

MEMOS TO THE BOARD OF EDUCATION - FORMAT AND CONTENT

To: The RSD17 Board of Education

Date: October 31, 2023

Submitted for Board meeting dated: November 14, 2023

Re: Proposed Field Trip to France

Purpose of memo: Board Action

Executive Summary: HKHS is proposing a field trip to France for April 2025, consistent with our pre-Covid programming. Traditionally, we offered this experience every three years so as to allow all students of French the opportunity to experience the language and culture of France. Proposed trip details are attached and, if approved, would be scheduled around April vacation in the spring of 2025 (i.e. extending slightly beyond it in order to reduce travel costs.)

Special Note: We are cognizant of travel advisories currently issued by the State Department and would plan for full trip insurance and understand that the trip may be canceled if travel is not deemed safe by the State Department by late winter 2025.

Board Action: We are requesting that the Board approve the trip, contingent upon special precautions (i.e. trip insurance and ability to cancel if unsafe to travel). Suggested motion would be: I move to approve the HKHS field trip to France scheduled for April of 2025, on the conditions that: a.) all participants carry full travel insurance and b.) the State Department and RSD17 district administration deem it safe to travel at that time.

Relevant details:

- Cost is approximately \$3,339 per student, not including insurance
- Travel advisories will be monitored and HKHS will communicate directly with EF Tours who are very experienced in international travel for students
- Fundraising and planning would need to start immediately in order for families to support their student's travel

Next Steps: Mrs. Kehrley and Principal Hayward will update the Board no later than two months before travel regarding any remaining travel advisories, safety concerns, and/or need to cancel.

CC:

Board Administrator

Superintendent of Schools

Enclosures:

Summary Information sheet from Christine Kehrley, French Teacher
International Travel Program Proposal by EF (Educational Tours)

Board of Education Meeting

Information on proposed field trip to France:

EF Tours has been organizing student tours for more than 55 years. They have organized several international tours for our district students with very positive results. This includes my 2012 trip to France with 17 French students, 2015 trip to France with 40 students, and 2019 trip with 18 French students.

Included in this proposal are:

1. General information and background.
2. EF Tours' International Travel Program Proposal:
 - a. Safety support
 - b. Liability protection
 - c. Proposed itinerary
 - d. Cost (prices valid through the end of November)

Tour information:

Tour company: **EF Tours**

Tour name: **Paris and the Chateaux**

Tour dates: April 2025 (corresponds to April vacation, 2024-25 academic calendar not yet available)

Tour length: 9 days

Present cost to students (without insurance): \$3339 (possible slight variation, based on day of departure/airport)

Minimum enrollment: 12 students

Minimum chaperones: 2

Maximum enrollment: 30 students (5 chaperones)

Enrollment open to: HKHS present and former students of French (and having no significant discipline record)

Our tour price includes airfare, bus transportation between cities, hotel, breakfast, dinner, bus and walking tours, some entrance fees and the services of a full-time tour director.

Rationale for this trip:

My goal is to offer a trip to France once every three years in order to give all French students at HK an opportunity to experience first-hand the language and culture of the country they are studying. On the trip, my students will see and learn about the history and monuments of Paris. They will experience French cuisine. They will witness the fascinating gothic architecture of cathedrals. They will see up close the paintings and sculptures of French artists. They will visit the American cemetery in Normandy and climb through the bunkers used to defend the Normandy beaches on D-Day. Seeing these aspects of French culture and much more, all of which they have studied, will be an experience that they will never forget. This experience will contribute to their world-view, thus better arming them to seek to learn more about the world and to contribute to our global society.

Group leader: Christine Kehrley, French Teacher at HKHS.

I lived in France for one year and lived in Germany for six years. During these six years, I worked as a tour guide, mostly in France. I accompanied and conducted both bus and walking tours approximately 35 times in Paris. I speak French fluently. This will be my fifth student trip with HK; I brought a group of 7 HK students to France in 2008, a group of 17 students in 2012, a group of 40 students in 2015 and a group of 18 students in 2019.

International Travel Program Proposal

Haddam-Killingworth High School / Christine Kehrley



Paris and the Chateaux – Spring 2025

eftours.com/PCH

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

- Pg. 2** **Safety**
- Pg. 4** **Liability protection**
- Pg. 6** **Affordability**
- Pg. 7** **Educational value**
- Pg. 8** **Itinerary specifics**
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- Pg. 9** **Sample hotels**
- Pg. 10** **Sample meals**
- Pg. 11** **Next steps**

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit [eftours.com/covid](https://www.eftours.com/covid)**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team

– This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team

– Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

EF Travel Team – This team is your point of contact at EF. This team is a dynamic duo, made up of a Tour Consultant and an Experience Specialist. Your Tour Consultant is an itinerary whiz & is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to creating long-term travel programs for your school community. Your Experience Specialist is here to dive into all the little details that make your experience with EF special. They will work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (20 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Fundraising pages – Each student has access to their own unique and customizable fundraising page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period - New travelers who enroll by their Early Enrollment Discount Deadline can cancel for any reason up to 14 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Full flexible travel window: Thursday April 10 - Sunday April 20, 2025

Requested travel dates: Thursday April 10 - Friday April 18, 2025

Tour Price Quote

Paris and the Châteaux

Prepared For Christine Kehrlay	Prepared On September 1, 2023
Your Tour Number 2620265DK	Your Tour Website www.efours.com/2620265DK
Alternate Tour Choice 2nd Choice: Paris, Normandy and Brittany (9 Days)	

Your travel details

Total Length
9 days

Departing From
New York, NY area (incl. Newark, NJ)

Requested Travel Dates
Thursday, April 10, 2025 - Friday, April 18, 2025

Your Departure Date Range
☐ Requested
Thu, Apr. 10



☐ Latest
Sat. Apr. 12

Your experience includes

An All-Inclusive Tour
Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.efours.com/2620265DK.

Full-time Tour Director
Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides
Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

Personalized Learning Support
Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Continuous Support
Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Worldwide Presence
EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

24-hour Emergency Service
Travelers and their families can count on EF's dedicated emergency service team.

Peace of Mind Program
Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at efours.com/peaceofmind.

Lowest Price	
Price valid for travelers enrolled September 1, 2023 - September 30, 2023*	
Student \$3,319 or \$180 / 18 mos	Adult \$3,909 or \$212 / 18 mos
Price Breakdown	
Program Price	\$3,519
Early Enrollment Discount	-\$200
Protect your travelers with the Global Travel Protection Plan for \$190. Ask your Tour Consultant for details.	

*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at efours.com/baggage. All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit efours.com/bc.

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

Hotel Novotel Marne La Vallee Collegien | Paris

www.novotel.com/gb/hotel-0385-novotel-marne-la-vallee-collegien/index.shtml

Contemporary yet comfortable in design, all of this hotel's 193 spacious rooms include air conditioning, flat-screen TVs, and queen-sized beds. Guests can challenge each other to a game of outdoor table tennis or basketball, relax on the terrace, or take a dip in the pool.

Ibis Style Roissy | Paris

<https://all.accor.com/hotel/0815/index.en.shtml>

The Ibis Style Roissy is conveniently located in a northern suburb of Paris and offers a comfortable stay with a modern, colorful decor. Amenities include air-conditioned rooms and complimentary Wi-Fi in communal areas. Guests may choose to lounge in the spacious lobby or admire the Parisian sky through the skylights in the stylish breakfast room.

Campanile Rungis Orly | Paris

<https://paris-orly-rungis.campanile.com/en-us/>

Located in a southern suburb of Paris, the Campine Rungis Orly is a newly renovated, modern hotel with themed decor that pays homage to the mythical pavilions of the Rungis International Market. Indeed, guests looking to explore French gastronomical heritage need only venture around the corner to the Rungis International Market, one of the principal markets of Paris. Room amenities include air conditioning, Wi-Fi, a flat screen TV, and hair dryer.

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of local dishes travelers may try at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

On tour, breakfast generally is simple and will be at the hotel; it could be plated or buffet-style. **Lunch** typically is your chance to make culinary discoveries of your own. **Dinners** will be a mix of familiar dishes and local specialties. All meals will be a mix of familiar dishes and local specialties all served from a pre-set group menu.



France: Sample Meals

Cheese quiche, turkey with rice, sauce, mushroom and beans, apple tart

Salad, flammekueche, chocolate mousse

Couscous with vegetables and meat fruit salad

How I can help with next steps

My name is Rachel Wasserman and I am Haddam-Killingworth High School's dedicated Tour Consultant. That means I'll be working with Christine Kehrley every step of the way to make sure everything is perfectly planned.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,
Rachel Wasserman
Educational Tour Consultant
rachel.wasserman@ef.com

"I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel."

Angela M., Administrator, Brunswick, ME

"I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy."

- Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open up endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.