



MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT
1299 BRYANT AVE., MOUNTAIN VIEW, CA 94040-4599

PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: Darren Dressen Department: Science

School: [] Mountain View HS [x] Los Altos HS [] Alta Vista HS

Destination (out of state trips require Board approval): London, England

Mode of Transportation: [x] Air [] District Bus/Van [x] Chartered Bus [] Car [x] Other London Tube

Date and Time of Departure: Feb. 25, 2023 Date and Time of Return: March 5, 2023 (Flight Times TBD)

Number of instructional days that students will be missing: 5

What provision has been made for students to make up missed classes and assignments? Students will have their computers with them on trip and keep up with Canvas and Google Classroom LMS

Number of Participants: 36 students 0 parents 3 teachers 2 others (spouses)

Objectives of the Trip (educational value): Students will be on a science-based tour and will present their independent ASI research at International Science Symposium

Total cost of trip per student (include all expenses): \$ approx. \$4000

Fund raising activities and amount you expect to raise to offset cost to students (Please show by how much your fund raising will reduce the expenses per student): A few students have created an EF Tour Fund Me Page to gather funds from family and friends. Other students got summer jobs to offset cost since trip was planned early.

Amount student is expected to pay from personal sources after applying fund raising share: \$ 2000

NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses. All students have built in insurance through EFTours

What arrangements will be made to subsidize the student? Student can also apply for an EF scholarship

NOTE: No student can be excluded from a trip because of inability to pay.

Facilities for lodging (if a hotel, name and address): Various hotels to be determined by EF Tours

Names of trip supervisor(s): Darren Dressen, EF Personnel (Taylor Prillaman/Jim O'Beirne)

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 3

Signature of Darren Dressen

9-17-23

Department Coordinator's Signature

Date

THIS SECTION TO BE COMPLETED BY PRINCIPAL'S OFFICE AND EDUCATIONAL SERVICES DEPARTMENT

Table with 4 columns: Received, Progress, Completed, N/A. Rows include: Parental Permission for Field Trip, Field Trip Agreement for Chaperones, Emergency Medical Treatment Card, Field Trip Checklist, Volunteer Driver - Application for Approval & applicable Parental Permission form.

Approved By: W. Satt... Principal's Signature

9/23/22 Date

Associate Superintendent's Signature

9-28-22 Date



Mountain View-Los Altos Union High School District
1299 Bryant Avenue, Mountain View, CA 94040-4599

FIELD TRIP CHECKLIST

Teacher Name: Darren Dressen Representing which Class or Group? ASI
Purpose of Trip: ASI Science-Based Trip and International Science Conference in Tonbridge, England
Proposed Date of Trip: Feb. 25, 2023 Departure Time: TBD Return Time: March 5, 2023
Number of Students: 36 Cost of Trip per student: Approximately \$4000

DAY TRIPS

This form must be completed a full two weeks prior to the departure of the field trip. Completed forms must be returned to the principal's administrative assistant for the principal's review prior to placement on the field trip calendar.

- Attach a copy of the Parental Permission for Field Trip form that you will distribute to students with the information box completely filled out.
Number of Chaperones:

OVERNIGHT TRIPS:

Overnight trips must be filed with the principal's office at least two weeks prior to the commencement of the trip and approved by the principal and the Associate Superintendent of Educational Services. Out-of-state and out-of-country trips require School Board approval and must be submitted to the Board of Trustees a minimum of six months prior to the departure date.

- Complete the Overnight Curricular or Co-Curricular Trip Request form and turn it in with this application. Be sure to check the "Forms Completed" boxes.
Number of Chaperones: 5 or 6 (Overnight trips with students of mixed gender must have at least one chaperone of each gender.)

TRANSPORTATION: Check the box indicating that you have completed the appropriate forms.

- Traveling by private vehicle
Drivers must complete the personal auto insurance verification form, "Volunteer Driver - Application for Approval"
Parents of students being transported must complete the appropriate permission forms
Transportation Request (if traveling by bus)
Transportation costs will be covered by: EF Tours (as part of package)

FIELD TRIP ROSTER:

- Field trip rosters must be submitted to the Attendance Office at least two days prior to departure with parental permission forms attached. (Checking this box indicates your assurance that this step will be completed.)
Teacher submitting roster: Darren Dressen Date: 9-17-22

MEETING WITH STUDENTS:

- A meeting with students, chaperones, and parents is required for Overnight and Out-of-state trips only. Checking this box indicates that meeting was held, or is scheduled to be held and an administrator has, or will be present. (Please keep a sign-in sheet for your records.)
Date of meeting: 5-12-22 (Parent Meeting) 5-19-22 (Parent Meeting) Will still have two more student lunch meetings and one more parent meeting in January.

FIELD TRIP AGREEMENT FOR CHAPERONES:

- Checking this box verifies that the staff member responsible for this trip has collected signed and dated chaperone agreements from every adult who is accompanying the students on this trip.

Reviewed by: Wynne Sattl (Principal) Date: 9/19/22



Mountain View-Los Altos Union High School District
1299 Bryant Avenue, Mountain View, CA 94040-4599

PARENTAL PERMISSION for FIELD TRIP

- Day Trip only
Overnight Trip
Out-of-State Trip

Permission for your son/daughter to participate in a field trip is requested. The pertinent information is as follows:

School: Los Altos High School
Class: Advanced Scientific Investigations (ASI)
Teacher: Darren Dressen
Destination of field trip: London, England
Purpose: ASI Science-Based Trip and International Science Conference in Tonbridge, England
Date and time of departure: Saturday Feb. 25, Flight Details determined later
Number of students who will attend: 36
Mode of transportation: Plane, Private Tour Bus, London Tube
Nature of lodging: Hotels in London and Tonbridge area
Cost to each student: app, \$4000 Purpose: For travel, hotels, food, admission to site attractions
Names of supervisors: Tour Leader: Jim O'Beirne (EF), Group Leader: Darren Dressen Chaperones: Tory Johnson (ASI teacher), Julie Johnson (spouse), Jacob Russo (LAHS teacher), Lorena Russo (spouse)

NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.

X -----

I give my permission for my son/daughter to attend the field trip described above. I furthermore authorize the supervisor to take responsibility for securing emergency first aid or medical aid if either is required by my son/daughter. I have read the Code of Conduct printed on the back of this form, and discussed behavioral expectations and the consequences for not meeting those expectations with my student.

X (Parent/Guardian's signature) X (Student's signature)

NOTE: If district-owned transportation is being used, the school district's insurance policy covers bodily injury and property damage liability. All drivers of non-district owned vehicles are asked to furnish evidence of automobile insurance liability coverage.

(over)

Code of Conduct:

Participation in a school sanctioned field trip is a privilege. There are standards for behavior that will be upheld at all times. Adults will adhere to the same expectations as the students.

1. All policies of the Mountain View-Los Altos Union High School District will be in effect for the duration of the field trip.
2. Gracious, courteous and respectful behavior is expected from all at all times.
3. Students must remain in the presence of adult supervision at all times unless explicit consent has been given by an adult supervisor.
4. Sleeping arrangements will be based on gender specific rooms. One male and one female may not be alone in any room at any time.
5. Students must follow directions and instructions from chaperones without fail.
6. Drugs, alcohol and tobacco are absolutely prohibited. Choosing to bring, consume or be in the presence of others who are consuming, will lead to suspension and/or expulsion as well as immediate termination of the field trip privilege. **Consequences will be applied regardless of whether you are bringing or consuming alcohol, tobacco, or drugs, or are associating with, or are in the presence of others who are consuming.**
7. If a student is discovered to be in violation of any part of the code of conduct, he or she will be sent home immediately at the expense of the parents.

Other consequences for violation of the Code of Conduct may include:

Suspension, expulsion, transfer to an alternative program; removal from leadership position; exclusion from participation in senior activities and/or graduation ceremony; exclusion from participation in future co-curricular activities or field trips for graduated number of events ranging from one contest, performance or event to exclusion for a season, a year or the remainder of the student's high school career; suspension of the privilege for the team or group to go on future fieldtrips.

FIELD TRIP AGREEMENT FOR CHAPERONES

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct is expected to enhance the integrity of the district and advance the goals of the educational programs. Each employee is expected to make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities.

As a chaperone/advisor, I understand that I am representing the Mountain View-Los Altos Union High School District and that I am expected to enforce all school rules, regulations and policies. I will handle student misconduct appropriately and follow district guidelines in disciplining students. I will provide adequate and appropriate supervision at all times.

I accept responsibility for my own conduct and recognize that my behavior will serve as a model for my students. My personal behavior will at all times be consistent with district expectations. As such, I agree not to possess, consume or use any tobacco, alcohol or illegal substances at any time during this trip, including those times when I am away from students. I will use good judgment and common sense and my decisions will be in the best interest of my students and supportive of protecting their safety and well being.

I hereby certify that I have read and understand all applicable district policies and regulations and I accept the responsibility for enforcing these regulations around the clock for the duration of the trip. Failure to carry out my responsibilities as stated in this contract and/or gross negligence on my part may result in disciplinary actions against me, up to and including termination from my position. (To determine appropriate consequences for student failure to adhere to expected behavioral guidelines, please refer to policies listed below and to the permission slip/contract signed by students and parents.)

Darren Dressen 9/13/22
Lead Chaperone Date

Darren Dressen 510-386-2607
Printed Name and Phone Number

ASI England Trip
Name of Activity and Destination

9 days Feb 25 - March 5 2023
Duration of Trip

Signatures and phone numbers of all co-chaperones: (My signature below certifies that I understand district policy, that I have read the above, and that I understand that I am held to the same standard as the lead chaperone, and that I will do my best to support the lead chaperone in his role.)

Julie Johnson

(408) 497-3048

Julie Johnson

Wynne Satterwhite
Administrator to be contacted during trip, if necessary

(650) 387-0424
Administrator's Telephone Number

Referenced Board Policy and Regulations:

BP/AR 5131.6 a-e Alcohol and other Drugs
BP/AR 5131.62 Tobacco
BP/AR 5132 Dress and Grooming
BP/AR 5144 Discipline

BP/AR 5144.1 Suspension and Expulsion/Due Process
BP/AR 5145.12 Search and Seizure
BP/E 4319.21 Professional Standards

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Name of Activity and Destination

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Lorena Russo 9/14/22 [Signature] 831-331-0995

Wynne Satterwhite
Administrator to be contacted during trip, if necessary

(650) 387-0424
Administrator's Telephone Number

Referenced Board Policy and Regulations:

- BP/AR 5131.6 a-e Alcohol and other Drugs
- BP/AR 5131.62 Tobacco
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Darren Dressen 9/13/22
Lead Chaperone Date

Darren Dressen 510-386-2607
Printed Name and Phone Number

ASI England Trip
Name of Activity and Destination

9 days Feb 25 - March 5 2023
Duration of Trip

Signatures and phone numbers of all co-chaperones: (My signature below certifies that I understand district policy, that I have read the above, and that I understand that I am held to the same standard as the lead chaperone, and that I will do my best to support the lead chaperone in his role.)

Jacob Russo

[Signature] (831) 247-3577

Wynne Satterwhite
Administrator to be contacted during trip, if necessary

(650) 387-0424
Administrator's Telephone Number

Referenced Board Policy and Regulations:

- BP/AR 5131.6 a-e Alcohol and other Drugs
- BP/AR 5131.62 Tobacco
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Darven Dressen 9/13/22
Lead Chaperone Date

Darven Dressen 510-386-2607
Printed Name and Phone Number

ASI England Trip
Name of Activity and Destination

9 days Feb 25 - March 5 2023
Duration of Trip

Signatures and phone numbers of all co-chaperones: (My signature below certifies that I understand district policy, that I have read the above, and that I understand that I am held to the same standard as the lead chaperone, and that I will do my best to support the lead chaperone in his role.)

Tory Johnson

[Signature]
(415) 602-1354

Wynne Satterwhite
Administrator to be contacted during trip, if necessary

(650) 387-0424
Administrator's Telephone Number

Referenced Board Policy and Regulations:

BP/AR 5131.6 a-e Alcohol and other Drugs
BP/AR 5131.62 Tobacco
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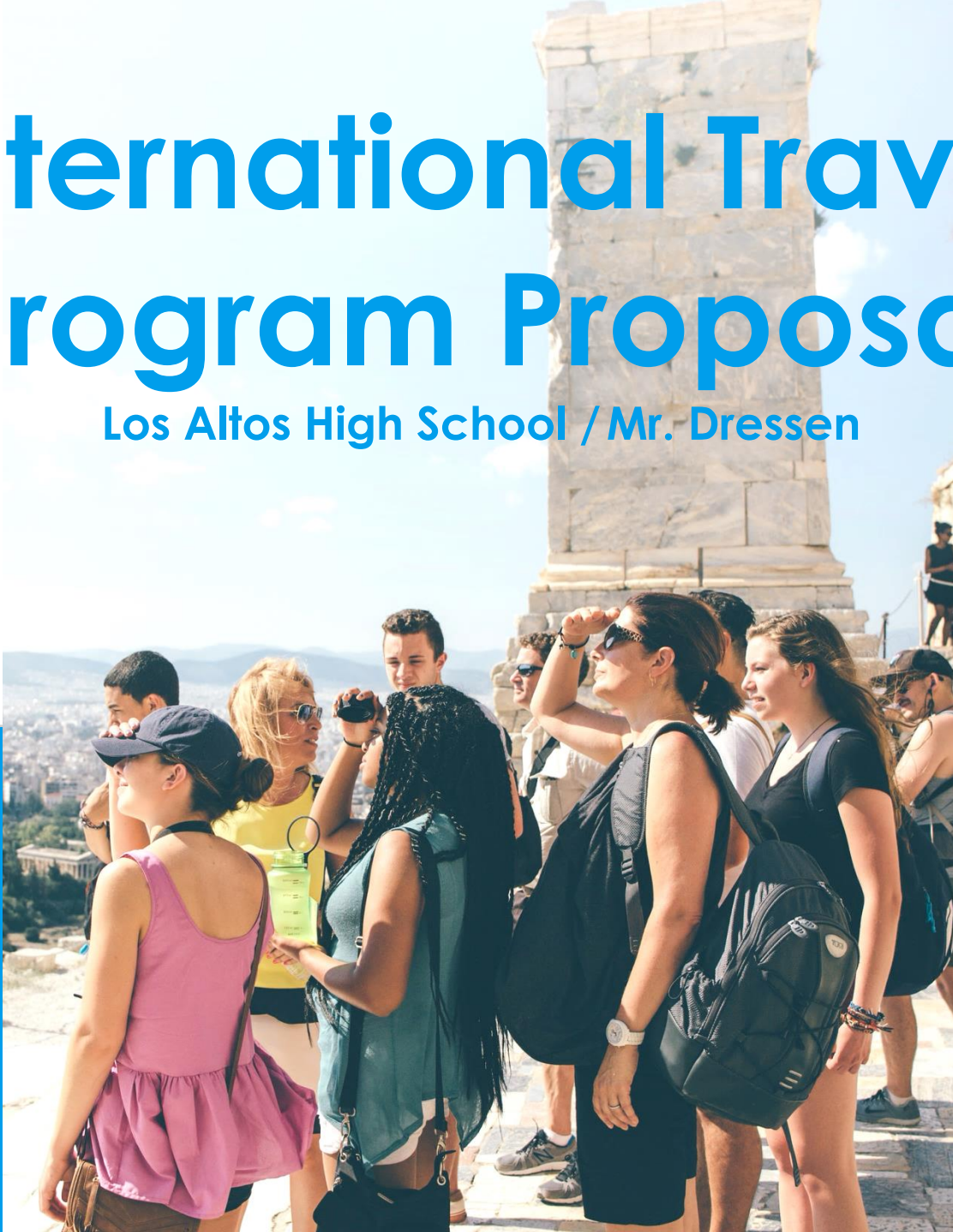
BP/AR 5144.1 Suspension and Expulsion/Due Process
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BP/E 4319.21 Professional Standards



EDUCATIONAL
TOURS

International Travel Program Proposal

Los Altos High School / Mr. Dressen



STEM in London - February 2023

eftours.com/2501247RZ

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

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 effours.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.

Tour Consultant – This itinerary expert 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 offering fundraising advice and creating long-term travel programs for your school community. They 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 Peace of Mind

Provided to groups departing before October 1, 2022

In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 45 days prior to departure at the group level, while specific options can be implemented at the individual level.

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 (18 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.

Donation pages – Each student has access to their own unique and customizable donation 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 October 1, 2022 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

DAY 1	Fly to England	▼ 
Fly to England		DAY 1
London		DAY 2
<p>Meet your Tour Director at the airport</p> <hr/> <hr/> <p>Take a walking tour of London</p> <hr/> <p>Visit the Natural History Museum or the Science Museum</p>		

London

DAY
3

Take a guided tour of London

With your expert local guide you will see:

- Big Ben and Houses of Parliament
- Piccadilly Circus
- St. Paul's Cathedral
- Westminster Abbey
- Changing of the Guard at Buckingham Palace (*if scheduled*)

Participate in a forensics workshop, where you'll learn criminal investigation skills like fingerprint analysis and crime scene assessment

London

DAY
4

Visit Stonehenge

Participate in an interactive activity centered around Stonehenge with an expert local guide

Take a guided Jack the Ripper tour and follow in the footsteps of the 19th-century serial killer

London | Tonbridge

DAY
5

Visit Bletchley Park

Participate in a workshop at Bletchley Park

Visit the National Museum of Computing

Tonbridge

DAY
6

Participate in Group Leader-arranged activities

Tonbridge | London

DAY
7

Travel to London

Visit the Tower of London

London

DAY
8

Enjoy a Thames River cruise

Ride the London Eye

Return home

DAY
9