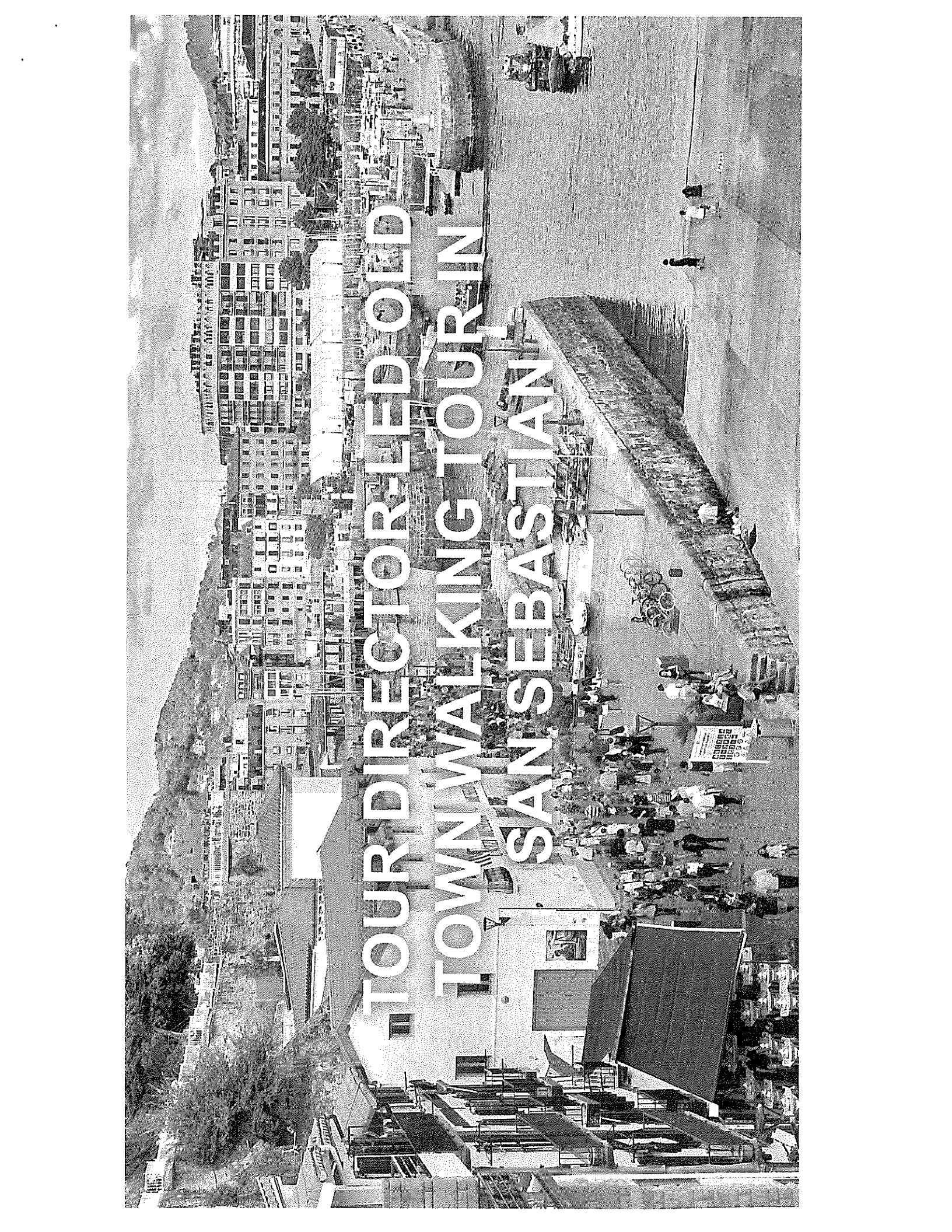


VISIT TO THE LOUVRE MUSEUM

Ascent to the second level of the Eiffel Tower

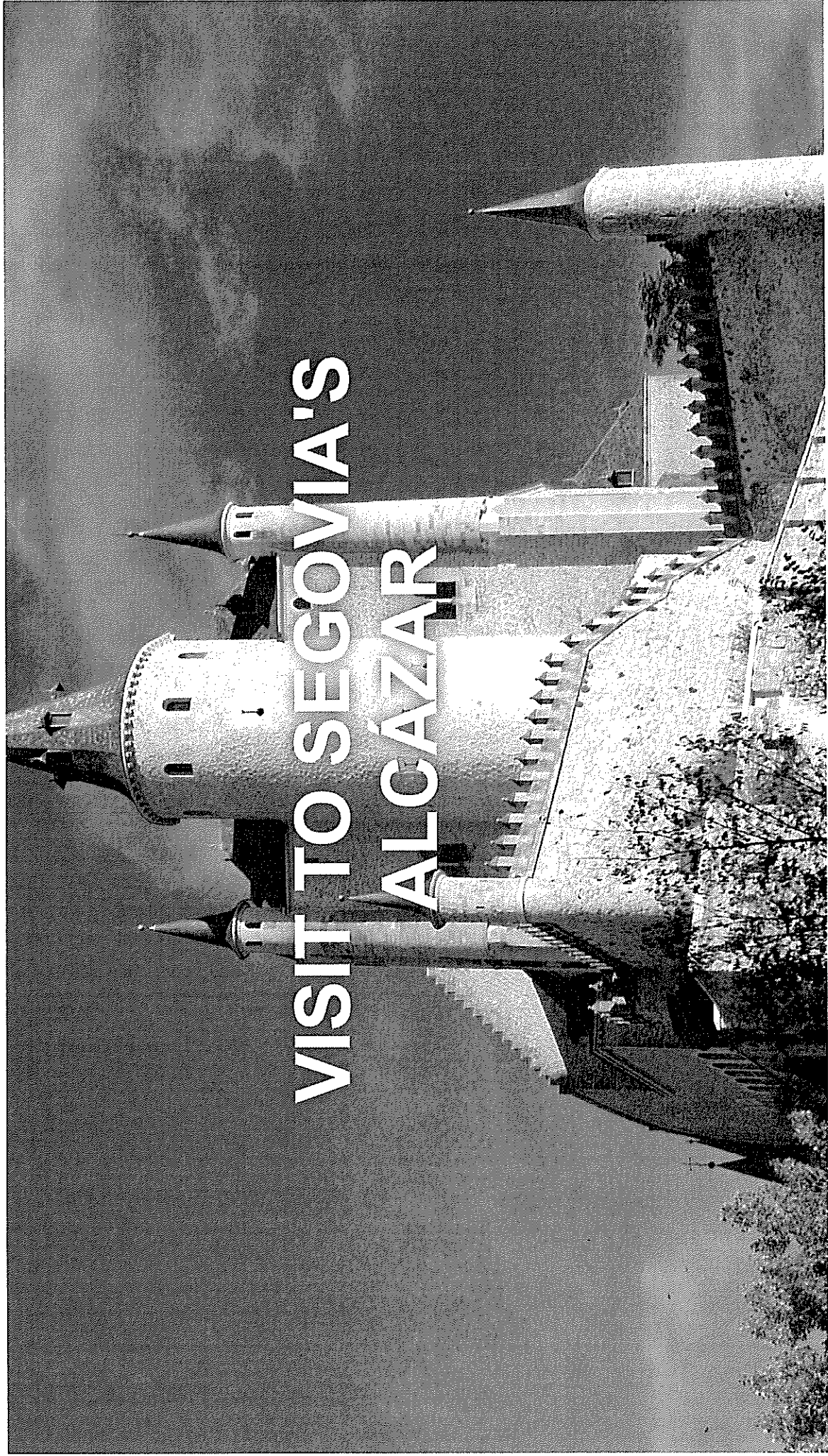






TOUR DIRECTOR-LED OLD TOWN WALKING TOUR IN SAN SEBASTIAN

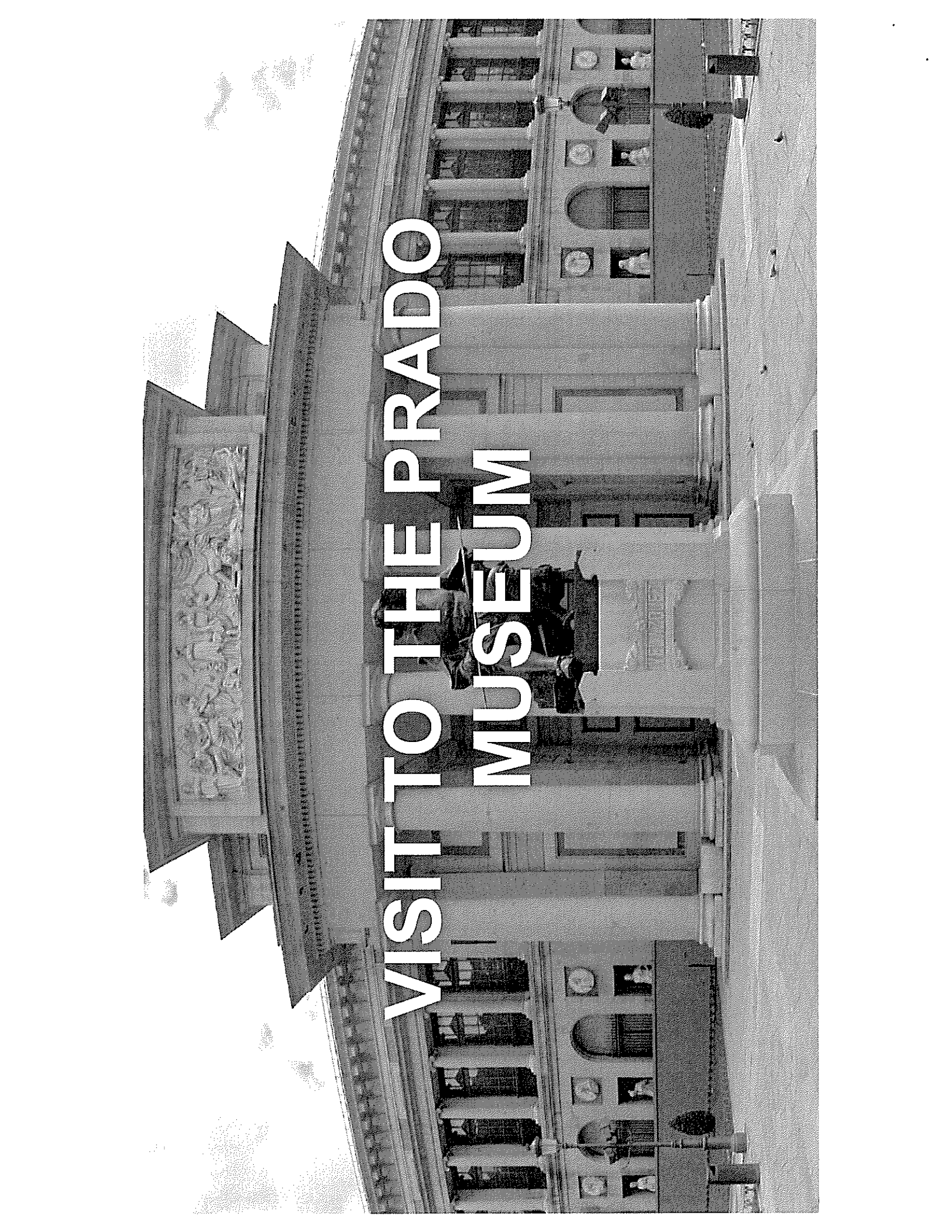
VISIT TO SEGOVIA'S ALCÁZAR



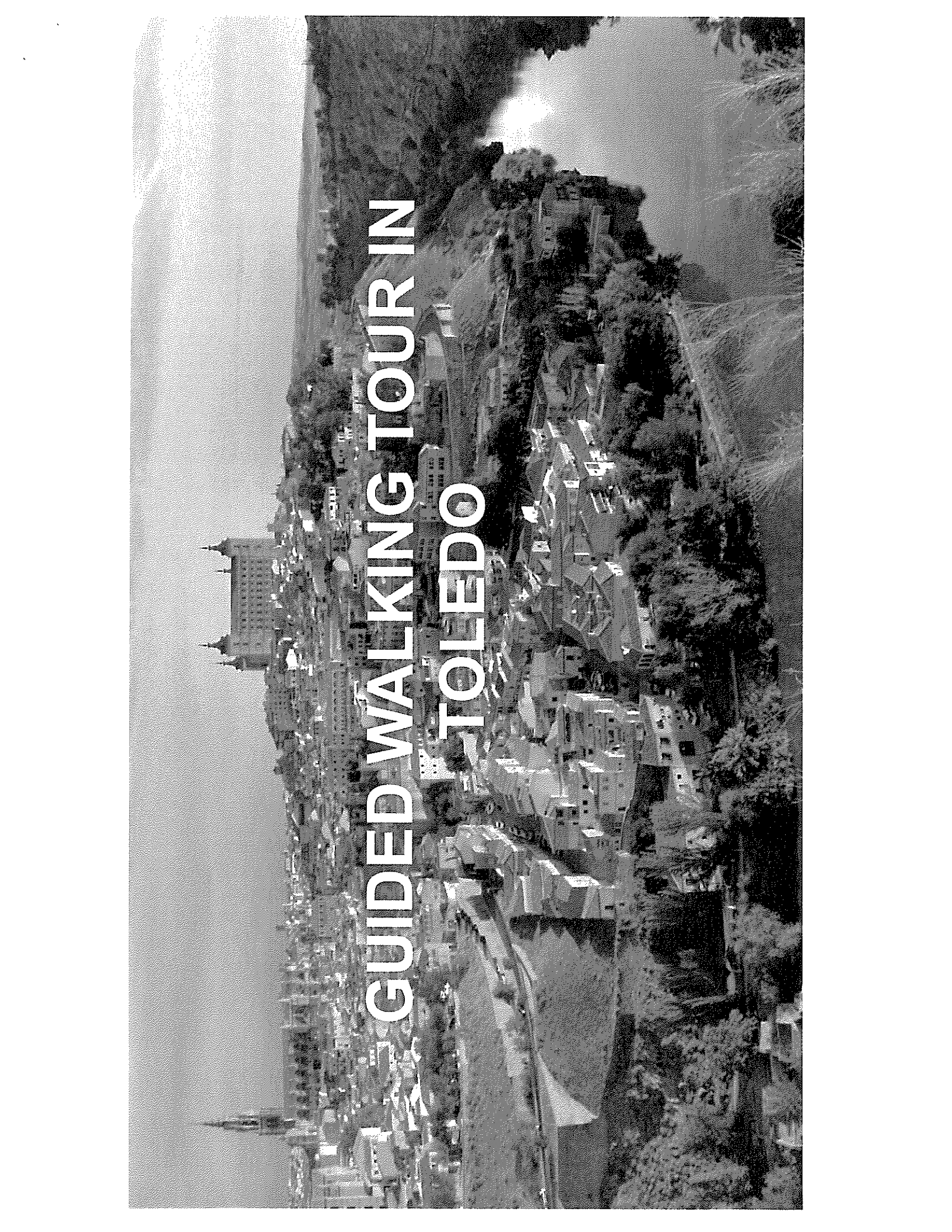


**MADRID CITY
SIGHTSEEING**

Gran Via

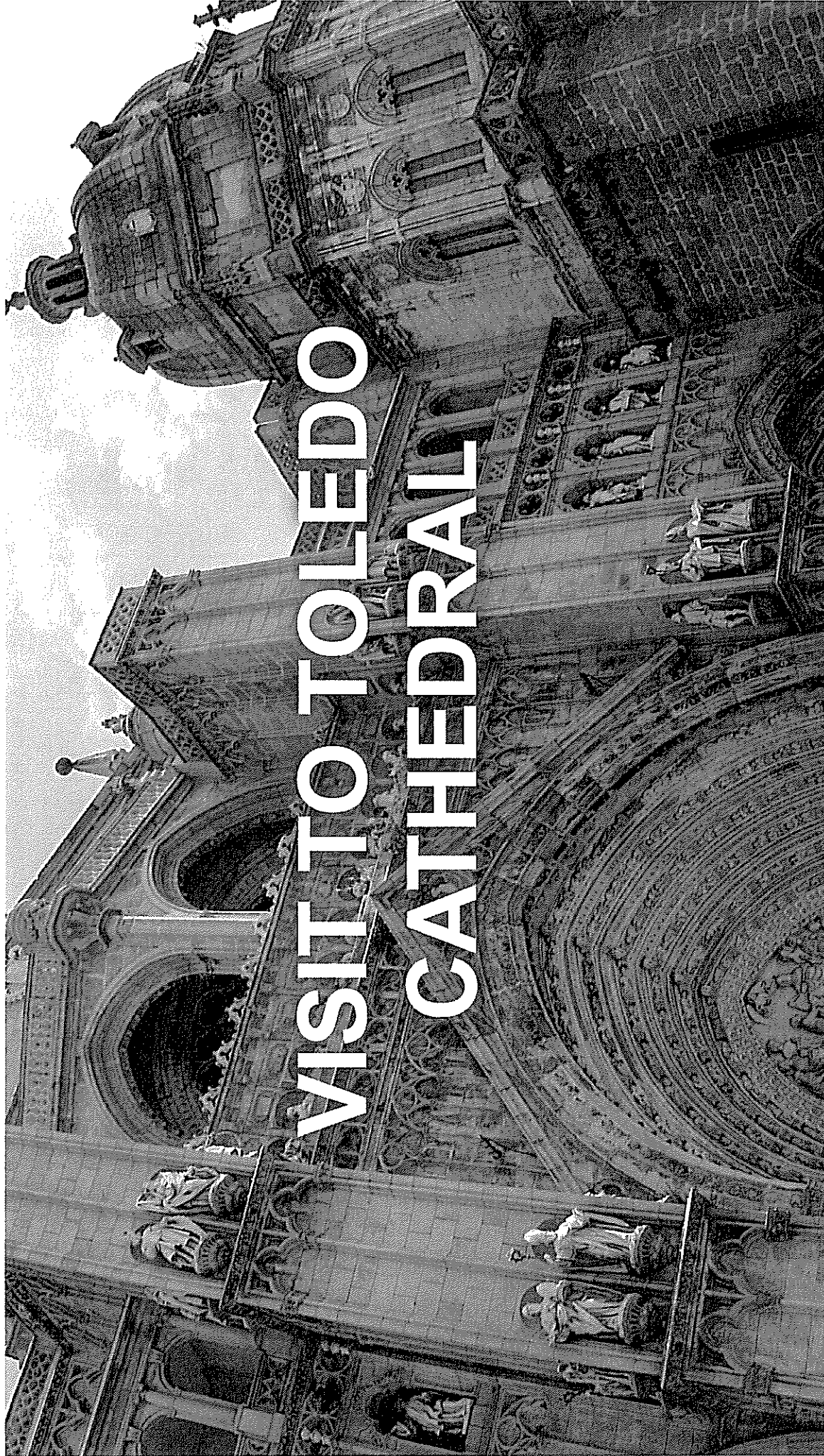
A black and white photograph of the Prado Museum's facade, featuring a series of tall columns and a pediment with intricate carvings. The text "VISIT TO THE PRADO MUSEUM" is overlaid in large, white, sans-serif capital letters, centered horizontally and slightly tilted upwards. The background shows the museum's entrance and the street in front of it.

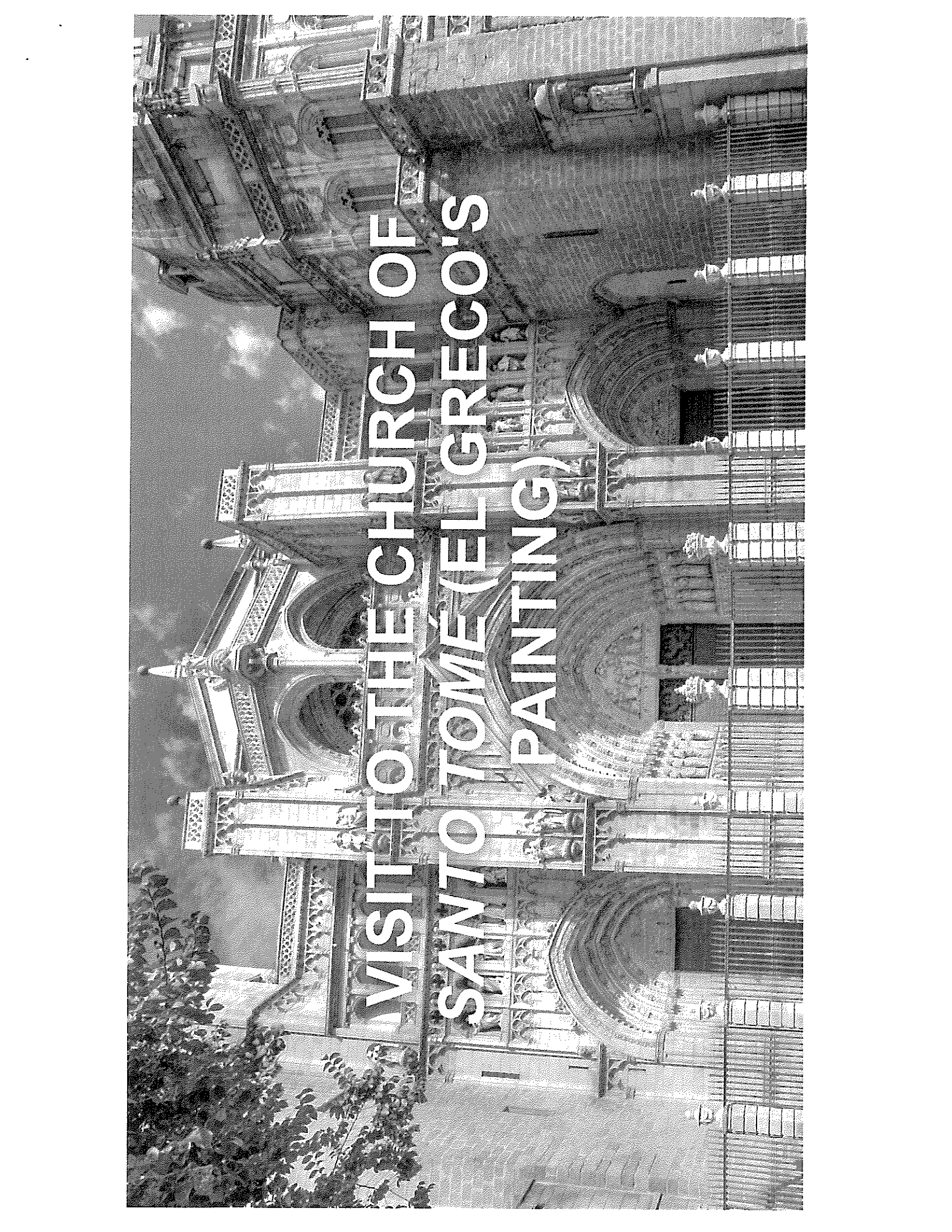
VISIT TO THE PRADO MUSEUM

A black and white photograph of Toledo, Spain, showing the city built on a hill. The Alcázar and Cathedral are visible on the left. The text "GUIDED WALKING TOUR IN TOLEDO" is overlaid in the center.

GUIDED WALKING TOUR IN TOLEDO

VISIT TO TOLEDO CATHEDRAL



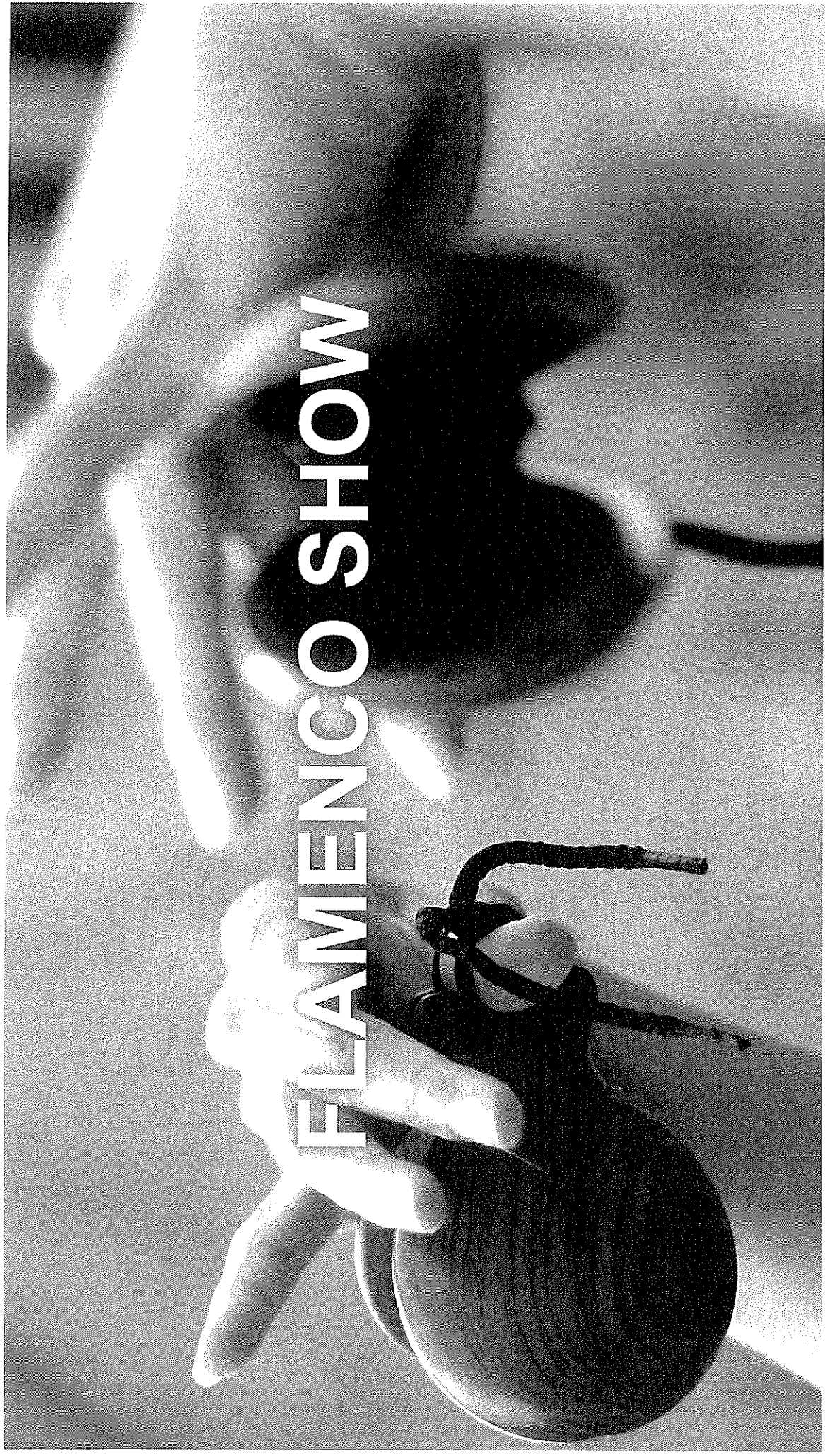


VISIT TO THE CHURCH OF SANTO TOMÉ (EL GRECO'S PAINTING)

A black and white photograph of a synagogue interior, featuring a large, ornate chandelier in the foreground and a decorative archway in the background. The text "VISIT TO A HISTORIC SYNAGOGUE" is overlaid in the center.

VISIT TO A HISTORIC SYNAGOGUE

FLAMENCO SHOW



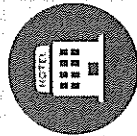
WHAT'S INCLUDED?



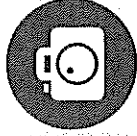
Round-trip transportation on scheduled airline. Deluxe touring motorcoach. All public transportation tickets included where applicable.



Services of a specially-trained **passports** Tour Director throughout. All tips are included in the Program Cost. Whisper headsets included.



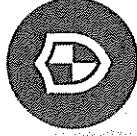
Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: \$400 per person.



Entrances and activities as noted on itinerary.



All breakfasts. All dinners.



Passports provides a complimentary Post-Departure Travel Protection Plan that includes coverage for Trip Interruption, Trip Delay, Medical Expenses, and more.



WHAT AM I RESPONSIBLE FOR?

Passport and Visa Fees

Excess Baggage Fees

Unscheduled Activities or Meals

Souvenirs and Gifts



COST BREAKDOWN

Departure Date Friday, April 9, 2027

Departure City New York City, NY

Program Cost \$4722

-\$150 Early Enrollment Discount until October 9, 2026

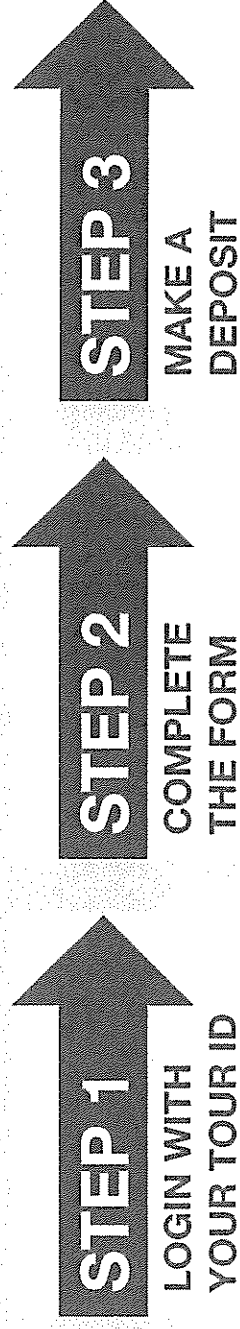
Total \$4572

Estimated Monthly Payments \$653 per month

\$21.07 per day
with E-Z Pay and \$0 deposit

Final payment is due 12/10/2026 or, with E-Z Pay, 3/10/2027. Tour cost is based on a group size of 20 participants. Departure from New York City, NY. Adults 24 years or older are automatically charged for double rooms. With doubles, total price is \$4,972.

HOW DO I ENROLL?



www.passports.com

TOUR ID: MFERNANDES2027-2

PAYMENT TYPES ACCEPTED

CHECK

CREDIT CARD

A 4% service fee will apply.

PAYMENT METHODS

E-Z PAY BILLING

Automatic monthly withdrawals deducted from either your checking account or credit card

NO deposit

30-day final payment deadline

More time to pay means lower monthly payments!

CONVENIENCE BILLING

Pay when you choose, as long as you pay in full by the final payment deadline

\$495 deposit

120-day final payment deadline

Pay by check mailed to the **passports** office or by credit card online (4% fee for credit card)

TRAVEL PROTECTION

OVERSEAS MEDICAL

Provided by passports at no additional cost. Included for all travelers.

Passports provides a complimentary Post-Departure Travel Protection Plan.

Coverage includes Trip Interruption, Trip Delay, Medical Expenses, and more.

- Certain restrictions apply. Please review the plan details for more information.

PEACE OF MIND PLAN

Passports offers an extended cancellation plan:

Cancel for Any Reason - 75% Refund
Protection against the unexpected, whatever it may be! This benefit provides reimbursement, up to 75% of your tour cost, if you need to cancel your trip at least 2 days prior to your scheduled departure date.

- Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available.
- If a voucher is not available, the cost of the airline ticket is non-refundable.
- Service Fees and Plan Costs are also non-refundable.
- Peace of Mind plan optional at \$199 per person. Ultimate Peace of Mind optional at \$449 per person.

ULTIMATE PEACE OF MIND

All the benefits of the Peace of Mind Plan, PLUS:

Cancel for Any Reason - 100% Refund

Need to cancel any time before departure - even last-minute? Receive up to 100% reimbursement of your tour cost, no matter the reason.

ENROLL TODAY

Visit passports.com and enter Tour ID

MFERNANDES2027-2



INDIVIDUAL CANCELLATION POLICY

Cancel by 105 days prior to your departure date

Prior to 105 days, the cancellation fee is the non-refundable amount of \$620. Service fees, like credit card fees, are non-refundable.

Cancel between 104 days and 30 days prior to your departure date, and receive a 75% refund

You do not need to purchase insurance to have this offer extended to you. It is universal to all Passports travelers. Under this policy, you can cancel for any reason and receive a 75% refund. Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available, and deducted from your refund from Passports. Service fees (see above) and Peace of Mind fees are non-refundable.

Cancel 29 days or less

No refund

OPTIONAL PEACE OF MIND POLICIES

Passports offers two optional plans for individual cancellations that provide enhanced refunds.

Peace of Mind Plan – 75% Refund

This offers a 75% refund for cancellation for any reason between 2 – 29 days prior to departure minus the cost of the plan (\$199)* and service fees, if any.*

Ultimate Peace of Mind Plan – 100% Refund

You can cancel at any time, for any reason, and receive a 100% refund minus the cost of the plan (\$449)*.

*Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available. If a voucher is not available, the cost of the airline ticket is non-refundable. Service Fees are also non-refundable.

For example, if a participant were to cancel the day prior to travel, for any reason, with the Ultimate Peace of Mind plan, they would receive an air voucher from the airline in the amount of the value of the air ticket. Passports would then refund the remainder of their total payments. The participant would be out of pocket only the cost of the plan, which is \$449.

Peace of Mind plans are optional and must be purchased, if desired, no later than 120 days prior to departure.

Passports Care | On-Tour Travel Protection

We've got your back—every step of the way.

What's Included?

Benefit	Coverage
Trip Delay	Up to \$100/day for meals and accommodations during delays of 5+ hours if not covered by the airline or arranged by Passports.
Trip Interruption	- Up to \$1,000 to help defray the cost of flights if you need to end your trip early due to accident or illness. - Up to \$1,000 to help cover airfare for a family member required to join you on tour for medical reasons. - Up to \$1,000 to help cover airfare for early return due to death or serious illness in the immediate family.
Medical Expenses	Up to \$5,000—we'll pay your bill on the spot in most destinations, or reimburse you upon receipt. Documents must be submitted within 30 days of your return.
Travel Assistance Services	24/7 help with emergency services, travel delays, trip interruption, you name it.

All coverage applies per traveler, up to the limits listed.

Looking for Extra Peace of Mind?

Your **complimentary Passports Care** plan covers most on-tour hiccups—but if you'd like even broader protection (think higher medical limits, expanded trip-delay coverage, or lost-baggage protection), we recommend exploring individual plans from companies like Arch or Travelex, or a provider of your choice.

Are you an adult traveler? Please consider purchasing an individual policy designed specifically for adults—ask your provider about available plan options.

Questions about Passports Care?

Please contact us at customerservice@passports.com anytime. Passports Care is our complimentary on-tour travel protection, provided by Passports Educational Travel. Coverage limits and exclusions may apply.

Why Passports Care?

Whether it's your first trip abroad or your tenth, travel can throw curveballs. With **Passports Care**, you're covered right from departure through homecoming:

- **Fast, friendly support.** We handle everything ourselves in real-time.
- **True 24/7 Assistance.** Lost passport? Flight delay? We're one call away.
- **Completely complimentary.** It's included for every traveler on every Passports tour.

How It Works

1. **Need help immediately?** Call us directly at 508-885-4600 (if abroad) or 1-800-332-7277.
2. **Have a question?** Email customerservice@passports.com
3. **We jump into action.** Whether it's a doctor visit or a flight change, we handle the logistics so you don't have to.
4. **You carry on exploring.** Get back to what matters—making memories—while we sort out the rest.



PROCEED WITH
CONFIDENCE

TABLE OF CONTENTS

03

EDUCATOR'S CHOICE

<i>The Passports Ethos</i>	3
<i>Bottom-Line Guarantee</i>	3

04

SAFETY & SECURITY

<i>Tour Modification</i>	4
<i>Postpone Your Tour</i>	4
<i>Refunds</i>	4
<i>Full Time Tour Directors</i>	4
<i>Security Information for School Boards and Administrators</i>	5
<i>Included Overseas Medical Coverage + Protection</i>	5
<i>Overseas Action Plans</i>	6
<i>Covid Crisis</i>	7
<i>Traveling with Disabilities</i>	8

09

CODE OF CONDUCT

<i>Participant Code of Conduct</i>	9
<i>Group Leader Code of Conduct</i>	11

12

CANCELLATION FAQ

<i>What if I get Sick or Delayed Overseas?</i>	12
<i>Included Overseas Medical Coverage</i>	12
<i>Cancel by 110 Days Prior to Departure</i>	12
<i>Cancel between 109 Days and 30 Days Prior to your Departure Date, Receive a 75% Refund</i>	12
<i>Optional Peace of Mind Policies</i>	13

THE EDUCATOR'S CHOICE

The Passports Ethos

The staff at Passports, made up of travel professionals and educators alike, has been responsible for the successful overseas travel of hundreds of thousands of American high school students since the mid-nineteen-sixties.

The fundamental premise has remained unchanged down through the years — that travel to foreign lands is an education in itself, making the world a safer place, and making people happier with their lives than they would have been otherwise.

The student-travelers who explore the globe through Passports are not accidental tourists. Their extraordinary journeys are accomplished with the pro-active, dedicated support of educators — often faculty members at the very schools they attend.

Passports plays the role of catalyst in this process, giving teachers not just abstract, moralizing, make-the-world-better reasons why — but also providing the tools they need to organize a successful and life-changing educational tour for their students.

Passports is dedicated to the proposition that educational travel for young people of all ages serves the cause of international understanding. The company recognizes that providing travel services of high quality to students and teachers constitutes both a privilege and an obligation, both of which it takes very seriously.

Among other things, this means sensible air routings on commercial airlines. Final departure information that arrives to group leaders well before departure. Comfortable, centrally-located, three-and-four star hotels. Great meals in quality restaurants, and the services of careful, professional overseas staff, and Tour Director.

Bottom-Line Guarantee

We are real people trying to do something good in the world. We will work tirelessly to earn your trust and to be the best partners we can be while offering a valuable service to you and your community.

SAFETY & SECURITY

As dedicated educators, enthusiastic travelers and concerned parents, we must demonstrate resolve in our belief that educational travel makes the world a better and safer place. This is the core ethos we have had at Passports for decades. Our view will not change. We will continue to travel. In these times, learning about other cultures firsthand is more important than ever.

Tour Modification

Passports has always and will always work with its group leaders to deliver exactly the tour they want. At any time, a group leader can contact their Tour Advisor to arrange a tour revision. Revisions can include substituting one city for another.

Postpone Your Tour

You can opt to delay the departure date of your tour until later in the year or even the following year. If you request this prior to 120 days before departure, there will be no fee.

75% Cash Refund Up Until 30 Days Prior to Departure

Individuals can opt to cancel from the tour - *for any reason* - up until 30 days prior to departure and receive a 75% cash refund. **This is Passports' standard cancellation policy and applies to all travelers!** This policy can be extended to cover inside of 30 days with the purchase of Passports' Peace of Mind Plan for \$199. Passports also offers the Ultimate Peace of Mind Plan, which for \$449, offers a 100% refund up until departure. The Peace of Mind Plan premiums and non-refundable airline penalties, as well as service fees, are not refundable under any circumstance.

Full-Time Tour Directors

Passports has a network of the travel industry's most experienced Tour Directors with an average tenure of over ten years. They are experts in travel logistics and communication, bilingual and many are university trained in their particular area of expertise, whether that be art, history, language studies, etc. Your group will be met at the airport by your Tour Director, who will accompany you for the duration of your tour, including all planned daytime events and overnights in your hotels.

In addition to your Tour Director, Passports has offices in the UK, France and Spain. Our overseas teams are able to provide up-to-the-minute updates on travel issues on the ground.

Passports' city guides and motorcoach drivers are fully licensed and certified in accordance with local and international regulations. All members of ground operations who come in contact with your group must pass criminal background checks annually.

Security Information for School Boards and Administrators

Importantly, Passports tours are not affiliated with or sponsored by schools. The contractual agreement for our tours is solely between Passports and the enrolled participants. As a result, Passports assumes responsibility for any events during the tour. School administrators often appreciate this clear delineation of responsibility. Passports holds liability policies covering school districts and teachers.

General Liability

Steadfast Insurance: \$5 million total

Business Liability

Hanover Insurance: \$2 million per occurrence; \$4 million per aggregate

All participants' payments are fully protected. Participant payments will be escrowed in the Passports Student Depository Account. The account is maintained at Cornerstone Bank in Spencer, Massachusetts, and bears the bank I.D. #4762390345. Withdrawals from this account are limited to direct expenditures on behalf of travel participants such as for air tickets, hotels and other overseas services, and clearly identifiable operating costs.

All overseas suppliers have been carefully chosen by Passports and have proved over the years to be secure and reliable. Our relationships with many of the hotels, coach companies and logistics coordinators who will be serving you and your students date back to the early days of the American student travel industry and are seasoned experts.

Again, Passports tours are not affiliated with or sponsored by schools. The contractual agreement for our tours is solely between Passports and the enrolled participants. As a result, Passports assumes responsibility for any events during the tour. School administrators often appreciate this clear delineation of responsibility.

CST (California Seller of Travel) License # is 2067919-40.

FST (Florida Seller of Travel) License # is ST41297.

WST(Washington Seller of Travel) License # is 604225165.

Included Overseas Medical Coverage and Travel Protection for ALL Travelers

Passports provides a complimentary post departure travel protection plan that helps protect you while on your trip with coverage for trip interruption, trip delay, emergency medical expenses, and more.

This is complimentary coverage, paid for by Passports, for all travelers.

PassportsCare | On-Tour Travel Protection

We've got your back—every step of the way.

What's Included?

Benefit	Coverage
Trip Delay	Up to \$100/day for meals and accommodations during delays of 5+ hours, if not covered by the airline or arranged by Passports.
Trip Interruption	- Up to \$1,000 toward airfare if you must end your trip early due to an accident or illness. - Up to \$1,000 toward airfare for an immediate family member to join you if you're unable to return home alone due to a medical emergency.
Medical Expenses	Up to \$5,000—we'll pay your bill on the spot in most destinations or reimburse you upon receipt. Documentation must be submitted within 30 days of your return.
Travel Assistance Services	24/7 help with emergency services, travel delays, trip interruption—you name it.

All coverage applies per traveler, up to the listed limits.

Looking for Extra Peace of Mind?

Your complimentary PassportsCare plan covers most on-tour hiccups—but if you'd like even broader protection (think higher medical limits, expanded trip-delay coverage, or lost-baggage protection), we recommend exploring individual plans from companies like Arch or Travelers, or a provider of your choice.

Are you an adult traveler? Please consider purchasing an individual policy designed specifically for adults—ask your provider about available plan options.

Questions about PassportsCare?

Please contact us at protection@passports.com anytime. PassportsCare is our complimentary on-tour travel protection provided by Passports Educational Travel. Coverage limits and exclusions may apply.

Why PassportsCare?

Whether it's your first trip abroad or your tenth, travel can throw curveballs. With PassportsCare, you're covered right from departure through homecoming.

- **Fast, friendly support.** We handle everything ourselves in real-time.
- **True 24/7 Assistance.** Lost passport? Flight delay? We're one call away.
- **Completely complimentary.** It's included for every traveler on every Passports tour.

How It Works

1. **Need help immediately?** Call us directly at 508-885-4600 (if abroad) or 1-800-332-7277.
2. **Have a question?** Email protection@passports.com
3. **We jump into action.** Whether it's a doctor visit or a flight change, we handle the logistics so you don't have to.
4. **You carry on exploring.** Get back to what matters—making memories—while we sort out the rest.

Overseas Action Plan

Safety is of paramount importance to Passports. Our Tour Directors are in regular contact with our overseas and U.S. teams. We operate a 24-hour emergency line. Passports also provides an emergency text message response system whereby the group leader or Tour Director can broadcast to the parents back home with important updates.

In the event of an overseas emergency, Passports has the following response protocols.

Our Tour Directors receive intensive training with the on-the-ground handling of group logistics and communication. They are expert travelers and educators.

Our domestic team is responsible for initiating and maintaining the communication chain with emergency contacts at home. We send group emails and text message alerts as necessary.

Parents have access to Passports 24-hour on-call response team at our toll-free number, 800 332 7277.

While emergencies overseas are rare, Passports communicates swiftly and clearly with parents and school administrators.

What kinds of actions has Passports taken in the past?

Passports exists to provide travel services, but also to support group leaders and protect our travelers overseas. In the past when situations required action overseas, Passports cooperated with group leaders to find solutions that worked for both parties.

Recently, at the request of and in cooperation with group leaders overseas, Passports replaced public transportation options with private tour buses. We worked with our group leaders to find solutions that made them more comfortable.

When there was a freak snowstorm in France, preventing arrival at pre-booked hotels, groups were re-booked accommodations. Granted, some tour activities were missed, but we worked with the group leaders to make the rest of the trip as comfortable and inclusive as we could. When the volcano Eyjafjallajökull erupted in Iceland in 2010, Passports tours were extended until travel home was possible.

How did Passports handle the COVID crisis?

Passports spoke with each and every 2020 and 2021 group leader, usually many times, to help them to determine what the best option for their group would be. Every resolution was unique and depended on when the group was scheduled to depart, whether tickets had been purchased, what airline they were flying, etc. Group leaders opted to defer their tour to a later date or to cancel. In each case, we partnered with the group leader to accommodate what they felt was best for their group.

For the traveling groups of 2022, Passports was there every step of the way. When quarantine was required, we secured the bookings and arranged food deliveries, tests and everything else that our travelers required. We distributed Chromebooks and Nintendo Switch consoles. We made arrangements and paid for chaperones to stay behind with those affected.

Passports has been in operation for nearly three decades, providing the finest customer service in the industry. You can check our track record through COVID-19. Our TrustPilot score has remained 5-stars because of our one-on-one attention during this crisis.

(<https://www.trustpilot.com/review/passports.com>) You'll also see that the tour experiences we provide are top-notch.

Although making changes like this often comes at a cost to the group, you can count on Passports to work with you if things don't go as planned.

Traveling with Disabilities

Traveling with a disability will be difficult, but it is NOT impossible! On group tours, there is often quite a bit of walking, and many European cities are not as well equipped as those in the United States for purposes of accessibility. Wheelchair access is almost always possible at major museums and attractions; however, it is often the case that access is still difficult and slower than one would hope. An important example is that the Paris metro is not accessible via wheelchair. The effect that this has on a group tour is that it can cause delay and frustration.

However, that isn't the end of the story.

How can Passports help?

- Wheelchair accessible taxis when required.
- Wheelchair accessible hotels when requested with enough notice.
- Wheelchair accessible motorcoaches where available.
- Discounted program tuition for caretakers. We recommend this for individuals that require day-to-day care or will require assistance moving about the city if they are not able to do so on their own. Contact Passports for details.

The road may be bumpy, but we will work together to come up with the best solutions possible to help *each individual* to enjoy their dream trip.

CODE OF CONDUCT

Given the large amount of time, money and effort the group has invested in their tour, we at Passports want every participant to have the best possible experience. Compliance with the Code of Conduct by all travelers helps ensure that this once-in-a-lifetime opportunity is enjoyed by everybody, whether student or adult.

It is the responsibility of the group leader to make sure every traveler fully understands the Passports Code of Conduct governing student behavior, to enforce these rules and to discipline any traveler who disregards them.

Participant Code of Conduct

I will do my best to make sure that the people with whom I am in contact during my stay overseas are left with a positive impression of Americans by being courteous and considerate at all times.

- **If I am under 21 years of age, I will not leave the group individually for any reason whatsoever during the tour.** During free-time activities I will remain in groups of four or more participants at all times and we will not leave the main group without informing our group leader of our intended destination and hour and place of return. I will obtain prior approval from my group leader and a letter of permission from my parent(s) or guardian(s) if I wish to visit relatives or friends separately from my group during the tour. Otherwise, I will participate in all scheduled activities unless illness prevents me from doing so. I agree to notify my group leaders and the Passports Tour Director of my whereabouts at all times, and I agree to comply with their instructions throughout the tour.
- **I intend to make the most of this valuable educational experience by making sure I don't miss anything.** This means being aware of each day's schedule by consulting with my group leader and taking note of any information posted in the hotel lobby. I will do my best to maintain a positive, responsible and cooperative attitude during the trip in order to enhance my own experience and also those of other people in my group.
- **I understand that food is an important part of any culture, and I look forward to encountering various types of local cuisine during my stay.** Given that I can eat as much "American" food as I want once I am back home, I will try to keep a mind and palette open to new culinary experiences and do my best to sample the widest variety of foods. I agree to attend all mandatory meals and functions.
- **I understand that I need to respect local culture and customs,** that I need to dress appropriately especially when visiting cathedrals or other places of worship, and that I must be courteous, respectful and pleasant at all times, even if the group encounters inconveniences, crowds, or things that don't appeal to me personally.
- **During the tour, I will listen attentively to the guide** because I want to learn as much as possible about the places I am visiting. On the coach, when being addressed by the Tour Director, local guide or group leaders, I will stop any conversation immediately, so that my traveling companions may hear what is being said. I understand that I must ask

permission before using headphones, audio equipment, or any other electronic devices, and that these are in any case only permitted during long drives (two hours or more).

- **I will do my very best to be on time** for any tour activities because I want to neither waste other people's time nor my own.
- **I agree to attend all mandatory activities.**
- **I will abide by the curfew** set by my group leaders. I understand that leaving the hotel at night without permission is strictly prohibited. I also understand that for my own safety I must not leave my hotel room after bed-check, nor may I change rooms without prior permission from my group leader.
- **I understand the importance of correct behavior while at hotels.** This means not forgetting that other guests staying at the hotel have paid for their rooms and, therefore, have the right to peace and quiet, especially after 10 pm. I will not run down corridors, talk in a loud voice or shout out of windows at any time. While in my own room, I will be considerate of guests in neighboring rooms who may be trying to sleep.
- **I realize that there are certain things that I must pay for myself** while on tour that are not included in the program fee, such as subway or bus tickets, beverages, lunches, telephone calls made from my hotel room, other items billed to my room, and tips. My group leader has made me aware of these requirements prior to departure, and I have planned a budget for them.
- **I will buy my own souvenirs and** not take hotel property. I understand that Passports keeps track of room numbers and assigned occupants throughout the tour, and that I will be required to pay for any damaged or stolen property. I also understand that I may not be allowed to leave the hotel until I have paid for damages caused by me while on tour. The same policy applies to damage of a motorcoach or touring bus.
- **I will take care to look after my belongings at all times.** This means making sure my suitcase is loaded onto the coach before boarding, and checking that nothing has been left behind in the bus or in my hotel room before checking out. I understand that any article left behind will be considered as lost and that Passports Tour Directors cannot be expected to retrieve such articles for me nor to pay for or arrange for their recovery. I will pay special attention to my passport, airline tickets, money and other monetary tools because the loss of such things will not only inconvenience me but also those around me.
- **I understand that alcohol is prohibited for student travelers during passports tours.** Some group leaders allow an exception to this rule under the following specific circumstance:
 - I may sample one small glass of wine or beer at a mealtime or in a place where a taste of wine or beer is customary in local culture. Samplings or tastings may only take place when a group leader is present.
 - If I am under 21, my parent/guardian must give written permission for me to sample wine or beer.
- Alcohol consumption is never to occur in hotel rooms or during free time. I may not drink liquor or spirits under any circumstances. If my group leader chooses a no-alcohol policy, I agree to abide by that policy.

- **I know that the use or possession of illegal drugs is prohibited** (as defined by U.S. government legislation, not by local laws). Likewise, weapons, or any article that may be considered as weapon-like, is of course prohibited at any time during the tour.
- **I understand personal misconduct will not be tolerated** on tour including violent, hostile or offensive actions, physical, verbal or sexual harassment, or any actions which have the effect of threatening, intimidating or injuring another person.
- **I realize that failure to behave correctly during the tour or violating any of the rules as outlined in this Code of Conduct may result in disciplinary action**, including the possibility that I might be sent home at my own expense or that of my parent(s) or guardian(s), and that this disciplinary action may incur the purchase of a new airline ticket in order to repatriate me back to the United States.

Group Leader Code of Conduct

All group leaders and co-leaders are expected to adhere to the Passports Code of Conduct and to be responsible for group leader duties. In case of a minor infraction, the Passports Tour Director may assert his or her authority to deal with the situation. In case of more serious noncompliance or when the safety and wellbeing of group members is at risk, the local Passports office will be contacted which may result in temporary suspension, or in the group leader being removed from the group and returned home at his or her own expense.

CANCELLATION FAQ

In light of recent events with COVID-19 and the disruption of travel, there are many questions about how your financial investment can be protected. Passports is pleased to offer great options that give participants peace of mind and to enable them to enroll without worry.

What if I get sick or our tour is delayed while overseas?

Included Overseas Medical Coverage

Passports provides a post-departure travel protection plan that helps protect you while on your trip with coverage for trip interruption, trip delay, emergency medical expenses, and more.

What is the refund policy if a participant chooses to cancel?

Cancel by 105 days prior to your departure date

Prior to 105 days, the cancellation fee is the non-refundable amount of \$620. Service fees, like credit card fees, are non-refundable.

Cancel between 104 days and 30 days prior to your departure date, and receive a 75% refund

You do not need to purchase insurance to have this offer extended to you. It is universal to all Passports travelers. Under this policy, you can cancel for any reason and receive a 75% refund. Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available, and deducted from your refund from Passports. Service fees (see above) are non-refundable.

Cancel 29 days or less before departure

No refund

Optional Peace of Mind Policies

Passports offers two optional plans for individual cancellations that provide enhanced refunds.

Peace of Mind Plan - 75% Refund

This offers a 75% refund for cancellation for any reason between 2- 29 days prior to departure minus the cost of the plan (\$199)* and service fees, if any.*

Ultimate Peace of Mind Plan - 100% Refund

You can cancel at any time, for any reason, and receive a 100% refund minus the cost of the plan (\$449)*.

*Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available. If a voucher is not available, the cost of the airline ticket is non-refundable. For example, if you are due a refund of \$3000 and airline tickets were purchased, you would receive the value of the voucher as a part of your \$3000 refund. Meaning, it could be a \$2000 cash refund plus a \$1000 airline voucher. If vouchers are not available, the cost of your airline ticket will be deducted from your refund.

In addition, Peace of Mind Plan fees, service fees and credit card fees are non-refundable. Peace of Mind plans are optional and must be purchased, if desired, no later than 120 days prior to departure.