

To : Dr. James Franchini, Superintendent

From : Jeff Brown

Subject : 2022 Trip to France

Date : 01-21-21

Cc : Heath Quiles

- 1) The educational purpose of this proposed trip is to provide a language/cultural immersion opportunity to APHS students currently or once enrolled in a French class.
- 2) Depending on the approved 2022 academic calendar, I propose traveling during spring break, **hopefully from approximately Thursday, April 14 through approximately Saturday April 22, 2022**. This proposal may require missing one day of school prior to or after the trip.
- 3) The general itinerary of this trip is Paris, Normandy, and Brittany – the same itinerary I have followed on five previous APHS trips to France.
- 4) I will not travel with fewer than six (6) participants and would rather not travel with more than twenty-five (25) participants. Parents and grandparents have attended in the past but I prefer to travel only with students.
- 5) I intend to travel with juniors and seniors who are currently enrolled in a French class at APHS but will open the trip to sophomores who are also enrolled in an APHS French class and potentially to students who were unable to include French in their schedule. In the past, parents and grandparents have attended, but I would rather travel only with students. Given certain conditions, I can be flexible with this preference. **Because this trip has been postponed twice, it is inevitable that some students will no longer be enrolled in a French class although they had been to meet these criteria for the original trip.**
- 6) The cost of this trip is approximately \$3,200 which covers all air and ground transportation, all hotel accommodations, all breakfasts, all dinners, and most entrance fees to attractions. In the past, students have made this trip affordable by earning money from jobs and through family monetary contributions.
- 7) I, Jeff Brown, will be the teacher in charge.

- 8) As with the past five trips to France, I will use EF Tours as the tour company. With at least six (6) paying travelers I will travel for free.

- 9) The APCSD handbook stipulates that a 12-15:1 proportion of high school students to teachers must be maintained on field trips. EF Tours provides one free chaperone space for every six (6) paying travelers so I could potentially have two (2) adults for as few as twelve (12) students, and three (3) adults for eighteen (18) students, etc...

- 10) EF Tours provides "Group Leaders" and schools \$50 million of coverage under their General Liability Policy (attached). All travelers have the option to purchase the Global Protection Plan which helps protect their investment from common claims, and also provides supplemental medical coverage.

- 11) Student and chaperone health insurance coverage is an option that may be purchased through EF Tours (see #10) or by other insurance carriers.

- 12) I am planning on conducting fundraising activities to help defray the cost of entrance fees to sights not included in the trip price and for tips that groups are expected to leave for their bus drivers, tour guides, and the 24/7 Tour Director. **Most fundraising has already occurred for this trip.**

- 13) Traveler scholarships are not available through me, APCSD, or EF Tours.

- 14) EF Tour's reimbursement policy relative to cancellations is attached.

- 15) I will need to use school copiers for minimal copying needs and will use my classroom for a few traveler/parent meetings. Those meetings can be scheduled for evenings and weekends when custodians are already on duty at APHS.

- 16) The only direct cost to the school district would be for a substitute teacher if the trip leaves one day prior to the vacation or returns one day after vacation, but not both.

- 17) EF Tour's comprehensive cancellation policy relative to world conditions is attached.