The Official
Regents School of Austin
Junior Class
Europe Trip Handbook

Requirements and Guidelines for European Travel

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I Introduction

1. Andiamo! Allons y! Let’s go!

   a. These are the words we hear every day – and the three different languages we hear them in – on this amazing class trip! Students in the School of Rhetoric at Regents School of Austin are blessed to have the precious opportunity to take a 12-day trip through Europe during the spring semester of their junior year. The school pays for most of the expenses for students on this trip, the main exceptions being funds needed for lunches, snacks and personal expenditures. The tour begins Sunday before Spring Break and continues through Thursday of Trip Week. The tour stops three days in London, three days in Paris, two days in Florence and two days in Rome. For logistics support and professional guiding, Regents uses Worldstrides International, one of the premier touring companies for school groups.

   b. The purpose of this wonderful trip is to educate and inform so that we can all be more effective servants of Christ in his Kingdom. We will also have a ton of fun, but it is important for us all to remember that the trip is not a vacation.

   c. There are always a number of adults on the trip to help with supervision. Parents are invited to attend the trip as chaperones at their own expense. Planning, bookings, hotels and so on for our chaperones are all handled as part of the tour, but the parents will need to pay the invoices to the school for their portion of the trip expenses. Parents on the trip must comply with all trip policies, and will be asked to take on certain responsibilities pertaining to supervision of the students. Only students in the junior class, their parents, and Regents faculty are allowed on the trip. We are not able to accommodate requests for other family members or friends to join us. Additionally, only one parent per family is allowed to attend. We will not be accepting couple chaperones anymore. In addition to the Regents faculty tour leader, there are typically four additional Regents faculty members on the trip.

   d. Regents’ students have made the Europe trip since 2001, and each trip to date has been a deeply rewarding experience for everyone. One of the major reasons for the trip’s continued success is the superior conduct and godly attitudes of the Regents students. Our students are among the best to be found anywhere and year after year they demonstrate their maturity, responsibility, creativity and leadership by working together with the tour leader and chaperones to assure a safe and enjoyable tour. Students, please note this well: Our students are known everywhere for their courtesy and respect toward others, and their compliance with school policies. This reputation extends to the places we go for our class trips. You are expected to do your part to uphold this tradition. The success of the trip, your safety, and your privileges depend on it.

   e. Another reason for the trip’s success is the extensive experience the school has had with planning and leading these trips. This experience has allowed us to maximize safety and organizational efficiency, while creating a fun and rewarding environment for every traveler. This experience has resulted in this handbook, which contains just about everything students and their parents need to know about the logistical side of the trip. By studying its contents and complying with the guidelines and requirements it contains, your trip will be another successful one, and will be an experience you will never forget!

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1 There may be restrictions on this for juniors who are relatively new to Regents.
2. Summary Planning Timeline

a. Major planning milestones prior to the trip school year

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late April</td>
<td>Receive this handbook</td>
</tr>
<tr>
<td>Early May</td>
<td>Prospective Parent Chaperone Meeting</td>
</tr>
<tr>
<td>Summer</td>
<td>Preparations prior to trip registration (see next chapter) – GET PASSPORT</td>
</tr>
</tbody>
</table>

b. Major planning milestones during the trip school year

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early September</td>
<td>Required trip registration meeting for all travelers (students and parents)</td>
</tr>
<tr>
<td>Early October</td>
<td>Flight details finalized (should be)</td>
</tr>
<tr>
<td>Early-Mid October</td>
<td>Students sign up for excursions</td>
</tr>
<tr>
<td>October 31</td>
<td>Final chaperone payments due (as well as necessary payments for excursions)</td>
</tr>
<tr>
<td>January/February</td>
<td>Students sign up for chaperone groups</td>
</tr>
<tr>
<td>March</td>
<td>Hotel details and itinerary finalized</td>
</tr>
<tr>
<td>March</td>
<td>Departure</td>
</tr>
</tbody>
</table>

3. Trip Communications

a. **Parents, please note:** trip communications are generally handled via email through Skyward or through the trip google folder during the school year. Please make sure correct email addresses for parents are on file with the Regents business office. If during the late summer prior to the student’s junior year you do not receive email notifications about the September registration meeting, something is amiss with your email address. For legal reasons, emails related to the trip can only be sent to parents or legal guardians. We cannot accommodate requests to send emails to personal or clerical assistants.

b. Each year we use a google folder for the trip through the Regents website. It should appear like one of your student’s classes. Over the course of the year information will be uploaded there and emails sent to you from there. At this point in time, the only way for parents to access that folder is through their student’s account. Parents going as chaperones will receive a direct link.

c. During the trip many chaperones and students enjoy sending emails and photos to folks back home. If you wish to acquire updates about how the trip is proceeding, please get in on these volunteer communications. There are no planned official communications from school personnel during the trip.
II Preparations Before the Trip

1. Trip Registration Meeting
   a. Because of the logistical complexities for planning trips of this size, parents and students must make several key decisions and begin preparations for the trip early in the summer prior to the junior year. In early September all travelers (students and adult chaperones) will attend a mandatory trip registration meeting for submitting documents, filling out forms, and paying fees. Interested parents not going on the trip are, of course, welcome to attend this meeting.

   b. All travelers must have valid passports in hand for the September meeting, and all passports must be valid for at least six months after the end date of the trip (that is, September 17, 2017 for this year’s trip). This applies as well to parents who desire to attend the trip as chaperones. Parents will not be eligible to attend the trip unless they attend the registration meeting with a copy of an up-to-date, valid passport.

2. Summer Planning and Decision Making
   a. Each person attending the trip must prepare for the trip registration meeting according to the following timeline of events.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Task</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of June</td>
<td>Complete application to renew or obtain passport</td>
<td>All travelers must have passports that are valid for 6 months after the end of the trip. For our trip in March, passports must be valid through the end of September of the same year. Travelers who already have a passport must renew their passport if their existing one will expire before the end of September of the calendar year in which the trip occurs. Passport applications may be handled at several locations. With quick service and no required appointments, the best location in Austin seems to be the UT International Office at 2222 Rio Grande St, second floor. Get the details about required documents and fees by going to <a href="http://www.utexas.edu/international/">http://www.utexas.edu/international/</a> and clicking on Passport and ID Services. The U.S. Post Office also handles passport applications, but the Post Office can entail long waits for appointments. If one or both parents are considering attending the trip as chaperones, they need at this time to verify the validity of their own passports, and renew passports if necessary. For information and forms, see the U.S. State Department’s website <a href="http://www.state.gov">www.state.gov</a>, click on Travel, and Passports. Lead time for obtaining a new or renewed passport can be up to two months. Valid or renewed passports must be in hand for the mandatory September trip meeting.</td>
</tr>
<tr>
<td>End of August</td>
<td>Parents decide if they are going to attend the trip as parent chaperone</td>
<td>Parents are welcome to attend the trip as chaperones, but are required to pay their own way. The cost for this trip is approximately $4,500 per person. Each chaperone must pay a deposit of $1,500 at the meeting in September, and the balance on or before October 31 after the invoice for the balance due is received. The only persons eligible to attend the trip as non-faculty chaperones are parents or guardians of a junior who will be on the trip.</td>
</tr>
<tr>
<td>End of August</td>
<td>Parents decide if they wish to purchase optional trip insurance</td>
<td>Regents School provides medical insurance coverage for all Regents students and faculty attending the trip. As an option, anyone attending the trip may purchase additional trip insurance from Worldstrides. Benefits offered in this optional insurance include medical, loss or delay of luggage, loss of documents or money, personal accident and liability, travel disruption or delay, and travel restrictions. Premiums for this coverage will be established in September, but in the past have been approximately $145 each for adults and $105 each for students 18 and under. A complete description of this optional coverage is posted on the website on the SOR Communications page under Junior Europe Trip Info and Documents. Premiums for this optional insurance must be paid at the registration meeting in September and are non-refundable.</td>
</tr>
</tbody>
</table>
| Early September | Finalize any special travel arrangements | If there are any special travel arrangements for a student or parent, these must be finalized and details entered on the Personal Profile Form at the September trip registration meeting. Special travel requirements that are not indicated on the Personal Profile Form cannot be accommodated. Such special arrangements include:  
  - A parent chaperone requiring a private room at extra expense. (Married couples always room together unless arranged otherwise with the trip leader.) The additional cost for a private room is approximately $450 and must be paid at the registration meeting in September.  
  - Any traveler going as "land-only," that is, making his own flight arrangements and not flying with the group. This applies to anyone requiring an upgraded seat, since upgrades can only be obtained by purchasing airfare independently.  
  - Any traveler that will not be with the group for the entire trip, such as parents or students requiring flight deviations to coordinate with other spring break travel plans. |
| Early September | Mandatory meeting for all students, chaperones and interested parents | Everyone going on the trip, students and chaperones alike, must attend the mandatory trip registration meeting in September. The purpose of this meeting is to procure documents, fill out the required forms, submit checks for deposits, and review important trip requirements. The form to be filled out at the meeting is the Personal Profile Form, a copy of which will be emailed to each of you in August for your review. The official, color-coded copies of this form will be distributed and filled out at the meeting. The following items must be brought to the registration meeting:

1. **Color photocopy** of valid passport and valid driver’s license (on a single piece of paper) for the student and any parent attending the trip as chaperone. Passports must be valid for at least 6 months after the conclusion of the trip.
2. Checkbook to pay for chaperone deposits, chaperone private rooms, and premiums for optional trip insurance.
3. Information for filling out the Personal Profile Form. You will need to be prepared to put down the following information:
   a. Passport number and expiration date.
   b. Yes or no on the optional trip insurance.
   c. Special medical conditions or requirements.
   d. Special dietary requirements.
   e. Emergency contact name, address and phone number.
   f. Yes or no for a private room (chaperones only).
   g. Emergency contact information.
   Policy number and contact information for family medical insurance (parent chaperones only).

3. ***IMPORTANT PASSPORT INFORMATION*** Because of the advance warning and the whole summer, students who miss class to get their passport taken care of will receive an unexcused absence, which will affect their exemptions. |
Notices for Prospective Parent Chaperones

As described above, to go on the trip as a chaperone a parent must make an initial deposit of $1,500 at the September registration meeting and pay the balance before October 31. Regents School pays the full invoice to the tour company in mid-November, and after this date refunds for cancellation (for any reason) are severely limited.

Below are the dates and amounts of refunds available:

- **Prior to November 15, 2016** – Full refund, minus $500 deposit and trip insurance premium if paid.
- **Between November 15, 2016 and December 6, 2016** – 50% refund, minus $500 deposit and trip insurance premium if paid.
- **Between December 6, 2016 and January 1, 2017** – 25% refund, minus $500 deposit and trip insurance premium if paid.
- **After January 1, 2017** – no refunds available for any reason (even if your child no longer attends the school).

Premiums for the optional trip insurance are completely nonrefundable regardless of when the cancellation occurs. These restrictions on refunds apply to cancellations for any reason, including withdrawal from the school. However, note that the optional trip insurance (described above) does cover cancellation for illness and family emergency. Any prospective chaperone who purchased the trip insurance in September at the registration meeting and was later forced to cancel the trip due to circumstances covered by the insurance policy can file a claim with the insurance carrier to recover the funds paid for the trip.

a. To be eligible to attend the trip as a parent chaperone, parents must bring a color photocopy of their valid passport to the September trip registration meeting. As described above, the passport must be valid through the end of September of the calendar year in which the trip occurs. Parents who do not come to the meeting with valid passport in hand will not be eligible to go on the trip. **Prospective chaperones are advised to carefully review the planning schedule above to make sure that they have the required passport prior to the trip registration meeting.**

b. Parent chaperones who do not purchase single rooms will be paired with another chaperone of the same sex in a double room. This can sometimes cause problems for light sleepers if their roommate snores. Any parent chaperone who anticipates that a snoring roommate would pose a problem should pay the premium to secure a private room. Note that all parents will share compartments with students and/or other chaperones on the overnight train from Paris to Florence. Married couples traveling as chaperones will automatically be assigned to the same room.

c. Most parent chaperones will be expected to be chaperone group leaders. This means being the primary leader and contact for a group of 4-5 students. At times you will be grouped together with other chaperone groups, which may or may not have a faculty member with you as well, but you are responsible for keeping up with your students for the duration of the trip regardless of the size group we are currently in. Non-chaperone group leaders will also have specific responsibilities within the larger group prescribed for them. There will be no chaperones who do not have a specific purpose on the trip.
III General Information

1. Recommended Reading for the Trip
   Most students will read *Brunelleschi’s Dome* by Ross King as part of their summer reading before their junior year. Parents are encouraged to read this excellent book as well. Reading it will add a lot to your visit to the Duomo in Florence. Also by Ross King is *Michelangelo and the Pope’s Ceiling* describing the political and artistic struggles involved in the painting of the Sistine Chapel and Raphael Rooms. Another excellent read that will enhance the trip immeasurably, *The Agony and the Ecstasy*, by Irving Stone, is a nice, long biographical novel about Michelangelo. Additionally, for those going to Assisi, that trip will be enhanced by reading either G.K. Chesterton’s biography *St. Francis of Assisi* or Ian Morgon Cron’s *Chasing Francis*, both of which are short and easy to read. Other great options include *A Tale of Two Cities*, *Napoleon of Notting Hill*, and *I, Claudius*. Great movies to watch include *Casablanca, A Man for All Seasons, Roman Holiday, A Room with a View, Bourne Identity, Ratatouille, Notting Hill, The Englishman Who Went Up a Hill and Came Down a Mountain, The Count of Monte Cristo, Les Miserables (1998 and 2012)* and *Band of Brothers*, among others.

2. Groups and Guides
   When we go to the Vatican Museums we will typically have multiple local guides and we will split the large group into smaller groups to make that part of the tour more feasible. We will also have a standard two-way split that we will use any time we travel in buses. Occasionally we may use this same standard two-way split when we are touring around on foot to make the group sizes more manageable for our Worldstrides tour guides, but these times will be few if at all.
   Individual chaperone groups are not allowed to hire outside tour guides or other ways to ‘upgrade’ the experience beyond the Regents norm.

3. Passports
   a. Lost passports are a major problem on this trip. Almost every year one or more students lose a passport, and in one instance this actually resulted in a student having to stay behind in London when the rest of the group traveled home. Several other students have come very close to being left behind as well due to a lost passport.
   b. You should have your passport with you at all times (see below), but you must take strong precautions against losing it. The ONLY sure-fire way to make sure your passport is not stolen is to keep it at all times in a travel pouch around your waist under your clothing or locked in your hotel room safe. All students are expected to use one of these methods. Keeping your passport in a jacket pocket or purse is simply not good enough.
   c. As mature high school students (or adults, of course) who will enjoy a large degree of independence on this trip, you will need to keep your passport (or other photo identification, like a driver’s license) with you at all times. If, heaven forbid, you become lost or injured, you will need to be able to demonstrate who you are to authorities. You also will need your passport repeatedly at transportation hubs (airports, train stations), on overnight trains, whenever you want to exchange currency, sometimes at hotel check-in, and at the museums & churches in Paris.
   d. If it’s not in your hotel safe, keep your passport in your travel pouch at all times (see “Sundries Packing List” in the Packing Tips section), and do not take the pouch off except when you are in your hotel room.
   e. TWO very useful precautions: 1) Place one of your parents’ business cards inside your passport pouch along with the passport. At least this way if the pouch is lost you stand a chance of getting it back. 2) Bring a color photocopy of your passport in your luggage.
   f. At the beginning of the tour, and again each time the group loads up to leave a hotel, the tour leader will ask for a passport check to make sure all students have their passports with them.
   g. If you lose your passport, or if it is stolen, you will have to go to the American embassy or consulate to apply for a replacement. Replacement can take up to 48 hours. Thus, if you lose your passport near the end of the trip, it is probable that you will not be able to return to the United States with the group. If a student cannot travel with the group because of a lost passport, a parent chaperone will be designated to stay behind with the student. Any additional expenses incurred due to the loss of passport, including extra travel expenses incurred by the chaperone, will be the responsibility of the student and his family. Such expenses (at least two one-way transatlantic plane tickets, plus possible hotel and food expenses) can be very substantial.
4. Airport Security
   a. Meeting times and arrivals will be scheduled early to allow adequate check-in time.
   b. For air travel, keep your pockets empty and your clothing light. Put all your pens, keys, coins and other paraphernalia in your bags before the security checkpoint to make the process as expeditious as possible.
   c. Wear shoes which don’t have metal in them and which you can remove and put back on easily.
   d. Do not carry pocket knives, lighters, scissors, or nail clippers with you. They will be confiscated by security.
   e. Liquids are restricted to 3 oz. containers and must be in plastic bags. If you need to bring contact solution, put 3 oz. in a plastic container, put it inside of a plastic bag, and present it to security.
   f. Put your mobile phone in your back pack.
   g. Be aware that if you’re flying back to the US through London, they are very strict regarding the liquid rule and have been known to pull out entire contents of bags to search. Put any larger liquid containers in your checked bag.

5. Exhaustion Days
   a. Prepare yourself for arrival in Europe. U.S. flights to Europe generally arrive early in the morning. Crossing the Atlantic will occur during a very short night. You should plan on trying to get as much sleep as possible since you’ll need to be mentally prepared for a long and tiring first day. Everyone will be ready to drop by around 7 p.m. on that arrival day, so most of us will want to retire quickly after the group dinner that first evening. During that first day, do not sit down to rest for more than a brief moment – keep moving! If you try to rest too long you will drop off to sleep immediately and will not recover for the rest of the day.
   b. Another day typified by exhaustion is the first day in Florence, after the over-night train from Paris. We can’t change our itinerary to make this day easier. What we can do is to take measures to get at least a few hours sleep on the train so that the next day in the Uffizi Gallery is enjoyable rather than burdensome.
   c. In general, plan on 16-hour days, and use your free time wisely to conserve strength.

6. Jetlag and Sleep
   a. It takes several days to get over jetlag. You may find yourself wide awake in the middle of the night and then exhausted the next day. (This is bad.) A good solution: Buy the vitamin supplement “melatonin” over the counter at any drug store. It is the chemical your brain releases naturally while you sleep. Take one of those at bedtime and you will sleep like a baby when you need to. Just make sure you have a travel alarm clock to wake you up! Taking melatonin is a lot better than staring at the ceiling at 2 a.m.!
   b. In some cases, women in their 40s and 50s already use melatonin every night and may wish to find something stronger to use for this trip to assure sleep occurs when they need it. Take note.

7. Walking Your Legs Off
   a. The amount of walking we do on this trip has worn down many a hearty and hale traveler, and the trip becomes very unpleasant if your feet begin giving you trouble. You are advised not to ignore your feet. The last 4 years we’ve averaged about 10 miles per day of walking.
   b. You only need to bring one pair of shoes, well broken in, and they should be your most reliable pair of good walking shoes. Do not bring new shoes. Bringing a second pair is good especially for weather reasons though. Nothing is worse than putting on wet shoes in the morning.
   c. Pack a blister kit (a handful of flexible fabric bandages of different sizes) and carry it with you.
   d. Going on hikes in advance to strengthen your legs and build up calluses on your feet is a good idea. Do this in the shoes you will wear on the trip. (If you don’t do this because you think you don’t need to I’ll try not to say I told you so when you are limping like a war veteran on Day 9.)
   e. Here is a trick that helps like you won’t believe: Before retiring at night wash your feet and soak them in a hot bath for a few minutes. This has a most salutary effect on the health of your feet.
8. Traveling on Buses
   a. In Europe seatbelts are required while on a bus. You must therefore stay in your seats with your seatbelt fastened.
   b. Do not leave trash on any bus. Always place it in the trash bag at the front of the bus when you alight.
   c. When applicable, boys should get off the bus as quickly as possible and help unload the suitcases.
   d. Do not put your passport in the pouch on the back of the seat in front of you. It’s too easy to forget it!

9. Cultural Standards
   a. Learn to appreciate the differences between our culture and others, and don’t let the differences ruin your trip for you.
   b. Cigarette smoke is very common in Europe, especially at restaurants. Brace yourself and learn to take it. Do not complain about it or act annoyed. It is actually a lot better now than it used to be since Paris banned smoking in restaurants a few years back.
   c. Many restroom facilities (in restaurants, for example) have a common washroom area shared by men and women. Ladies, don’t get freaked out when a strange man stands beside you to comb his hair in the mirror you are using!
   d. People smell different. Get used to it.
   e. Learn to make it on any kind of food, or on a baguette and cheese and coffee. In other words, be flexible. Do not expect to find familiar fast foods or soft drinks (except Coke).
   f. Rooms in European hotels are somewhat different – quaint, small; go with it. Enjoy the bidet if you have one in France or Italy!
   g. Refills are never free, water bottles cost several euros, and Coke is often more expensive than any other drink on the menu. Watch your budget so you don’t get stung by a large beverage bill at a meal.
   h. Gentlemen must always remember to remove hats upon entering any church.

10. Food and Drink
    a. Drinking fountains are virtually nonexistent in Europe (except Rome!), so it is a good idea to carry bottled water with you. Bottled water is readily available in shops or from street vendors. Drinking the water in hotel room is absolutely fine. So you can always buy one bottle of water and refill it in your room.
    b. For meals, be prepared for anything – experiment, be adventurous, and experience the local specialties. It is no good being a picky eater while traveling in Europe! In Italy, for example, you can eat pasta every day, and it is the world’s best. Enjoy these opportunities!
    c. If we’re lucky the English breakfasts will be hearty with eggs, sausage, and everything else. In continental Europe (especially France) breakfast is usually “Continental style” (here you finally learn the origin of this term!) and typically consists of breads, pastries, fruit, and possibly slices of meats and cheese.
    d. Snacks are not as readily available as they are in the states. Sometimes we will pass a shop where you can buy some snacks. Bread, pastries and small coffees are more common in local shops. Have your own cash for these snacks.
    e. Steak can be good in Europe (especially Florence), but even in top restaurants will not be as good as it is in Texas, so calibrate your expectations if you order steak.
    f. If you are looking for a nice cup of coffee, be aware that prices can vary drastically depending on the location of the shop. A shop facing onto a popular square like the Piazza del Popolo in Rome will charge top prices, which can be five or six euros for a single coffee. But you can walk a few blocks and find a nice little shop in a side street where the cost is around one euro. As mentioned above, refills are never free, so a second coffee will double your price. Finally, note that in Italy many shops charge a higher price if you want to sit at a table, a lower price if you want to stand at the bar. Knowing this can save you money if you don’t mind standing. But keep in mind that the shop staff will get upset (i.e., rude and snippy) if you buy a coffee at the bar and then take it to a table and sit down with it.
    g. Current policy at Regents School prohibits all consumption of alcoholic beverages on class trips. This applies to students, faculty and chaperones alike, 24/7, for the entire duration of the trip (from leaving Austin to returning to Austin).
11. Money

a. Students will purchase their own lunches each day (10 meals). Students should bring at least $15-20 per meal for this (10-15 pounds or euros is usually enough, so take the exchange rate into account). Regents will furnish students with cash for seven evening meals – £30 each for two meals in London, and €40 each for five meals on the Continent. There are three group dinners paid for by the tour company. The hotel always covers breakfast. Parent chaperones will have to cover their own lunches and their own evening meals, except for the three group meals. Hearty eaters (especially boys!) may find they need to bring more money than this for meals, particularly to supplement the group dinners, which are designed for average eaters. (Athletes take note!)

b. In addition to these meals, for very modest spending each person should plan on a minimum of $200 of personal cash. If you buy lots of souvenirs you will need more. Plastic is a good option for more expensive souvenirs or clothing. This is of course dependent upon the exchange rate.

c. International VISA cards and an ATM are the best way to stay stocked up on cash. When you are running low on cash, take the next opportunity your leader gives you to replenish, either at an ATM or at the currency exchange booths (Bureau du Change) – the latter can be major rip-offs though with exchange fees. Meal breaks are a good time to do this. Before the trip, contact your bank to make sure your ATM card is valid at international terminals.

d. It is possible to bring dollars and convert them as needed into pounds or euros. However, exchange commissions will be costly when doing this. The most economical option, as stated above, is to use an ATM to obtain local currency, as you need it, directly from your bank account. This is also the most convenient option, since ATMs are more prevalent and take less time than the Bureau du Change.

e. Most countries in continental Europe use the euro, including France and Italy. England, which still uses the pound, is the big exception. Get cash in modest amounts every two or three days. There is less risk of losing it, and if you are traveling between countries you will not sacrifice as much money paying commissions at the Bureau du Change. (Note: We will be in London for 3 days and on the continent for 7 days.)

f. Forget trying to hunt around for the best deal on currency exchange rates – it will take you forever and you will end up spending all your time looking for money rather than enjoying the tour. Regarding exchanging money, only bills are eligible for exchange either in Europe or back in the US. Coins will not be exchanged.

g. Do not depend on hotels to convert travelers’ cheques. At larger hotels this may be possible but at the smaller places they may not provide this service. If you do not have an ATM card and wish to carry travelers’ cheques, you can change them at a Bureau du Change.

h. Foreign currency can be ordered online and delivered to your house prior to the trip for a nominal delivery fee. The Wells Fargo Bank on 24th street near Exposition also deals in foreign currency. Most banks, however, will get you foreign currency with a little heads up.

i. Always carry some loose change. Toilet facilities are readily available in Europe, but often there is a charge to use them. Always carry at least 1 euro in coins with you for this purpose. This is pretty easy. Neither Britain nor the Continent have bills smaller than 5s, so you’ll get a good bit of change as soon as you purchase something.
12. Additional Information for Parent Chaperones

a. This tour is very, very physically demanding. Any parent chaperone needs to take serious account of what this will mean. We will walk 90-100 miles during our 10 days on the ground in Europe. Often we must walk briskly to meet appointments, and it becomes problematic if individuals are not physically able to keep up with their group. The walking typically involves big hills and hundreds of stairs every day. Conditions for sleeping can be seriously compromised, especially by snoring roommates or due to the noise and motion of the night train from Paris to Florence. We have long days, late nights and occasional early departures. In sum, adults who do not have the physical mobility and stamina to accompany the tour on a demanding trip such as this should not attend.

b. Parents who are considering attending the trip as chaperones often ask about flight upgrades and frequent flyer miles. Since we book our flights as a group, upgrades cannot be accommodated. If an upgrade is essential, then the chaperone needs to attend the trip as a “land only” traveler. This means the chaperone must book and purchase his or her own flights rather than have his/her flight booked with the tour company. The cost to attend the tour for that person is reduced by an amount specified by the tour company. As for frequent flyer miles, chaperones can inquire with the airline about this. Often this can be handled at the airport prior to departure or immediately upon return.

c. Any chaperones (or students) making large purchases and wishing to get reimbursed for the VAT must make their own inquiries about the forms and protocols to get this done. These arrangements are not the responsibility of the Regents tour leader.

d. Parents, please be aware that you are responsible for the students under your supervision. If a faculty member sees you, they are assuming that all your students are with you unless it has been otherwise determined. Don’t make the students wait for you or disappear from them. If you get separated or lost, please call one of the faculty immediately.

e. Chaperones attending the trip should refrain from imposing restrictions on students beyond those stipulated here (either independently or corporately). If at any time on the trip any of the chaperones feel that additional restrictions are necessary for any reason they should discuss the matter with the tour leader.

f. In our constant effort to make this trip as enjoyable, informative, interactive and exciting for our students as possible, we’re expecting more from our parent chaperones than we have in the past. Since the school now requires students to be with an adult at all times, we will be expecting you to be actively engaged in taking the students assigned to you to various events and sites. We will do our best to put you in a position of knowledge regarding the cities we’re going to so you can confidently lead students during unstructured time to great, unique events that will really make their special, distinctive and memorable. See the section on Chaperone Expectations (page 28) for more details.

13. Additional Information for Students

a. In this handbook there are many specific details concerning our protocols for maintaining proper decorum on the trip, moving about in small groups, packing information, etc. It is your responsibility to read and study this handbook thoroughly and comply with all of the policies described in it.

b. As described in this handbook, you will be fined if you are late, you will have to purchase a replacement Metro ticket or London Pass if you lose yours, you will freeze if you don’t dress properly, and you may be left behind if you lose your passport. It’s a complicated trip, so read the handbook and make it a good one.

c. You will be tempted to adopt the “I can sleep later” mentality, but be advised that you are human too and need to get some sleep. So visit with your friends for a little while and then go to bed.
IV Guidelines and Requirements

1. Compliance with Policies
   a. Each student must comply with the rules for class trips listed in The Standard as well as their signed Rising Senior Agreement. Each chaperone must comply with the Regents Chaperone Standards (see Appendix). Additionally, all travelers must comply with the additional rules contained in this handbook.
   b. All behavioral standards for Regents students described in The Standard apply at all times while on the trip. Students exhibiting unacceptable behavior will be disciplined and/or fined.
   c. Disciplinary action for violations of the code of conduct will be approached with the same principles and practices outlined in the Standard, regardless of whether they are discovered during the course of the trip or at some time afterward. Consequences will match the actions. Students whose actions or behavior betrays the trust inherently required by foreign travel and explicitly given to our students by our code of conduct may be removed from the trip at student expense. Further consequences for such actions will follow after the trip. For actions that put a student or others in danger, or which undermine the integrity of the school community, the school reserves the right to fine a student for part or all of the cost of the trip for that student in order to return to a student in good standing. Disciplinary decisions will be the responsibility of the administration or their designee.

2. Luggage Requirements and Packing Guidelines
   a. Packing lightly is a tour requirement. The following luggage restrictions are mandatory:
      i. Your main suitcase must be one (1) standard 22-inch x 14-inch bag with wheels and a handle. There are no exceptions. Two such suitcases are pictured below in Figure 1. (For reference, this size corresponds to the largest suitcase size that may be hand carried onto most airplanes, although all tour participants will check their bags during flights.). Backpacks that meet the size requirements may be brought with specific approval from the Regents tour director
      ii. Larger suitcases or duffle bags are not permitted. Larger suitcases are not only inconvenient, but can pose huge problems riding on trains and in hotel storerooms where luggage space is at a premium. This can pose a major problem for the whole group and for that reason there are no exceptions. With wise packing, it is actually quite manageable to go on a 12-day trip with a single suitcase of this size. Refer to the recommended packing list for tips. Suitcases other than the standard 22-inch x 14-inch wheeled model (or equivalents) will not be allowed on the tour.
      iii. You may also bring one smaller hand-sized bag, shoulder bag, or day pack (such as a school back pack). You will carry this one on the plane with you.
   iv. Ladies may also bring a purse.
   b. On short flights within Europe there may be a weight limit of 15 kg (33 lb.) on your checked bag. Bags that exceed this limit will be charged an overweight fee. Overweight fees are the responsibility of the traveler, so pack lightly! We do not plan to encounter this on the tour, but it could happen at the last minute if there is trouble with trains, etc.
   c. Our tour will arrive in London from the U.S. early Monday morning. We will drop our bags at a storeroom at the hotel, and will not have an opportunity to change clothes between the flight and the commencement of our tour. Thus, you must either take things with you on the plane and change before we land, or wear the same clothes for the flight and the first touring day. This goes for brushing your teeth as well. Again, all of our 22-inch suitcases will be checked and will not be accessible in the cabin during our transatlantic flight.
   d. While traveling on the overnight train you may wish to carry a small toilet kit in your shoulder bag so that upon arrival you can freshen up in the restroom of the train without opening your suitcase.
   e. Some people either acquire another bag on the trip or bring one folded up in their suitcase for souvenir shopping. Once we get to Florence, it is generally okay to have an extra bag (just be aware that you are responsible for moving it) but note that you will be charged an extra bag fee when you check your bags at the airport. This can range anywhere from $50-100.
3. Dress
   a. Our students represent the school and must present a neat appearance at all times. Sloppy dress is not allowed and students whose appearance is sub-standard will be sent back to their rooms to change, with subsequent penalties for tardiness if necessary. School uniforms are not required, but neat appearance is. T-shirts or ragged clothing are not acceptable. If you want to wear your shirt tail out, wear square-cut shirts. If you want to wear a T-shirt you must wear another shirt on top of it that is not a T-shirt.
   b. In recent years we have noticed a trend toward students actually dressing up for the trip. Many of the girls enjoy wearing skirts and nice scarves every day, which makes our group look really sharp. We’ve even seen a boy now and then wearing slacks, or even a tie! Why not get in on this trend? You will not believe how you will get better, prompter service if you look sharp instead of looking like a typical teenager. In fact, most of you won’t look like teenagers at all if you dress sharply, and people notice.
   c. Do not ever come down to breakfast in shorts, pajamas, flip flops, sweats, a plain T-shirt, or barefoot. Casual dress like this might be customary in some places in the USA, but it is considered inappropriate or even scandalous in Europe. You need to come to breakfast dressed for the day.
   d. Sleeveless tops are not permitted in the Vatican. (Neither are short skirts, but these are banned in the next paragraph.) They will make you wear paper over your shoulders, which is not only uncomfortable but incredibly silly looking.
   e. Prohibited dress includes:
      - T-shirts without a more appropriate shirt or sweater on top
      - Shorts
      - Ragged, torn jeans
      - Flip-flops
      - Short skirts
      - Immodest tops
      - Any garment that exposes your midriff or lower back
      - Pants that hang low or fall down and expose your under shorts
      - Leggings/tights as exclusive bottom wear (that is without a skirt or dress over top)
   f. In some European cities such as Rome and Florence, the ubiquitous presence of old stone buildings and shadowy streets results in a tendency for people to get colds or chills due to standing around in cool spots in the dank or dark streets. On what seems like a warm day you will see people walking around with their coats buttoned up and scarves around their necks. People from Austin often have no idea what it feels like to stand on stone pavement in a dim alley in Rome while the guide explains something. Walking around in clothing that is too light puts you at risk for catching colds in these conditions. For a winter or early spring trip it is recommended that you always wear a long-sleeved shirt or blouse and a jacket. Layering is the key principle in all dressing in Europe this time of year! Layering is key!!
   g. Collared shirts are required for boys at the theater and at worship services.
   h. If we have to send you back to your room to change, you will be fined.
4. Timeliness
   a. We have a large group and a successful itinerary requires everyone to gather promptly at the appointed times. Please do not force others to come looking for you when we are all waiting to go. It is discourteous to everyone else on the trip.
   b. Students who are late for meeting times will be fined. Chaperones who are late are likely to be either left behind or cause the students in their group to be late. Each member of a chaperone group or small group that is late for a required meeting will be fined. This includes curfew in the evenings.
   c. Students who wait until the last minute to get in line for breakfast are at risk for being late. When the breakfast line opens it is easy to get in and out quickly. But as we near our meeting time the entire hotel is doing the same thing and everyone comes to breakfast at once, creating long lines. Students are advised to get to breakfast at least 30 minutes prior to our meeting or your group leaving time. If everyone in your chaperone group or small group is ready to go early, you can go on out and get a jump on the day.
   d. Trains in Europe do not wait. They leave at the posted time whether you are on them or not. Thus, DO NOT be late to train connections.
5. While in Transit
   a. Never leave your group (chaperone, small, or large) while we are walking in transit from one site to another, not even to buy water or get cash.
b. For moving in the cities, each traveler will be issued a day pass for the Metro or Tube. Travelers are expected to keep this pass secure and not lose it. If you lose your pass you will be required to purchase a replacement pass from the tour leader at a premium price.

c. When we are loading luggage onto coaches be there on time and have your passport on your person, not in the luggage.

6. Hotels and Room Assignments

a. The best way to avoid trip exhaustion is to get some sleep. Do not stay up late night after night. You will be expected to be back in the hotel by curfew (reasonably established for each night) and then in your room going to bed at lights out (about 30 minutes after curfew).

b. Travelers are assigned to rooms by the trip leader. Do not request a change in room assignment.

c. You are expected to keep your room in reasonable condition. If you are a slob you must discipline yourself so that you do not drive your room mate (or the hotel staff) crazy.

d. No girls are allowed in boys’ rooms or hotels, or vice versa, at any time.

e. If you have an opportunity to visit the hotel swimming pool you must follow all posted hotel rules and must be respectful of other guests. The easiest way to violate this is by taking over the pool and playing loudly and roughly so that other guests and their children are driven out. Do not do this. There will probably not be a pool though so don’t worry about it.

f. You must never, never be noisy or rowdy in hotel rooms or corridors. You must respect the rights of other hotel guests by maintaining excellent decorum at all times. Students who cause disruption that comes to the attention of hotel personnel will be fined and will perhaps

g. According to standing policy at Regents School, watching anything on the television other than G rated material is not permitted.

7. Personal Possessions

a. The Regents trip policy prohibits personal electronic devices on class trips. The principle behind this is one of encouraging interaction with friends and classmates as well as the academic and cultural material of the trip. As a result, we will allow iPods and other various listening devices, with headphones, to be used on the plane flights as well as on the overnight train. They are prohibited at all other times and will be confiscated if seen.

b. Mobile phones do not work in Europe unless they are international satellite phones or you have contacted your mobile phone service provider and made arrangements to upgrade to an international plan. If you have an international mobile phone, please bring it. If not, leave your phone at home unless you’re planning on using it only as a camera.

c. Cameras are, of course, permitted.

d. Adults who need to keep up with their affairs may bring a computer, as long as their luggage meets the requirements previously described. Students may not.

e. Knives of any kind are not permitted on the trip, whether brought from home or purchased abroad. It is illegal even to be in possession of a knife in many areas where we will be on our trip. If you don’t know how to spell t-r-o-u-b-l-e you will find out if you are caught in possession of a knife. And you will lose the knife.

8. Personal Deportment

a. Do not spit on the ground.

b. Do not sit on the floors in museums, restaurants, etc.

c. Do not engage in “public displays of affection.”

d. As mentioned previously, gentlemen must remove hats when entering any church.

e. Be sensitive to sensibilities of others. Avoid having policemen telling you to behave. (This happened in London in 2006!) This is especially true on the flights. The flight attendants should not have to tell you to be quiet or to sit down.

f. Do not bring your own food or drink into a restaurant. Tables in restaurants are for those who purchased their food there. (FYI, this applies in America, too.) Especially in Italy, there will often be two prices in coffee shops and the like: one for those who eat & drink standing at the bar (cheaper) and one for those who are waited on at the tables with a waiter (more expensive).

g. Pay attention to the guides we have and learn about the art and culture of the places we are in.
• It is essential that you show respect for the tour guides by listening attentively to his/her words. Talking or horsing around while a guide is speaking is disrespectful and inappropriate.

• Stay up close to the guide and do not compel him or her to constantly beg you to get up close so you can hear.

• Do not take the guide’s comments lightly. This trip is a premier learning experience, not a goof-off vacation. Students are required to keep a journal documenting sites visited and key comments learned from guides, museum staff, or other means.

• In museums students are expected to make the most of their time by seeking out and studying the art and/or artifacts. It is very helpful to know in advance where you wish to concentrate your time (what period of history) because every museum we are going to visit will have much more than you can see. Students should not sleep or lounge around in the museums. Using your journal as a sketch book is a great idea for those interested in studying art.

• Officials at the Vatican Museum require tour guides and tour participants to use radios to hear, but the ones they use have head sets. The Vatican audio sets have pretty high sound quality and are easy to use. The only problem at the Vatican is the range of the guide’s transmitter. If you get more than 100 ft. or so behind the guide, or if you are lagging behind and are in a different room or around a corner or two you will lose your radio signal. This problem worsens as we go through the narrow corridors nearing the Sistine Chapel. It is especially important in the Vatican to hear what the guide says, because in addition to talking about the works of art he/she will also give instructions on where to go and when, which you will need to hear to keep from getting separated from the group. The crowds in the Vatican are a big problem, so it is important to keep up with the group, stay close to the guide so you don’t lose the signal, and listen to what the guide says.

9. Chaperone Duties

a. The European travel experience with Regents students is always enhanced by the presence of many of our fine parents. While on the trip parent chaperones must assist the trip leader in managing the students.

b. Chaperones should act responsibly, helping to solve problems rather than creating them.

c. It is imperative that chaperones are prompt at meeting times, and that they assist and encourage students in their group to be on time as well. Fines will be assessed to all members of the group for lateness.

d. When traveling in larger groups, chaperones must keep up with the group, and consistently encourage students to do the same. On the few occasions we travel as a large group, one chaperone will be assigned the duty of being “caboose” to assure that the group leaves no one behind.

e. If we have a sick student the trip leader will request that one of the chaperones stay behind at the hotel that day with the student. The student’s own parent, if on the trip, will be the first choice, followed by a female chaperone for a sick girl, or a male chaperone for a sick boy. Regents’ faculty will be last choice.

f. If any student is left behind at the hotel as a disciplinary measure, a chaperone will be assigned to stay, too.

g. Morning Duties

• In the mornings chaperones should make sure that all their students have appeared for breakfast. If, perhaps 20 minutes before the group’s assigned meeting time, you have not seen everyone in your group you will need to go and make sure they are awake and get down to breakfast.

• Continue to monitor your group’s progress so that everyone is in the lobby in time for departure. If everyone is present & you’ve gotten your metro cards, your group can usually leave to begin exploring the city.

• Do not give permission to students to skip breakfast. Skipping breakfast to get more sleep is not allowed.

• Check the attire of students in your group and send them to their room to change if necessary before the faculty does.

h. Day Duties

• Assist the tour leader with head counts when the whole group is together.

• Stay alert and keep an eye out for potential problems.

• Be proactive and excited about what’s going on. Do not undermine the mission of the trip by having a bad attitude.

• When you are in your chaperone groups, guide the students, help them, but let them make the decisions about where to go. We want them, at the end of the trip, to feel comfortable navigating in a foreign country on their own. The more ownership they take of decisions and sites to see, the better experience they will have. You are their mentor.

• Encourage them to eat local food. This will help them get a true experience of each culture.

• Hold students accountable for appropriate behavior such as language, speaking respectfully, pda, etc.

• Confiscate any prohibited personal electronic devices and turn them in to a Regents faculty member.

i. Night Duties

• Students who wish to go out at night must be accompanied by an adult. If you are willing to make yourself available for such excursions, let your students know. If one of the students assigned to your chaperone group wants to go out with
another group accompanied by another adult, this is fine. Students are required to come to you face to face to inform you of such plans so you will know which adult is accompanying them.

- If you are on evening duty, keep an eye on the corridors near our group’s rooms and help to them keep quiet and orderly. Intervene in the event of any behavior that could disturb other hotel guests, such as opening and closing of room doors, or talking in corridors. Check at lights out to verify that all students are actually quiet, tv’s off, and are moving towards sleep.

j. Chaperones should be ready to assist any students who have problems.

k. Since the students will be spending a lot of quality time together, it will be important to manage personalities. Make sure in your group that one student is not dominating all the decision making. Each person needs to have their voice heard and get to decide what the group sees, visits, eats, etc. Much of this can be handled before the trip.

l. Chaperones should handle small problems as expeditiously as possible, and communicate larger concerns to the trip leader.

m. When boarding and alighting from trains, chaperones should stay close to their students, help assure that everyone gets on board and off, and always know which stops are necessary, though the students should be responsible for this primarily. In general, chaperones should make sure their entire group has boarded before they do.
V  Packing Tips

1. Preparation
   a. Go through this section well in advance of the trip to leave yourself enough time to procure items you need. Don’t wait until the night before to prepare.
   b. If you have trouble getting your clothes into the required 22-inch x 14-inch suitcase consider purchasing air-tight travel clothes bags from a place like L. L. Bean. With these you can put your sweaters in the bag, roll them up tightly, and seal the bag to keep out the air. This will collapse the volume significantly (but will increase the weight as you put more stuff in your bag). Allow ordering time.

2. Suitcase Limits
   a. As described in detail in the previous section, your main suitcase must be a standard 22-inch x 14-inch case with wheels and a handle, clearly labeled with your nametag. You’ll be receiving a luggage tag at check-in as well for your name & London hotel.
   b. You may also bring a daypack or shoulder bag, and a purse.
   c. It is likely that you will make a number of purchases on the trip. If your suitcase is bulging at the beginning of the trip you will have no place to put your new things. Follow the packing tips and leave home with a suitcase that has some extra room in it.
   d. Note that when we fly home from Rome the airline authorities often impose a single-carry-on rule. If you show up with two or three bulging bags of items you have purchased on the trip and are unable to consolidate them down to a single bag to carry onto the plane you will be in trouble. Plan your purchases and your packing accordingly.

3. Pack Lightly!
   a. Take half as much stuff as you think you will need! Even if the wheels on your suitcase fall off you should still be able to pick up your case and carry it around the block. Forget about wearing something different every day. Instead, save space by deliberately wearing the same clothes as often as possible (especially outer garments). Travel light! Travel light! Travel light!
   b. To save space, bring a small bottle of Woolite to wash undergarments and socks in your room. They can dry overnight. Note: Rooms in Europe often have radiators in the bathroom or in the bedroom. If the water supply to yours is not on, simply open the valve and the radiator will warm right up. Then you can drape wet garments on the radiator and they will dry quickly. (However, if local weather has been nice, the hotel may have already turned off the hot water supply to these radiators.)

4. Weather
   a. The weather in Europe in March is highly variable. It rains on us somewhere nearly every year. It is also often cold, as in down in the 30s and 40s Fahrenheit. It is highly likely that we will have days that are both cold and wet and windy to boot.
   b. We will probably also have some beautiful weather, clear skies and 60 °F, but do not expect temperatures to reach the 70s, although in Italy they might if conditions are perfect. The main idea for clothing is layering.

5. Clothing Packing List
   a. 2 pairs of pants and/or 2 skirts
      i.  Note to ladies: Everyone in Europe wears black. You can wear black pants every day and blend right in (but not stretch pants – they shouldn’t be so tight that shape of your upper leg is obvious – so yoga pants are out).
      ii. Note to gentlemen: Khakis or slacks (yes, we occasionally have urbane students who enjoy wearing slacks) are a lot lighter and less bulky than jeans, but jeans are permitted if they look neat. Black works for you, too.
   b. 2-3 shirts or turtlenecks which you can layer
   c. 1-2 versatile sweaters which you can layer with shirts
   d. 2-3 T-shirts to wear underneath for layering (Wearing only a T-shirt is not allowed.)
   e. 4-5 changes of undergarments. Bring your little bottle of Woolite and wash your things in the sink a couple of times during the trip.
   f. 4-5 pairs of cushioned socks in good condition (wash them with Woolite in your room when you run out of socks). Excellent choice: SmartWool socks, available at Karavel Shoes and Whole Earth Provision Company, are the best socks known to man and will make your feet love you and serve you with gusto.
   g. 1 pair of shoes: your best walkers. You may wish to bring a backup pair, but in no case should anyone need more than two pairs of shoes, regardless of how long your trip is. Note to the ladies: Everyone in Europe wears black. A single pair of black shoes comfortable for walking will serve you well every day. Forget about variety. And heels.
h. 1 set of sleepwear
i. Theatre attire. Make sure that at least set of your clothing looks at least as nice as your Regents uniform. You can wear these clothes to the theater, as well as on normal days when you feel like looking sharp.
j. 1 rainproof, lined coat. An excellent combination is a backpacking shell with hood, and a fleece that can be worn with or without the shell. A classier solution is a waterproof overcoat. Note: This bulky item needs to fit with everything else inside your suitcase. Have it out when you pack, or plan to carry it onto the plane.
k. 1 warm cap or hat
l. 1 muffler (scarf). The best way to stay warm is to keep your throat warm.
m. 1 pair of gloves. Even boys may wish they had a pair when the weather turns cold, but girls especially will frequently be glad they brought gloves.

6. Sundries Packing List
   a. Passport (duh)
   b. Driver’s License (required for proof of identity in case of lost or stolen passport)
   c. Timepiece (so you can be on time for your specific itinerary requirements)
   d. Travel pouch for passport and cash. This pouch fastens around your waist or neck inside your shirt and is the best defense against theft. Around the waist pouches appear to provide better defense against theft that the type worn around the neck. These pouches are available from any shop that sells luggage such as travel shops and catalog stores such as L. L. Bean.
   e. Pen (frequently needed for filling out travel forms)
   f. Shaving or toilette kit, including your own medications which you may need (for allergies, headaches, upset stomachs, diarrhea, or whatever other ailments you tend to suffer from)
   g. Melatonin or other sleep aid to avoid sleeplessness due to jetlag
   h. Flexible fabric bandages for blisters
   i. Ear plugs for sleeping if you need them (your room mate may snore)
   j. Sunglasses
   k. Your personal favorite lip balm (What kind of person are you? Burt’s Bees? Carmex? Something else?)
   l. Pocket umbrella (or you can buy one on the street for five euros from any of the dozens of vendors who will turn up within seconds of the rain beginning)
   m. Travel-sized Bible
   n. A book or two you are reading
   o. Shoulder bag or small daypack
   p. Travel alarm clock – wake-up calls are notorious for failing. Have a back-up plan! You are responsible for being on-time.
   q. Camera
   r. International mobile phone (if you have one)
   s. Cash (additional to what the school provides)
   t. VISA/ATM card good for international terminal

7. DO NOT BRING
   a. Anything in your pockets that will cause delays at the security checkpoints at airports. This includes knives, lighters, nail clippers, fruits/nuts, or liquids in quantities greater than 3 oz.
   b. Hair dryers or curling irons. These often do not work on European power electrical systems. The hotels where we stay almost always have built-in hair dryers in the bathrooms.
   c. Electronic devices of any kind, except cameras and international mobile phones, and those personal listening devices for the times they are useable.
   d. Anything valuable you would hate to lose.
   e. Expensive jewelry or inexpensive jewelry that looks expensive. This just makes you a target.
VI Safety Guidelines and Requirements

1. Rules for Groups and Individuals
   a. When outside the hotel students will usually be in groups chaperoned by at least one adult. Each day there will be times when chaperone groups are out together touring places, getting meals, and exploring the cities. No more than 3 chaperone groups may be together at any one time though outside of scheduled events. This is primarily for ease of travel.
   b. Students must never leave the hotel unless accompanied by an adult.
   c. Do not leave the group for any reason right after a headcount. It is quite possible that you will be left behind.
   d. Students: occasionally during the tour we will do a head count to assure that everyone is still with the group. When a count is announced, you must immediately stop talking and go report to your chaperone to be counted. Go to your chaperone and do not just call out or signal. This is annoying to other people. After your chaperone counts his or her group and reports to the group leader, the count will be concluded and you may return to visiting with your friends. (Chaperones, if your students become lax at this, reprimand them.)
   e. All chaperones should keep with them a copy of the tour mobile phone number list (or keep it stored in your phone).

2. Chaperones and Evening Curfews
   a. Students, your chaperone-group leader is always the one who needs to know where you are. The same chaperone will be responsible for making sure you are up in the morning. Cooperate with your chaperone and keep him or her informed.
   b. Usually you will return to the hotel between 10 p.m. and midnight. Each night there will be an assigned curfew, which means back at the hotel, and then a lights out time, when students must be in their rooms working on sleeping.
   c. Students who wish to go out later than the rest of their group, yet still before curfew, for a snack or a show must be accompanied by one of the adult chaperones on evening duty. If no adult is available to go out with you then you may not go out. If you do go out with an adult other than your own chaperone you must inform your chaperone face-to-face. Do not make plans with a different chaperone and expect someone else to get the message to your own chaperone.
   d. As described in the Getting Around chapter, trains and metro passes stop working at midnight. If you are out after this you will not be able to get a train back to the hotel and taxis can be expensive.

3. Getting Lost
   a. Each traveler will be given an emergency contact card. On this card are printed our key mobile phone numbers, our hotel names, and there are spaces for other mobile phone numbers. If you get separated from the group and you have a mobile phone, the first thing to do is phone someone on the card and let him or her know.
   b. Avoid getting lost by knowing where you are going when getting onto a metro train. Before stepping onto a metro train (subway), each person should know which stop to take. Trains are often crowded and group members will often be forced to squeeze into different cars or even different trains. Make sure you know where to get off.
   c. Students, if you realize that you have been left behind, stay there until someone returns to get you (if the place seems safe). Stay there at least 2 hours before you try to return to the hotel. If we were in transit when you got separated from the group, stay where we last saw you. If no one comes back to get you within two hours, return to the hotel and wait for the group in the lobby or your own room where you can be easily found. Each chaperone group should develop their own procedure & make sure everyone in the group knows it.
   d. Chaperones: our head counting procedure is primarily focused on the students. When all our students are present at a head count we move on. If you get lost or separated from the group for some reason it is unlikely that we will come back looking for you. So either call someone in the group to find out where we are, or head on to our next destination (if you know where it is) or meet us at the next known rendezvous point or back at the hotel.
   e. Always know the name of your hotel and the closest metro stop if applicable so that you can go there if all else fails. All of the hotel names should be written down on your emergency contact card. If you are separated from the group and we cannot find you at the last rendezvous point, we will look for you at the hotel.
   f. If all else fails and you have been left behind, purchase a phone card and use it in a pay phone to call one of the guides, faculty or chaperones.
4. Always Keep with You
   a. Your passport or driver’s license – some type of photo identification
   b. Cash (more than you think you’ll need, but probably not all of it)
   c. Your current metro ticket (discard old ones at the end of each day)
   d. Your emergency contact card with our guides’ mobile numbers, the mobile number of one of the chaperones, and the names of our four hotels.
   e. Your international mobile phone if you have one
   f. A watch

5. Protecting your (Female) Person
   a. In the interest of the safety of our girls on the trip I need to speak bluntly in this section. So girls, think like a safety officer for the next few paragraphs, instead of the nice, pure, modest ladies that you are.
   b. Girls need to be aware that in Europe men are known to be occasionally very aggressive toward young females who may be near them. To be blunt, sometimes men will grope a girl faster than she can move to defend herself. When this happens it is obviously very distressing to the girl. This has happened before both on public metro trains and in the corridor of the overnight train from Paris to Florence as well as on crowded buses in Rome. Girls have reported being groped from behind (grabbing of the buttocks) and in front (hand up the dress or hand on the breast).
   c. Obviously girls, you must be constantly vigilant to avoiding placing yourself in a position in which a foreign man can grope you.
   d. Here are some suggested precautions:
      i. Dress modestly so your appearance does not provoke unwanted advances. To be blunt again, you may be used to wearing whatever you want to back home without inviting an attack, but in Europe your short skirt or leotard-clad legs can be interpreted as an invitation.
      ii. Do not sit down on a train right next to a strange man.
      iii. Do not stand with your back close to a strange man on a train.
      iv. Stay near your friends on metro trains.
      v. When on trains with strange men nearby, talk to those in your group so that those around you know you are not alone.
      vi. If possible, stay close to your male classmates. Again, engage in conversation so strangers know you are not alone.
      vii. On the overnight train, if you are out in the corridor alone and see one or more strange men approaching, turn around and head directly back to your compartment. Do not attempt to pass them in the corridor (which is very narrow), even if there is another girl with you. Also, do not walk through the compartments in your pajamas. If it is after lights out, take one of the guys with you to the bathroom (they should wait outside obviously).

6. Renting Vehicles
   a. Students are not permitted to rent or ride motorbikes (including Vespas) or motorcycles on the trip.
   b. Students are permitted to purchase a drive in one of the high speed vehicles (Ferrari, etc) with a written permission form signed by one of their parents given to the trip leader prior to the trip.
   c. Students are permitted to rent bicycles assuming you are capable of riding one.

7. If You See Trouble
   a. Stay together with your group. Don’t get left behind when your friends leave the shop without you.
   b. Be alert for signs of trouble in the area near you, particularly during evening touring. If you perceive any trouble, notify your chaperone or tour leader immediately and prepare to get away from it. If your group encounters any dangerous or undesirable people, move toward a well-lit, public place with lots of people around. Do not remain in lonely areas when suspicious people are around.

8. Interactions with Strangers
   a. It is common for strangers to be fascinated with a group of school students and to ask questions. Feel free to enjoy meeting and talking with people, but for security reasons keep your comments about our itinerary to generalities. Do not divulge specifics
about our destinations, hotels, etc. It’s fine to say that we are going to Florence for a few days, but do not say that we will be in the Uffizi on Thursday morning. If someone asks a specific question such as where our group will be after lunch, just give a vague, friendly answer like, “Oh, I’m not sure exactly – we’ll find someplace I’m sure!” If the person tries to press you for details, this is a bad sign and you should excuse yourself and go away promptly. Certainly never tell a stranger what hotel you are staying in!

b. Do not allow strangers to take up with you and tour around with you. If someone asks you a few questions in a restaurant, that’s fine. But if they try to join you when you leave, politely tell them that you are not allowed to go about in the company of strangers and excuse yourself. If someone insists on following you, seek help from your chaperone.

9. Take Strong Precautions against Theft

a. You are accustomed to going to shops and restaurants in America where it is rare for someone to try to steal from you. Europe is not like this. Thefts of wallets, cash, passport pouches and cameras are very common in every city, and at least one person has had possession stolen on nearly every trip. Tourists are easy for criminals to spot and are special targets for crime. Take these precautions very seriously.

b. Keep your cash and passport in a very safe place such as a travel pouch inside your shirt (students are expected to use this method), in an inside coat pocket, or in a bag which you guard closely.

c. Ladies, always hold onto your purse with both hands for dear life, especially on trains and other crowded areas. This advice should also be heeded by anyone carrying a bag.

d. Be aware of your neighbors on crowded trains. Do not yak away with your friends while oblivious to the people around you. Criminals frequent busy market areas and trains and your bag can be snatched in an instant if you are not paying attention.

e. Pickpockets are rife on trains. Be especially attentive on crowded subways. We have frequently felt the unwelcome hands of pickpockets feeling around us while traveling on crowded trains.

f. Several times cameras have been stolen from the outside pouch of a student’s back pack. Don’t put expensive objects in those pouches unless you plan to guard them closely.

g. A favorite method for thieves seems to be snatching purses placed beside or under tables in restaurants, even while diners are seated at the table! Take appropriate precautions to prevent being a victim of theft.

h. On the night train from Paris to Florence, latch your door on the inside when you retire. Thieves have been known to wander in under the pretense of entering the wrong compartment by mistake and grab handy articles, making a quick exit before anyone even wakes up enough to know what’s going on.
Horror Stories and Close Calls -- Each of the incidents below has happened to us on previous trips -- be watchful!

a. Attempted purse snatching on a train. Due to the fast reactions of the owner, the attempted theft was thwarted at the last second after a brief tug-of-war.

b. Stolen wallet on a train. The owner had it in his front trousers pocket.

c. Video camera stolen from a shoulder bag.

d. Camera stolen from the outside pouch of a back pack. The pouch is obviously behind the student and thus not properly guarded.

e. Verbal and physical abuse on a double-decker London bus from young adults on drugs. After a tense encounter the group leader successfully separated the students from the miscreants.

f. Two drunks offered to take one of our girls around and show her a good time, and would not take no for an answer. The girl appropriately directed the men to the tour leader who took care of the situation.

g. Students took the wrong train at the direction of the tour guide. Because they were paying good attention, the students quickly realized they were going the wrong way, got off the train, and got on the correct train.

h. Due to tardiness and a simultaneous miscound, the group left a girl behind. She correctly waited (for an hour) at the last rendezvous point until she was missed and the tour leader went back to get her.

i. A girl was present for the headcount in the hotel lobby, but then was left behind because she tried to go back up to her room for a moment. She waited in the hotel lobby just as she should, and after a couple of hours someone came back and got her.

j. A passport/cash pouch was stolen. The student had the passport in a neck pouch, but took it off during a meal and placed it beside him. It was stolen while he wasn’t looking. The pouch was later found on the ground, cash gone but passport still there.

k. A purse, with passport, cash, etc., was stolen. The girl placed the purse on the floor under her table at a restaurant and it was stolen from there while she was at the table. The purse was recovered from the police station, cash gone but passport still there.

l. Cash was stolen from an envelope on a table in a hotel restaurant in broad daylight with people milling all around. Cash in an envelope was laid on the table. The owner looked away for only one minute, but the cash was stolen (probably by a worker bussing tables) and not recovered.

m. A student lost his passport in the airport and had to stay behind in London (with his mother, who happened to be on the trip) while everyone else flew back to America.

n. While riding up an escalator a team of three pickpockets dropped change on the steps to create a distraction and then attempted during the confusion to pick the pockets of tour members on the escalator.

o. A student had a knife in his carry-on bag at Heathrow Airport. This provoked a serious encounter with the airport police. The police informed the student that had he been traveling on a UK passport they would have arrested him on the spot.

p. After our head count and while loading coaches to depart the city, a student ducked into a restroom, lost the group and was left behind. A second head count on the bus was miscounted and the missing student was not noticed. The student acted very wisely. He purchased a phone card and used a pay phone to call one of the other people on the tour. The bus pulled over and the student took a cab to catch up to it.

q. An iPhone was stolen out of a chaperone’s jacket pocket on the Paris metro. Another iPhone was stolen out of a chaperone’s zipped purse which was under her jacket on the Paris metro.

r. A girl had her wallet stolen out of her purse on a crowded bus in Rome. The thieves immediately began charging items on her credit card.

s. On the overnight train from Paris to Florence, a girl fell asleep in her compartment with her friends, who then left her there, alone, with the light on and the screen up. A strange man entered the compartment while she was alone in there. This could have ended very badly but thankfully did not!!

t. On that same train, a thief got on the train while boarding was happening in Paris and started to go through rooms as people were moving in during the chaos. A chaperone noticed him and called out, and then man quickly left.

u. In a train station, a student set down a backpack right near where their friends were all gathered so he could go to the bathroom. When he returned, the bag was gone.

v. In general and summary, Caveat Peregrinator! (Let the traveler beware!)
VII Getting Around without Getting Lost

1. Learning How It Works
   After a couple of days on the Tube in London most students have learned how to get around pretty well. This chapter outlines tips and details that will help. The circumstances in each city affect how we plan our excursions and what kind of freedoms students have in each city.

2. The Tube (London)
   In London we get around by foot and by the underground subway system, known as the Tube. In London the red and blue signs at the entrances to the Tube stations say UNDERGROUND. The system is easy to use and everyone will be given a Tube system map on the day we arrive. Each line has a name and uses a specific color on the maps. To know which direction to take at the train platform you need to know whether you wish to go north, south, east, or west. This is most easily done if you have a map of London in your pocket, which you can pick up at the hotel or at any newsstand.

3. The Metro (Paris)
   We get around the same way in Paris, where the subway is referred to as the Metro. In the areas we frequent there are typically green metal entrance signs over the entrances to the underground train stations that say “Metropolitain.” In other parts of the city the metro entrances are indicated by a yellow “M” that looks strangely like the McDonald’s golden arches. The day we arrive in Paris everyone should get a map of Paris that includes a map of the Metro system (you will have one from class as well). Note that there are two distinct train systems in Paris, the regular city lines designated with numbers, and the RER lines, designated with letters. As in London, the city line trains go all over the city and run every few minutes. The RER trains are large trains that connect the city to locations in the country or other towns. One can use them inside the city at certain stations, but they don’t run as often, usually only every 20 minutes or so. To know which direction to go at the platforms for the regular numbered city lines, one has to know the station name at the end of the line. The end-of-the-line station names are used to designate which direction the train is going.

4. Florence
   Florence is pretty much all done on foot. We’ll spend some time before the trip helping you get oriented. The city is small and by studying a few key landmarks it is impossible to get lost.

5. Rome
   In Rome we use a combination of city buses, metro trains, and walking. However, in Rome there are only two metro (subway) train lines. Getting around is easiest done by bus, but unless one knows the city well it is nearly impossible to figure out how to use the buses or where to get off once you’ve gotten on, so much of what we’ll do in Rome will be by walking and metro.

6. Don’t Let Your Carriage Turn into a Pumpkin
   Students need to be aware that all subway trains stop running around midnight. Even if there is a train after midnight, your daily metro pass expires at midnight. If you plan to be out late you will need to plan to get back to the train station nearest our hotel before the trains stop running for the evening. If you miss the last train you will be stuck paying cab fare.

7. Don’t Depend on Breadcrumbs, Either
   Always make sure you know the Tube or Metro stop you must use to get back to the hotel. Remembering how to get back to your hotel can be challenging, particularly on the Continent where the station names and street names are in a foreign language. A great solution is to use your digital camera to snap shots of one or more of the following reference points: the hotel front, the street sign nearby, the metro station name, and a recognizable building outside the station that will help you remember which way to walk from the train station to get back to the hotel.
8. Maps
Before leaving, each group will be given maps of the London, Paris, and Rome metro systems as well as city maps of each major city. Keep these with you and use them to help you get around.

9. Bad Metro Passes
The day passes for the metro are paper cards with a magnetic strip that seem to fail very frequently. If you are unlucky enough to get a bad one you may, if you have time, try to get it replaced at the ticket window. Otherwise you will just have to put up with it. Often there are officials at the turnstile area who can let you in if you show them a valid pass, even if it doesn’t work in the automatic turnstiles. If all else fails you may have to jump the turnstile or try to squeeze through with a friend, but only do this in an emergency.

Be aware that if you lose your card or invalidate it in some way, you will be required to purchase a new one.

10. Easy Ways to Get Lost
If you are tired and out late you can easily fall asleep on the train and miss your stop. Needless to say, it is disconcerting to wake up alone on a train and not know where you are. Pay attention. And pay attention to your friends, too. Again, if you are talking animatedly with your friends you can easily lose your way and get lost, even if you are on foot only one block from the hotel. (Happened in 2009!) Again, pay attention!
Appendix 1
Regents Chaperone Standards

[Excerpted from The Standard]

For All Chaperones and Drivers for Field Trips, Athletic Events, and School Related Events

The Regents school experience extends beyond the classroom through a number of field trips each year. Faculty members and parent volunteers supervise these excursions, and parents provide transportation in private cars, or special group transportation is provided. The following standards apply to all chaperones and/or drivers for Regents events:

General Guidelines
1. Teachers leading trips must take a first aid kit and a copy of students’ Emergency Care forms on any school-sponsored activity. The school nurse will advise teachers of any medical needs that children may have.
2. Staff members will request and have events approved by the Headmaster prior to announcing them.
3. Appropriate attire and decorum is required at all times for students, teachers, and parents.
4. Siblings or children not in the class are not permitted on school-sponsored trips or activities.
5. Volunteer drivers and their cars will be used unless the school has arranged special group transportation. Regents students may not drive on school-sponsored activities.
6. The school does not usually cover admission fees or other costs for drivers and chaperones.
7. Standards for Field Trips and School-Related Activities

Leadership
1. Regents staff are the official leaders of trips. Staff will make all decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not to alter the plans in any way for any student unless they arrange this with the staff before the trip. In all cases, Regents staff have the final word and the sole responsibility for the trip including the conduct of students and chaperones. All adults are expected to respect the authority of staff.
2. The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones have the responsibility for the students assigned to them by the teacher, including their safety and conduct. Normally, parent chaperones are responsible for those students in their cars or hotel rooms. Parents should assist the staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to staff any behavior or activity which poses a threat to any student or is otherwise unacceptable.

Legal Boundaries & Liability
3. All drivers must be pre-approved by the school and must have a good driving record. A copy of the driver’s license and proof of insurance (copy of insurance card) must be on file.
4. All chaperones and drivers of automobiles or watercraft must be at least 21 years of age and be approved by the Regents administration.
5. A person with a driving record with excessive or severe violations may not drive or operate any vehicle at Regents events.
6. The driver and owner of any automobile or watercraft that is used must depend on their own insurance coverage for the purpose of covering their liability and damages to their vehicle or watercraft. Each automobile must have a current inspection sticker.
7. Both the owners and drivers of vehicles and watercraft assume full legal and financial responsibilities for the operation of their vehicles or watercraft and full legal and financial responsibilities for the safety of the passengers. The liability arising out of the use of a vehicle or watercraft is the sole responsibility of the owner (first) and the operator (second).

Safety
8. When traveling, drivers will require that all their passengers wear seat belts and that posted speed limits be always observed. Drivers are never allowed to pick up hitchhikers or stop to assist another motorist while transporting students. Drivers should stay within sight of the other vehicles on the trip and stay with the pre-planned route.
9. If there is a mechanical problem or an accident, the driver must ensure the safety and medical care for the students as a first priority. Students may never be left alone with or near a vehicle.
10. Drivers will not allow or participate in horseplay or other distracting or potentially dangerous activities in a vehicle.

11. Chaperones (staff or parents) may not drink alcoholic beverages or use tobacco products at any time during school-sponsored trips.

**Decorum/Deportment**

12. Personal music devices or electronic games may not be brought to any school-sponsored trip or event. If staying in hotels, the television may not be used without direct adult supervision. Television programming and movies, except for those with a “G” rating may not be viewed during any school activity without written parental consent (see “Presentation of Videos and Movies” standard). For school-sponsored parties, such as a dance, music must be approved by Regents staff according to school guidelines (see “Resource Materials for Classroom Use” standard).

13. All adults are required to set a proper example for students. Parents are encouraged to enjoy the experience with our students, but they must lead in acceptable standards of etiquette and behavior. For example, adults should freely enter into planned activities and events with students; however, they should not encourage or permit spontaneous activities (e.g., raids to others’ rooms, practical jokes, etc.) without the permission of staff. Every event is etiquette training for our students; therefore, every adult must also model appropriate decorum including courtesy, tactfulness, graciousness, and self-control in all settings. Staff will not allow parents to chaperone who choose not to abide by these guidelines.

14. Chaperones will see that students assume the same responsibilities on an event as they do during a regular school day. For example, on a field trip, students will give their full attention to the events on the trip itinerary and will be held responsible for the educational content of the trip. They will be held to a high standard of behavior as well. Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, parent chaperones and tour leaders promptly and cheerfully. Chaperones are expected to assist the teacher in holding students to this standard of behavior. Student misbehavior will result in such discipline as deemed appropriate by staff, as well as such discipline as may be necessary upon the student’s return to school following the trip or activity.

**The Right Place**

15. Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip. If attending a school-sponsored activity, such as a school party, students will not be allowed to leave the event and then return again later. Neither may they leave the room or area of the activity without permission of the teacher in charge.

16. If the students go out for a meal as part of a school-sponsored activity, the teacher and chaperones will require them to sit at the table using proper manners until the teacher dismisses them. They may not be permitted to play or disrupt others in a restaurant or other social setting.

17. When staying at a hotel or other lodging facility, teachers and chaperones will restrict students of the opposite sex from entering each other’s rooms. The only exceptions to this are devotional times and meal times with adult supervision. Students are expected to respect each other’s property and to regard the luggage of others as private. Sleeping arrangements will be made so that there is appropriate adult supervision. All students must stay in the designated accommodations. In case of questions regarding sleeping arrangements, staff will make the final decision. Chaperones will assist the teacher in enforcing a curfew for all students.

18. Teachers will ensure that students are encouraged to be inclusive of other students during any school-sponsored activity or trip.

**Coram Deo**

In summary, while on field trips or school-sponsored activities, students, parents, and teachers are expected to conduct themselves Coram Deo, that is, they will conduct themselves as in the presence of God, doing all for His glory, in harmony with the standards and policies of Regents School.
Appendix 2
Chaperone Principles and Practices

SAMPLE: You’ll be receiving an official one of these to sign in the Fall.

Dear Parent Chaperones,

Thank you for your time and effort in helping us make this trip the best it possibly can be for our students! Please sign below to verify that you have read and will support the Chaperone Principles and Practices (on next page) and that you accept the dates connected with possible refunds listed both in the Europe Trip Handbook and below. These refund policies are set by our contracted touring company and are non-negotiable.

KEY CANCELLATION DATES:

Prior to November 15, 2016 – Full refund, minus $500 deposit and trip insurance premium if paid.

Between November 15, 2016 and December 6, 2016 – 50% refund, minus $500 deposit and trip insurance premium if paid.

Between December 7, 2016 and January 1, 2017 – 25% refund, minus $500 deposit and trip insurance premium if paid.

After January 1, 2017 – no refunds available.

These refund policies apply to cancellation for any reason, including your child no longer attending Regents or being unable to attend the trip.

Furthermore, by agreeing to chaperone this trip you are consenting to serve in a role assigned by the school, most likely as a chaperone group leader, but potentially in another role. You may or may not be assigned to your child’s group.

I and the faculty look forward to a great trip with the Class of 2018!

Josh Simmons

Parent Chaperone Name (print): ________________________________

Signature: ________________________________________________

Date: ________________
The trip to Europe is the pinnacle of the class trips at Regents, and is the most unique, exciting, risky, visible, and expensive activity in the K-12 Regents program. We could not continue to do this trip without the sacrifice and active participation from parents.

The success of the trip is grounded on a common commitment by all parents and faculty chaperones to follow four guiding principles. It is impossible to foresee every situation chaperone groups will face on the trip, but by applying these principles with common sense and parental instinct, we can provide a unique academic and personal experience for our juniors this year and for years to come. They are listed in order of importance.

<table>
<thead>
<tr>
<th>Principle</th>
<th>Practices—DO THESE THINGS:</th>
<th>Non-practices—DO NOT…</th>
</tr>
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<tbody>
<tr>
<td><strong>1 Student safety is our primary concern:</strong></td>
<td>Be with the students in your care at all times (except in hotel and when we are all together as a group, and then you should know where they are). Be mindful of dangerous situations, knowing that students may not perceive dangers; help them recognize and avoid them. Report any concerns about any activity present or past to faculty or administration immediately. Ensure that a faculty person knows where your group is planning to go each day. Contact Josh Simmons immediately if there is injury or danger. Check students in at night to ensure they are in their rooms at curfew.</td>
<td>Assume ‘they will be okay’ if unsupervised. Assume if you are separated that they are with another group even if that is the plan. Assume something is ‘safe’ just because you aren’t familiar with it, even though it concerns you. Wait until ‘later’ to say anything about a concern of yours. Assume they are in their rooms.</td>
</tr>
<tr>
<td><strong>2 This is a school function and the Standard and expectations for student and chaperone conduct are the same as any school function.</strong></td>
<td>Uphold in spirit and fact, the expectations for student conduct and speech. Address student misconduct and draw faculty or administration into concerns or issues. Be on time and ensure students are as well for places you need to be. Communicate any group plans to faculty or staff.</td>
<td>Allow students, out of neglect or personal preference, to violate school rules or code of conduct—smoking, drinking, visiting inappropriate sites, etc.</td>
</tr>
<tr>
<td><strong>3 This is a curricular field trip with academic objectives tied to experiencing settings, art, and architecture of Western history</strong></td>
<td>Ensure that the students in your care go to all required sites and are challenged to appreciate them. Have them tell you about places, people, and history in each place. If necessary, establish minimum amounts of time at sites to slow the ‘box checkers’.</td>
<td>Allow the group to miss a required site because of other interests, or rush through them to get to shopping or other interests. Rush them through experiences because it seems to be taking too long.</td>
</tr>
<tr>
<td><strong>4 This is a rite of passage to becoming a Regents senior and the responsibility of a young adult—it is not just what they see and where they go, but how they learn to navigate cities, relationships, and decisions.</strong></td>
<td>Make students lead and make decisions. Use your role as chaperone to guide and advise, but make them lead. Let them struggle to read a map and make decisions. See this as one long teachable moment: help them facilitate disagreements about what they should do in a constructive manner. Be aware of any financial constraints that may mean the group can’t always eat at really expensive restaurants.</td>
<td>Direct and make decisions (except ensuring required sites visited, or when group dynamics breakdown); Assume responsibility to figure out how to navigate. Allow one or two students to dictate everything that happens in the group from where they eat to what other groups they hang out with.</td>
</tr>
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Chaperone to Student Ratios:
1:3 Minimum
1:6 Maximum
Appendix 3
REGENTS IN EUROPE 2017 GENERAL ITINERARY

This is a rough approximation based upon past experience. The general overview as far as cities goes is correct, specific times and places may vary though.

DAY 1 ~~ Sunday, March 5
- Meet at a set time at Austin International Airport
- Check-in with a predetermined faculty member
- Fly to London

LONDON

DAY 2 ~~ Monday, March 6
- Arrive in London in early AM
- Load bags onto vans to take to hotels
- Board metro trains that will take us into city
- Chaperone groups have a chance to explore the city a bit, stretch legs & get lunch
- Group Dinner @ 6pm

DAY 3 ~~ Tuesday, March 7
- Wakeup 7:30AM, breakfast at hotel, out the door by 8:30am
- Evensong at St. Paul’s Cathedral (5pm)
- Dinner at own expense
- 7:30 pm Theater Show (probably Les Miserables)

DAY 4 ~~ Wednesday, March 8
- Wakeup 7AM, breakfast at hotel, out the door at 8
- Excursion Day 1 – group will split up to tour different parts of England based on student selection.
- Dinner at own expense

PARIS

DAY 5 ~~ Thursday, March 9
- Early wakeup, breakfast boxes from hotel, out the door by 6am to make train
- Eurostar train to Paris
- Metro to the hotels
- Chaperone groups have a chance to explore the city in afternoon
- Group Dinner @ 6 pm
- Some to Eiffel Tower in Evening

DAY 6 ~~ Friday, March 10
- Wakeup 7:15AM, breakfast at hotel, out the door 8:15-8:30
- Excursion Day 2:
  - Options may include: Paris Cooking Class, Chartres, Versailles, Paris, Normandy
- Dinner at own expense
- Rest of group to Eiffel Tower in PM

DAY 7 ~~ Saturday, March 11
- Wakeup 7AM, out the door 8AM
- Finish exploring city, hitting any key sights not seen yet
- Early dinner at own expense
- Everyone meet at train station in evening for overnight train to Florence
FLORENCE

DAY 8 ~~ Sunday, March 12
- Arrive in Florence in AM
- Head to hotels to drop off luggage
- Leave hotel by 9AM, in chaperone groups explore city until 11
- Visit Academia & Uffizi Museums
- Explore Florence in chaperone groups
- Gregorian Chant Mass at San Miniato al Monte @ 5:30 PM
- Dinner at own expense

DAY 9 ~~ Monday, March 13
- Wakeup at 7AM, breakfast at hotel, leave hotel by 8:00
- Excursion Day 3
  - Options may include: Assisi, Best of Tuscany Tour, Florence Art Academy Course, Tuscan Cooking Class, Cinque Terra
- Dinner at own expense

ROME

DAY 10 ~~ Tuesday, March 14
- Early wakeup to take train to Rome from Florence/Assisi.
- To hotel to drop off bags.
- Visit St. Peter’s, Vatican Museums, Sistine Chapel in PM
- Explore Rome via chaperone groups
- Evening to explore Rome in chaperone groups (churches, catacombs, palaces, etc.)
- Dinner at own expense

DAY 11 ~~ Wednesday, March 15
- Wakeup 6:45AM, breakfast at hotel, leave hotel by 8
- Visit Forum/Coliseum in AM
- Afternoon Explore Rome via chaperone groups
- Last evening in Rome to explore all the city has to offer in chaperone groups
- Group Dinner @ 7pm

DAY 12 ~~ Thursday, March 16
- Early wakeup, breakfast at hotel
- Travel by coach buses to airport for return flight
- Flights back to Austin, connecting once (London and/or Eastern US in all likelihood)
Appendix 4
RSA IN EUROPE 2017 PERSONAL ITINERARY TEMPLATE

IMA Coolkid
Roommate: Hap E Person
Outgoing Flight information: UA 4 @ 6:51 p.m., March 5th, 2017

GROUP LEADER: Mrs. Person

LONDON: DAY 1 (March 6th)

Holiday Inn Kensington Forum | 97 Cromwell Rd | 44.870.4009100 | Metro – Gloucester Road
7 p.m. Group Dinner @ The Marquess of Angelesey | 39 Bow Street | Metro – Covent Garden

DAY 2 (March 7th)
5 p.m. Evensong @ St. Paul’s Cathedral
7:30 p.m. Les Miserables @ Queen's Theatre | Shaftesbury Ave | Metro - Piccadilly Circus

DAY 3 (March 8th)
Oxford | Group 1, Mrs. Sayers

PARIS: DAY 4 (March 9th)

Mercure Gare de Lyon | 2 Place Louis Armand | +33 143 448 484 | Metro - Gare de Lyon

DAY 5 (March 10th)
Versailles | Group 2, Mr. Valois
7 p.m. Group Dinner @ Assiette aux Fromages | 25 Rue Mouffetard Paris
9:30 p.m. | Eiffel Tower

DAY 6 (March 11th)
7:55 p.m. @ Gare de Lyon | Depart Paris | Euronight 221

FLORENCE: DAY 7 (March 12th)

Hotel Diplomat | Via Luigi Alamanni 9 | +39 055 287 421
11:15 a.m. @ Accademia | A1, B1, B2B, B4, G2, G5, G6
2:15 p.m. @ Uffizi Gallery | B1, B3, G2, G6
5:30 p.m. @ San Minianto al Monte | Gregorian Chant Mass

DAY 8 (March 13th)
8:02 a.m. @ Florence S.M.N. | Best of Tuscany | Group 1, Ms. Catherine

ROME: DAY 9 (March 14th)
7:38 a.m. @ Florence SMN | Depart Florence
Hotel Massimo D'Azeglio | Via Cavour 18 | +39 06 487 0270 | Metro - Termini
12:30 p.m. @ Vatican Museum | B1, B3, B5, G2, G4, G6

DAY 10 (March 15th)
9:15 a.m. @ Forum/Coliseum | B1, B3, B5, G2, G4, G6
7 p.m. Group Dinner @ Restaurant Opera | 48 via Paola

Return Flights: UA 41 @ 8:45 a.m. to Newark, March 16th, 2016
UA 1178 @ 4:30 p.m. to Austin, March 16th, 2016
Appendix 5
Tips on Situational Awareness for Travelers

The British often joke that Americans are called “Yanks” because they are constantly having to be ‘yanked’ back from walking in front of busses in London because they don’t take into consideration that the traffic comes from the other direction. They fail to properly understand the situation or be aware of their circumstances.

Situational awareness simply means paying attention to what is going on around you without obviously appearing to be paying attention. It is a choice, not our usual default mode. But once you make that choice, your brain will begin picking up on things that otherwise it might filter to the back and bring them to your attention.

In order to do this, though, the first thing we need to have is a baseline. We need to have an idea of what the environment we find ourselves in should normally sound like when there is nothing unusual going on. This will obviously vary based upon location, time of day, etc.

When something unusual happens, there is normally a concentric ring effect that attracts attention. The people (or animals in the woods) closest to the unusual occurrence are loudest, which causes other to respond, and then further out until eventually there are people responding who don’t know what’s going on, just that something is. Think about at a school dance, where one person starts doing some crazy moves, the people nearby normally respond quickly and immediately cheering, then other people come to gather and watch, and so the excitement moves outward from the initial dancer.

**The key to great situational awareness is the ability to monitor the baseline and then recognize changes that occur and have some idea of what they mean.**

Experts say there are three main obstacles to developing situational awareness

1. **Not Monitoring the Baseline.** If you are not regularly monitoring the baseline, you will not recognize the presence of something that can cause a disturbance before it happens. Non-dangerous events can cause concentric rings as well, like in the example of the dancer. Any unusual occurrence from a car accident to a street performer can create a concentric ring situation and one of the keys is learning to look for and recognize these disturbances both as they are happening and, ideally, before while always recognizing that some disturbances are dangerous, while most are just entertaining or interesting.

2. **Normalcy Bias.** Even though we may sense a concentric ring that could be alerting us of danger, many times we will ignore the alert due to our desire for it NOT to be a danger. We want things to be OK so we do not accept that the stimulus we are receiving represents a potentially dangerous situation. We have a bias towards the status quo, thinking “nothing has ever happened when I do this, so nothing is likely to happen.”

3. **The third interrupter of awareness is what is often called Focus Lock.** This is some form of distraction that is so engaging that it focuses all of our awareness on one thing and by default blocks all the other stimulus in our environment. This occurs when someone is texting and walks into a fountain or a parking meter. The smart phone is the single most effective focus lock ever invented.

To be effectively aware, we must do the following:

1. **Monitor the baseline.** At first, this will require conscious effort. But after a while, one can usually monitor the baseline subconsciously.

2. **Fight normalcy bias.** This might require you to feel a little paranoid for a while as you develop your ability. Look at every disturbance to the baseline as a potential threat. This will allow you to stop ignoring or discounting concentric rings and begin making assessments of whether there is an actual risk. People might think you’re jumpy, but that’s okay.

3. **Avoid using the obvious focus locks in transit or high population density areas.** It is ok to text while you are sitting at your desk, lying in bed, or in the hotel lobby. But it is NOT ok to text as you walk through a train station or in a heavily crowded metro train.

Any time you are drawn to a concentric ring event, do a quick assessment of that ring, then stop looking at the event, and scan the rest of your environment to see what you are missing. Is it possible this is a distraction to allow pickpockets to work?

Developing situational awareness is a life skill. At first it will seem very awkward and self-conscious, but with practice, it will become seamless and subconscious. Hopefully, your travel group will begin to notice that you can sense events happening before they unfold. Begin practicing before we leave, so that you will have this skill before hand and you will be amazed at how much you will notice and pick up on.

Adapted from Kevin Reeve, *Yanks & Situational Awareness*
Appendix 6
Key Pages to Start With if Short on Time

We realize this is a long book with lots of information. While the table of contents is helpful, we thought the following would provide a quick overview to the really crucial parts of this handbook.

*Pages 1-5* – basic general information, should be read *carefully* *(includes important dates)*

*Page 9 – Money* – always one of the most difficult issues on the trip, please make sure you’ve read the recommendations here and see them as minimums especially if the exchange rate is not real good as the trip gets closer.

*Page 11 – Suitcase Size* – this often seems to catch people by surprise. Be sure to read through it and understand it.

*Page 15 – Packing* – our advice with packing lists, thoughts on things to not bring, etc.

*Pages 26-29* – Itineraries both general and specific as well as tips regarding traveler safety.

*Pages 30-31* – Chaperone Principles and Practices as well as required chaperone form