

## **Curriculum/Instruction Subcommittee**

Tuesday, May 27, 2025 7:00 PM

Meeting Access: Curriculum Subcommittee (4/28/25 at 7:00 p.m.) Web:  
<https://zoom.us/j/93213997449> Dial In: (929) 205-6099 Meeting ID: 932 1399  
7449, 3 Brush Hill Road, New Fairfield, CT 06812

### **I. CALL TO ORDER**

### **II. APPROVAL OF THE MINUTES**

II.A. April 28, 2025 – Regular

### **III. INFORMATION/ACTION ITEMS**

III.A. New Fairfield High School SEE (Senior  
Enrichment Experience)

III.B. Transcript Course Designations

III.C. NFHS World Language (French): Quebec Trip  
Proposal

### **IV. OTHER**

### **V. ADJOURNMENT**

**BOARD OF EDUCATION, NEW FAIRFIELD, CT**  
**Curriculum Subcommittee Meeting**

Name of Subcommittee: Curriculum

Meeting type: Regular

Date of Meeting: 4/28/25

Minutes submitted by: Tim Blair

Members present: Kathy Baker, Tim Blair, Greg Flanagan, Sue Huwer

Members absent:

Other attendees: Ken Craw, Kristine Woleck, Allyson Story, Ryan Gage, James D'Amico, Karen Gruetzner, Christine Haddad

Meeting Access: Curriculum Subcommittee (4/28/25) Web: <https://zoom.us/j/95267000653> Dial In: (929) 205-6099 Meeting ID: 952 6700 0653

Meeting called to order: at 7:00 p.m.

**II. APPROVAL OF MINUTES**

A. March 24, 2025 – Regular

**Motion:** To approve the minutes of March 24, 2025, as presented

Made by: Greg Flanagan

Seconded by: Sue Huwer

**Recording of vote:** All in favor

**III. INFORMATION ITEMS**

A. **Mathematics Progression / Placement Criteria, 6-12** (*Instruction Strategic Goals*)

We heard in detail about our accelerated mathematics pathways available in grade 6 through 12. We had a very detailed presentation first from Dr. Woleck and from Ryan Gage, and it was very informative in just how much goes into preparing these opportunities for our students. Dr. Woleck went over the requirements for placement into accelerated math on each level in detail, and then spoke about how continued participation in accelerated Math is contingent upon maintaining strong performance.

B. **NFPS Summer Reading** (*Instruction Strategic Goals*)

We then heard from each of our three principals and Christine Haddad about our summer reading program in each school and our collaborative effort as a district to create a culture of reading. This year we are enhancing our summer reading program. Discussion on how we could help encourage students to enhance their learning by reading over the summer. There was a presentation in detail on how each school is approaching this and there was a suggestion made that perhaps a few of our board members might be interested presenting what we are reading over the summer and have it be posted on some of the TVs in the schools.

**IV. ACTION ITEMS - None**

**V. OTHER – None**

**VI. ADJOURNMENT**

**Motion to adjourn:** Made by: Tim Blair

Seconded by: Greg Flanagan

Recording of vote: All in favor

**Meeting adjourned at:** 8:03 p.m.

# SEE Update and Look-Ahead

Board of Education Curriculum Subcommittee  
New Fairfield Public Schools  
May 27, 2025



Senior  
Enrichment  
Experience\*  
2024-2025

\* Graduation requirement for all NFHS students (1.0 credit)

## Types of Experiences (24-25)

- X External internship
- X Teaching assistant position (NFPS)
- X An independent career research- and interview-based project

## Requirements (24-25)

- X 3 weeks (May 19 - June 6), 90 hours (30 hours /week, 6 hours / day)
- X Weekly Google Classroom journals / check-ins
- X SEE Fair Project Presentation (June 10)

# Mastery-Based Diploma Assessment Requirement

- Beginning with the Class of 2027, there is no longer a State requirement for a one-credit mastery-based diploma assessment.
- Boards of Education may continue to include this credit in district graduation requirements.
- Currently, it is included in NFHS requirements as 1.0 SEE/Attributes of Graduate credit

# Exploring Possibilities: Guiding Principles

- Relevance and purpose for students
- Aligned to NFPS Vision of the Learner, with rigor and future-ready skills
- Differentiated for range of student aspirations and interests
- Sustainable over time, to ensure student mentoring and feedback

# Exploring Possibilities: Research

- Communication with districts\* & review of Program of Studies across DRG A and DRG B
- Range of responses: some maintaining portfolios / projects / internship programs, some eliminated the requirement (replaced with an elective credit), several looking to revise or shift to project-based options

*\* Including Brookfield, Newtown, Monroe, Weston, Joel-Barlow (Region 9)*

# Exploring Possibilities: Models to Consider

- Project-based capstone (varied semester timing)
- Portfolio across multiple years
- External internship options connected to Pathways
- *Other: microcredentials, certificate programs*

*\* SEE Study Group to further research and develop models during 25-26 school year for initial implementation in 26-27 school year.*

# Stepping Forward: Revisions for 25-26

- Presentation / public speaking skill development and demonstration required (*NEPS VOL Talented Communicator*)
- Enhance research project option for students
- Expand connections with trades and businesses for external internship options
- GPA / Behavior requirements for internship



**TRAVEL PACKET FOR**  
**NFHS OVERNIGHT DOMESTIC or INTERNATIONAL FIELD TRIP TO QUEBEC CITY CANADA**

Feb. 5-8 2026

Dear Parent/Guardian:

We are excited about the upcoming New Fairfield High School French/World Language Grade 9 -12 trip to Quebec City, Canada from Feb. 5-8, 2026 (the “Trip”). The administrator responsible for the Trip, Heidi Edel, French Teacher, and we are working with a tour company called Prométour (the “Tour Company”). **There will be a parent meeting prior to the trip to review the travel plans, flight information, hotel accommodations, admission passes, and to answer any logistical questions.**

We will also provide you with an update on our plans to help ensure a safe and successful experience for all students and chaperones. It is very important that each student be represented by a parent/guardian at this meeting. Students are also welcome to attend.

In addition to the medical and permission forms we provided previously, we are providing additional information in this Travel Packet and requiring that additional forms be signed and submitted to Heidi Edel/NFHS Administration by participating students (“Student” or “Students”) and their parents or legal guardians (“Parents”). Failure to review the information in this packet and to submit the required forms may result in difficulties with the Student’s ability to participate in the Trip.

Included in this packet are the following:

- TRAVEL DESCRIPTION
- AGREEMENT, WAIVER AND RELEASE OF LIABILITY
- EXPECTATIONS AND CODE OF RESPONSIBILITY AND RESPECT
- REFUND POLICIES

***THESE DOCUMENTS HAVE IMPORTANT LEGAL CONSEQUENCES.  
DO NOT SIGN THEM UNLESS YOU KNOW WHAT THEY MEAN.***

## TRAVEL DESCRIPTION

Trip Destination: Quebec City Canada

Departure Date: Feb. 5, 2026

Return Date: Feb. 8, 2028

Trip Leader(s): Heidi Edel

Tour Company/Trip Sponsor (“Tour Company”) (if any): Prométour

Detailed Itinerary: [Group Leader – New Fairfield Schools – Quebec City Carnaval 2026](#)

### **Thursday Feb. 5, 2026**

06:30 Board your **private motor coach** at your school to begin the journey to **French Canada**.  
*Request: not Wade*

15:30 Meet your **Quebecois Prométour Tour Director** upon arrival, he/she will remain with your group for the duration of your visit.  
*Request: Maryse Vallieres*

Receive your **Bonhomme Carnaval Effigy** - a miniature pendant that you wear on your outerwear as the Passe-Partout for the Carnival.

Go tobogganing at the famous **Au 1884 - Glissades de la Terrasse Dufferin** located next to the impressive Château Frontenac. (2 glissades)

Enjoy dinner in a quaint local restaurant with your group and Prométour Tour Director.  
Transfer by local Quebec **school bus** to the hotel.

Overnight accommodation in **Quebec City / Ste-Foy**.

*Example: Holiday Inn Express - Ste-Foy (or similar)*

A **night hall monitor** will provide added security. (5-hours)  
*(night hall monitor service is subject to availability)*

### **Friday Feb. 6, 2026**

Enjoy breakfast at the hotel with your group.

Take in the view from the **Observatoire de la Capitale** and spend time at the Horizons Experience exhibit, a vivid exposé of Québec City's identity through historical vignettes, quizzes, and video projections. (**non-guided**)

In the company of a period costumed character, visit the iconic **Chateau Frontenac** to learn about the historical events and famous people that shaped the identity of the hotel. (**guided**)

Explore **rue Saint Jean** in the heart of Upper Vieux Quebec. Originally laid to connect a 17th century country estate to the city, today it is a lively spot for strolling, shopping and dining.  
(**non-guided**)

Have lunch on your own.

*(location and time to be determined by your Prométour Tour Director and Group Leader)*

Partake in an **Interactive Legends Workshop** to learn about the Quebec of yesteryear. With the help of professional actors, re-enact some of Quebec's most popular legends! (**guided**)

Spend time at the **Galleries de la Capitale**, a one-stop shopping and entertainment center.  
*(amusement park attractions not included)*

Experience the Quebecois tradition of sugaring off at a **Cabane à Sucre**. Tour the sugar shack to learn how tree sap becomes syrup (aka liquid gold), enjoy a lumberjack meal, listen to folk songs, learn traditional dances, and have maple taffy on snow!

Overnight accommodation in **Quebec City / Ste-Foy**.

A **night hall monitor** will provide added security. **(5-hours)**

### **Saturday, Feb. 7th, 2026**

Enjoy breakfast at the hotel with your group.

Admire the magnificent **Parc de la Chute Montmorency!** You may even see ice climbers on the sheet of ice that covers the waterfalls in winter. **(photo stop)**

Experience winter thrills and laughs while snow rafting, sliding on inner tubes and crazy carpets at **Village Vacances Valcartier**.

Have lunch at your leisure at the on-site food court. (not included)

Explore the incredible **Hôtel de Glace / Ice Hotel** at your own pace. Made of ice and snow, the architecture and design changes each year, making this hotel truly unique. **(non guided)**

Experience the **Carnaval de Québec**. Have time at this exciting winter festival brimming with activities, sporting competitions, breathtaking entertainment and much more.

*(maximum 1-hour, refer to the Carnaval calendar of events to determine what to experience)*

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Take in the festive atmosphere of the **Carnival Night Parade**.

Overnight accommodation in **Quebec City / Ste-Foy**.

A **night hall monitor** will provide added security. **(5-hours)**

### **Sunday, Feb. 8th, 2026**

Enjoy breakfast at the hotel with your group.

Have the service of a **local driver** and Quebec **school bus** while your touring driver rests.

Transfer to the next stop in your program.

Board a **St. Lawrence River ferry** in **Lévis** and enjoy a sailor's view of the Plains of Abraham and Chateau Frontenac as you make your way to Québec City.

Explore the enchanting **Quartier Petit Champlain**, the oldest shopping district in North America. Today, it showcases the talents of local artisans and is the location of the Escalier Casse-Cou and Wall of History. **(non-guided)**

Say a fond *Au Revoir* to your Quebecois **Prometour Tour Director**.

11:30 After a fun-filled trip, board your **motor coach** and begin the journey back to the **USA**.

20:30 Estimated arrival at your school.

Hotel Information:

Hotel: Exact hotel to be determined; similar to [Holiday Inn Express - Ste Foy](#)

Means of Travel: Bus (coach)

Air Transportation: N/A

Flight Information: N/A

Bus Transportation: N/A (to airport)

Expected Number of Student Participants: 25-30

Names of Chaperones: 3

Name of Trip Nurse: If needed

Anticipated Cost per Student: \$1,080 - \$1,380 depending on number of participants + additional fees below based on occupancy (single, double, triple, or quad)

Additional Fees: \$160 per student as follows: \$35 processing fee, \$40 for tips, \$85 additional insurance as required by New Fairfield Public Schools (see insurance details below).

Every effort will be made to acquire funding for the additional fees and scholarship opportunities from local organizations.

## AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement, Waiver and Release of Liability (“Agreement”) are the Student, the Student’s parents or legal guardians, and the New Fairfield 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 Travel Packet,
- certify that the information provided in this Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party Tour Company/trip sponsor (“Tour Company”) (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 participate 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 the Student’s 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 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 other public health authorities and to review such information periodically for updates and changes 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.*

*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 Tour Company, that describes the risks associated with the Trip. The Tour Company 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.

### **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 Responsibility and Respect 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 the Tour Company, 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 Student will be subject to the laws, rules and regulations of the location where the

Student is traveling and those laws may be substantially and materially different from those in Connecticut.

- While participating in the Trip, the Student will comply with the Expectations and Code of Responsibility and Respect attached as Appendix A, and will not engage in inappropriate conduct, including but not limited to the use of physical or verbal threats or violence or unauthorized absences from scheduled Trip activities.
- Consumption, use or possession of illegal drugs or alcohol will not be tolerated.
- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations.

## **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 Appendix A and Section VIII below; and
- to abide by the Tour Company's and/or the District's Refund Policies, which are attached as Appendix B.

## **VII. Participation and Trip Modification**

The Student and the Parents understand and agree that:

- The District and/or Tour Company reserve the right to cancel or modify the Trip at any time for any reason, including but not limited to emergencies, low enrollment, change in conditions, 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 Tour Company.
- 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 Responsibility and Respect

## **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 Responsibility and Respect, the Expectations and Protocols related to emergencies, or health or safety conditions or considerations.

- If the Student's conduct or health 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 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 Travel Packet, including the permission slips and medical forms provided on                     (Date), 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.

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Student signature Date

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Parent/Legal Guardian signature Date

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Parent/Legal Guardian signature Date

**New Fairfield Board of Education**

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Signature Date  
Superintendent of Schools

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Print Name

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Title

## APPENDIX A

### **Expectations and Code of Responsibility and Respect**

The New Fairfield 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 expectations 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 students will be expected to follow behavior guidelines and requirements as set forth in the [New Fairfield High School Student Handbook](#).
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 District 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 New Fairfield High School after the Trip.

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 B

### **Refund Policies (Prométour)**

#### **Cancellation Penalties**

There are many factors to consider when discussing the topic of cancellation penalties for a group. This trip is priced out based on \_\_\_\_ students participating and contributing. The sliding scale is communicated with the trip itinerary: the fewer the students, the higher the cost. For this trip, the goal is to have 24-27 participants so that the cost is \$1,280 per participant. Participants are given all relevant information at time of purchase.

Prométour provides the tour, which includes an insurance package through the provider Travelex (see below).

Emergency Medical is included in the tour price for when you are in destination and require medical assistance

Regular Cancellation is not include in the tour price but is required per district policy.

Examples include death in the immediate family or documented emergency medical, In the case of an individual's cancellation due to a covered physical illness or an injury, they would be eligible for a 100% refund of their claim of their monies kept by Prométour.

Cancellation can occur any time before departure.

Regular cancellation will not cover pandemic/epidemic, but CFAR should apply\*\* so long as participants cancel a minimum of 48-hours prior to departure.

CFAR coverage (Cancel for Any Reason) is not included in the tour price, but is required per district policy.

Examples include fear of travel, trip approval withdrawn, change in destination entry requirements, schedule conflicts; participants would be eligible for a 75% refund of their claim.

Cancellation must occur at least 48-hours prior to departure.

Trip Confirmation must occur at least 90-days prior to departure.

The insurance company will be the sole determiner of eligible refund. Policy questions and what if situations should be directed to the insurance company:

#### **Questions regarding policy:**

Travelex Insurance Services

1-800-228-9792

8:00am – 7:00pm CST, M-F

[studentgroup@travelexinsurance.com](mailto:studentgroup@travelexinsurance.com)

Reference Plan Number SERZ-0823

There is no additional insurance coverage through the tour provider.

Peace of Mind Program is Prométour's plan of action on how to proceed with a group dynamic decision. The choices that are offered are based on the coverage of the insurance package which is supplied by the insurance company.

Cancellation coverage is a component of the insurance package provided by the insurance company. Cancellation fees are imposed by Prométour and are determined by our Terms and Conditions.

\*\*\*\*\*

Cancellation of the Entire Group

In the case of a formal Level 4 Travel Advisory by the U.S. Department of State for travel to Canada, the Group Leader may choose between 1) changing the travel dates of the current trip 2) Modifying the existing trip with the same dates or 3) canceling the trip, in which case Prometour will work with its partners and suppliers to collect as much money back to participants as possible.

Group or Individual Cancellation procedure:

To be removed from or cancel a confirmed trip, a Cancellation Form must be completed, and fees are determined based on the date that Prometour receives the form in relation to the trip departure date. Prometour will keep:

\$ Prometour Processing Fee

\$ Cost of the insurance premium

\$ Cancellation Fee – determined by the Terms & Conditions (T&C)

Monies paid above this total will be refunded by Prometour, the traveler would then make a claim to the insurance company for what was kept by Prometour.

**Prometour Professional Papers**

- [Prometour Travel Agency License](#)
- [Prometour Certificate of Liability Insurance](#)
- [Safety Protoco](#)
- [Prometour Terms & Conditions](#)

**Insurance Provider Details: Travelex**

- [Essentials Flyer](#)
- [Plus Plan Flyer](#)
- [Full Policy Details](#)