



HANOVER HIGH SCHOOL FIELD TRIP REQUEST FOR APPROVAL FORM

FORM 1

Today's Date 4/25/18

Teacher(s) Allison Youngworth Grade(s)/Subject(s) 10-12 French

Classes Participating French 3, 4, 5, AP Field Trip Destination Québec City, Canada

Date of Field Trip 1/31/19 - 2/3/19

Time of Departure From School 1/31/19 6:30 am Time of Departure From Field Trip Site 2/3/19 8:00 am

Estimated Time of Arrival Back at School 2/3/19 5:00 pm

Number of Students 15 Cost of Transportation / Cost per Student \$921.00

Number of buses 1 (provided by tour company) Cost of Admission of Fees / Per Student Fee _____

45 students per bus or Van (16 students per van) _____

Number of Teachers 1 or 2 depending on enrollment Any additional fees _____

Number of Chaperones depending on enrollment Total Cost Per Student \$921.00

(1 chaperone per 10 students)

Will students be eating on the trip? (Y) N _____ Primarily indoor or outdoor? outdoor

Where? restaurants

Will there be vigorous physical activity? (Y) N _____ Will there be exposure to any animals? (Y) N sledding dogs

hiking, sledding

Field Trip – Relevance to Curriculum

Field Trips should be designed and planned as one of an array of multiple and varied opportunities for students to gain and apply knowledge and understanding of contents, concepts and skills. Field Trips should be educational, academic experiences which:

1. Directly relate to the curriculum standards being taught;
2. Enhance learning;
3. Motivate and engage learners;
4. Enrich the curriculum;
5. Extend the learning;
6. Offer source of facts and new learning materials not immediately available in the classroom/school.

Field Trips – Safe and Valuable Experiences

In addition to the obligation to plan educationally sound field trips, is the serious obligation to ensure that all field trips are safe, secure, and viable learning experiences. Field trips should be designed and planned to:

7. Begin and end within the limits of the times that the children who are participating would usually be in session in school to ensure safety.
8. Avoid potential risks;
9. Include a well-planned schedule of events;
10. Meet the learning needs, development levels, and learning profiles of students;
11. Include accommodations and/or modifications for those in need.

Field Trip Proposal: To immerse French students in traditional Québécois culture + language

Relevance to Curriculum (reference criteria above): 1 - language immersion
2, 3 - demonstrate language relevance outside of classroom
4, 5 - Hands on learning in a real French speaking environment
Plans for Involvement and Safety (reference criteria above):
6 - Hands on learning in a real French speaking environment
8, 9 - all safety precautions will be in place
11 - options available for students not wanting or able to participate in certain activities

Signature of Teacher

Signature of Principal

Date

Date

Signature School Nurse

Date

NOTE: School Committee Approval is needed for all out of state travel. Out of state travel is approved no less than 30 days prior to the scheduled trip date. Out of country travel must be approved prior to the September of the school year in which the trip will take place. Please submit all out of country travel requests to your Principal by May 15 in the school year before the proposed field trip.

Date of the June School Committee Agenda

APPROVED

NOT APPROVED



CERTIFICATE OF LIABILITY INSURANCE

9/30/2018

DATE (MM/DD/YYYY)

4/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	
INSURED 1432062 EXPLORICA, INC. DBA WORLDSTRIDES 218 W. WATER STREET, SUITE 400 CHARLOTTESVILLE VA 22901	FAX (A/C, No):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Steadfast Insurance Company	NAIC # 26387
	INSURER B : Zurich American Insurance Company	16535
	INSURER C : Crum and Forster Insurance Company	42471
	INSURER D : Federal Insurance Company	20281
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 15324842 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	EOL532937613	9/30/2017	9/30/2018	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	PRA1071630	9/30/2017	9/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	5821091334 (25M) 93635915 (15M XS 25M)	9/30/2017 9/30/2017	9/30/2018 9/30/2018	EACH OCCURRENCE \$ 40,000,000 AGGREGATE \$ 40,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WC1071628	9/30/2017	9/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY	N	N	EOL532937613	9/30/2017	9/30/2018	EACH CLAIM: \$10,000,000 AGGREGATE: \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

TRIP DATES: JANUARY 31, 2019 - FEBRUARY 3, 2019. HANOVER HIGH SCHOOL IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY COVERAGE, ONLY AS REQUIRED BY WRITTEN CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER**CANCELLATION** See Attachment

15324842
HANOVER HIGH SCHOOL
ATTN: ALLISON YOUNG WORTH
287 CEDAR ST
HANOVER MA 02339-1397

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Additional Insured — Automatic Status for Common Trip Sponsors, Venues and Clients

Policy No.	eff. Date of Pol.	Exp Date of Pol.
EOL532937613	9/30/2017	9/30/2018

Additional Insured and Address:
HANOVER HIGH SCHOOL ATTN: ALLISON YOUNGWORTH
287 CEDAR ST
HANOVER MA 02339-1397

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section III. **PERSONS INSURED** is amended to include as an **Insured**:

F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.

However, regardless of the provisions of paragraphs A. above:

I. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:

a. That is not provided to the Named Insured in this policy; or
b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.

2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:

a. The Limits of Insurance provided to the Named Insured in this policy; or
b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury, Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

D. The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an Occurrence, a negligent act or negligent omission or an offense that may result in a Claim or Suit;
2. The Company receives written notice of a Claim or Suit as soon as practicable; and
3. A request for defense and indemnity of the Claim or Suit will promptly be brought against any policy issued by any other insurer under which the additional Insured may be an insured in any capacity.

E. For the purpose of this endorsement only, Standard Tour or Trip Contract means a written contract or written agreement between the Named Insured and a Common Trip Sponsor, Venue and Client under which:

1. The Named Insured has agreed to directly provide or arrange any travel or tour services; or
2. The Common Trip Sponsor, Venue and Client has allowed the Named Insured to use or occupy premises with respect to performing travel or tour services,

F. For the purposes of this endorsement only, Common Trip Sponsor, Venue and Client means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.

G. For the purpose of this endorsement only, Section II. EXCLUSIONS, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to Travel Agency Operations of the Named Insured.

All other terms, conditions, provisions and exclusions of this policy remain the same,



Québec: Carnaval

explorica.com/Youngworth-9049

January 31 - February 03, 2019

Day 1 Bonjour Québec

Meet your tour director
Travel to Québec City
Dinner
Glissades on the Dufferin Terrace
Québec city walk: Dufferin Terrace , Old Québec & Château Frontenac

Day 2 Québec City Carnaval

Breakfast
Musée du Fort visit
Upper Town Scavenger Hunt
Fondue Lunch
Winter Carnaval
Ice Hotel guided tour
Village des Sports winter sport amusement park visit
Village Valcartier Express Meal

Day 3 Québec City winter

Breakfast
Dog sledding
Free time at Les Galeries de la Capitale
Montmorency Falls visit
Côte de Beaupré Excursion : Chemin Royale , Basilica of Ste-Anne de Beaupré , Boulevard Ste Anne , St Lawrence River , Seigneurial Farming System
Dinner and traditional entertainment at a sugar shack

Day 4 Au revoir Québec

Breakfast
Travel home



Reserve your Spot!



Tour Center ID: Youngworth-9049
Registration deadline: June 21, 2018

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 3 overnight stays in hotels with private bathrooms
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travelers under the age of 23): \$921
Adults (age 23 and over): \$1,101

Price reflects savings of \$50 scholarship. Sign up by 6/21/2018 and enter code Travel1K in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of April 26, 2018, your monthly payment would be just \$124.43.

Manual plan also available; learn more on explorica.com/paymentplans.

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail



explorica.com/Youngworth-9049



1.888.310.7121



Download and complete
a paper application on
explorica.com/resources



145 Tremont Street
Boston, MA 02111