



Superintendent's Circular

NUMBER:
CAO-25
DATE:
Version 01

GUIDELINES FOR INTERNATIONAL FIELD TRIPS

This circular will remain in effect unless rescinded or superseded by a subsequent version.

*IMPORTANT NOTE: *These guidelines might be impacted by COVID-19 restrictions and are subject to change based on public health, international security, or other emergent issues that could impact travel. For the most up-to-date information and guidance, contact the Department of Global Education (kdorseytwumasi2@bostonpublicschools.org) for assistance/guidance.*

This Superintendent's Circular provides instructions for implementing the Field Trip Policy passed by the Boston School Committee on November 20, 2019.

- This circular should be read AFTER the Superintendent's Circular CAO-22, General Guidelines and Procedures for All Field Trips, as additional guidelines are outlined there.
- The principal/head of school (and/or the district department lead sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in this circular and others are adhered to.
- As soon as a trip opportunity becomes known, contact the Department of Global Education for support throughout the planning process. The principal/head of school (and/or

the district department sponsoring the trip) and the program leader (lead chaperone) must review and complete checklists for this circular throughout the planning process. Signed checklists must be kept on file at the school.

PLANNING PROCESS

International Field Trip Program: An international field trip program is any trip off school grounds that involves travel to a location outside of the United States. International field trips must be planned at least a year in advance to maximize affordability and fundraising efforts, and when possible, scheduled during non-school time (i.e., school vacations, and summer). NEW: BPS international field trip programs require execution by a reputable travel vendor and will require a vetting process by the Department of Global Education and BPS legal.

Travel to 'U. S. Territories, including Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and Northern Mariana Islands are covered under international travel insurance. Travel to these territories is subject to some forms and requirements in the CAO-25 International Field Trip guidelines, but only require Principal/Head of School approval. Consult with the Department of Global Education for required forms for these destinations.

APPROVAL PROCESS

- **STEP 1: Interest Form & Consultation:**

As soon as a trip opportunity becomes known, or there is interest in an international travel program, teachers must [complete an Interest Form](#) from the Department of Global Education, and inform their principal/head of school.

Contact the Department of Global Education for support and guidance with the CAO-25 application, and throughout the planning process. No arrangements should be made, meetings held, payments, or deposits made without consultation with the Department of Global Education and formal application approval from the Superintendent.

- **STEP 2: CAO-25 Application**

After consulting with the Department of Global Education and head of school, the CAO-25 application shall be submitted to the Director of Global Education no less than 10-12 months before departure. The proposal and official application must be completed, reviewed by the principal/head of school, and endorsed with an official letter from them. The application then requires approval by the Department of Global Education, which will then seek approval from the appropriate district leaders, before obtaining final approval from the Superintendent. Again, No arrangements should be made, payments or deposits placed without approval first from the Superintendent. You cannot gauge student interest or engage with families without program approval. District leadership and/or the Superintendent may have questions about your application or ask that aspects of the proposal be changed or removed.

- **STEP 3: Approval**

Once the CAO-25 application is approved by the Superintendent, in consult with your principal/head of school, you may begin to promote the international program to students, families, and your school community. Should your itinerary, roster, or any other aspect of your approved application package change, you must notify the

Department of Global Education in writing as soon as possible.

SAFETY PREPAREDNESS

- **Travel Advisories/Warnings:** Travel to countries cited as a Level 3 or 4 in the United States Department of State Travel Warning Listing or the Center for Disease Control (CDC) are prohibited. For countries listed as a Level 2, consult the Department of Global Education in advance. The Boston Public Health Commission and Department of Global Education will continue to monitor country destinations for safety. The program leader, principal/head of school are also responsible for checking the State Department and CDC throughout the trip planning process as levels change. Please note: The Superintendent reserves the right to cancel any field trip up to and including the day of departure to manage risk.
- **Insurance:** Through On Call International insurance, the district provides medical coverage for international BPS sponsored trips for BPS students, BPS staff participants, and chaperones. On Call will serve as the primary source for medical insurance while abroad. However, in some cases, if a hospital visit is required, students may be required to pay out of pocket, and be reimbursed by On Call later. Families will want to budget for this just-in-case expense.

The On Call insurance policy does NOT include cancellation or trip interruption insurance should the trip be canceled or interrupted for any reason other than medical.

Cancellation/interruption must be due to the traveler getting sick, injured, or someone in the traveler's immediate

family being sick, injured, or death. Students/Families would need to show proof of a sickness/injury and the sickness/injury must be so disabling as to cause them to cancel/interrupt their trip. If there is a sickness/death for their family member they would need to show proof of that too. Save all receipts for flights/lodging for reimbursement purposes and a claim form would need to be filled out. Families will need to know in advance that Trip Cancellation has a \$2,000 limit, and Trip Interruption has a \$2,500 limit.

Again, the superintendent reserves the right to cancel a trip for any reason and at any time for safety purposes—Cancel for Any Reason Insurance (CFAR) is NOT provided by the district. Therefore, all trip participants are strongly encouraged to purchase their own (CFAR) insurance to protect their trip investment.

On Call International provides overseas evacuation insurance (enabling students who become seriously ill or for whom there is some kind of emergency to be returned to the United States). On Call International must coordinate, approve, and perform the evacuation. Emergency family travel arrangements are covered up to a limit if the traveler is hospitalized for 2 or more days.

- **Informed Parental Consent, Associated Risks, and Indemnity:** Families must sign the customized Informed Parental Consent, Associated Risks, and Indemnity form explicitly developed for their travel program by the director of Global Education and BPS Legal in collaboration with the program leader. The program leader is responsible for initiating this form based on a template provided from the Department of Global Education.

- **District Training:** Program leaders must attend training for effective in-field risk management and response practice. This training is offered by the district once per year. Please email the Department of Global Education for details. If you miss the training, you must schedule a meeting with DGE to supplement.
 - While this training is mandatory for program leaders, it is recommended that one additional chaperone from the team attend the training with the program leader. However, in cases where other chaperones (non-program leaders) are not able to attend the in-person training (due to budget, space, or scheduling), it is expected that they will receive training and information from pre-travel meetings/virtual webinars, and guidance from the Department of Global Education and program leader in preparation for their role. All chaperones will be required to review this document and participate in pre-travel meetings with the Department of Global Education.
 - **CPR & First Aid:** At least two chaperones (including the program leader) must hold valid CPR AND first aid certification. The district will offer this training at least once per year for program leaders. Please email the Department of Global Education for details. Ensure the availability of a first aid kit/supplies from the Department of Global Education. Verify emergency and medical information and contact details.
- **STEP Program:** Program leaders, or parents must register students and chaperones through the [U.S. State Department's STEP \(Smart Traveler Enrollment Program\) program](#). If you have non-U.S. citizens traveling with your

group, contact their respective embassies to see what services they would provide these individuals in the event of an emergency. U.S. embassies abroad do not necessarily assist non-U.S. citizens in emergencies overseas.

- **Transportation:** School buses or BPS approved transportation vendors' vehicles **MUST** be used to transport students to and from field trips or athletic events, regardless of how the trip is paid for. Privately owned vehicles, vehicles from non-approved vendors, ride sharing transportation services such as Uber and Lyft, or leased vans are not to be utilized to transport students to and from field trips or athletic events, except in the case of a bona fide medical emergency. Refer to TRN-03 and CAO-22 for information and regulations on field trip transportation.
- **Itineraries:** Upon advance review of itineraries, BPS reserves the right to deny schools to participate in field trip activities on their itinerary where the risks of the activity outweighs the intended learning outcomes of the program. The program leader, in collaboration with the chaperone team, are required to submit a risk analysis for each part of the program that identifies the top 5 risks/concerns associated with the program.

GOVERNMENT RESOURCES TO SUPPORT PREPARATION

- U.S. State Dept. Travel: www.travel.state.gov
- Overseas Security Council:
<https://www.osac.gov/Pages/Home.aspx>
- U.S. State Dept. Passport Application:
<http://travel.state.gov/passport/>

- U.S. State Dept. Medical:
http://travel.state.gov/content/passports/english/go/checklist.html#checklist_parentitem_1
- U.S. Embassies Abroad: www.usembassy.state.gov
- Visa Req. for U.S. Citizens Abroad:
<http://travel.state.gov/content/visas/english/general/americans-traveling-abroad.html>
- Center for Disease Control Traveler's Health:
<http://wwwnc.cdc.gov/travel/destinations/list.aspx>
- U.S. Customs & Border Protection: <http://www.cbp.gov/> (877-227-5512)

MEDICAL PREPARATION FOR SAFE TRAVEL

- **Doctor's Visit:** Prior to the trip, all students and chaperones must inform their primary care doctor/travel clinic doctor of their trip location and have had a recent doctor's visit and physical exam prior to departure. If any student has a serious medical or mental health condition, please be sure that their doctor writes a letter indicating that the child may safely attend and participate in trip activities. There are certain locations in the world where entry requires specific vaccinations, immunizations, and medications necessary for healthy travel--in those cases--all participants will be required to obtain those vaccinations, immunizations, and medications.
- **Medical Documentation:** Chaperones must document and carry all students' medical information, including any specialized immunizations or medications required by their doctors for travel. Participants are also required to list all

medications that might be prescribed with this particular program in mind along with the other medications that they may take regularly. Program leaders should send a final email to all participants to check on additional medications added before departure.

- **School Nurse & Counselor Review:** The program leader must consult with the school leader to determine if, and what type of medical assistance is needed for participating students. To ensure accessibility, this step is crucial, and must take place before the field trip is secured. For additional questions, please consult the Health Services Department. Additionally, to thoroughly support a student's participation in a field trip, at least six weeks before departure (much longer for international and overnight field trip programs), consult with and, when necessary, receive training from the school nurse regarding any students who have medical needs. Also consult with the school counselor regarding mental and behavioral health needs. If any student has a serious medical or mental health condition, be sure that their doctor is aware of the essential participation criteria and location of the trip and writes a letter indicating that the child may safely attend and participate in trip activities. Keep this document on file with other key permissions slips and medical forms.
- **Nurse Verification Form:** Review all students' medical forms with the school nurse and guidance counselor to ensure all documents are completed and to be sure you are in the strongest position to support each student's health while abroad. School nurses and counselors do not "clear" students for travel but will provide chaperones with guidance in supporting students while traveling. Consult

with, and when necessary, receive training from and obtain written comments from the school nurse regarding any students who have expressed medical needs. Complete and submit the Nurse Verification form to the Department of Global Education.

CHAPERONE CRITERIA

- **Role of the Program Leader (Lead Chaperone):** The selection and approval of all chaperones is conducted by the principal/head of school. The program leader is a BPS employee and the lead chaperone organizing and leading the trip. The program leader is required to have experience leading, or co-leading BPS students (or students from another district) abroad previously and has the full support and approval of the principal/head of school to do so. The program leader leads the entire school team and is the main representative of the group and district while abroad. The program leader is responsible for ensuring all guidelines in CAO-22 and CAO-25 are followed and keeping the principal/head of school and the district informed of trip developments. The program leader is responsible for completing the International Field Trip Request Form and accompanying documents that are submitted to the principal/head of school and Department of Global Education for approval. The program leader is also responsible for organizing the chaperone team, student team, and pre-departure meetings.
- **Chaperone Selection:** Every adult on the trip must be a chaperone and have a clear role.

- **Diverse Strengths:** Choose a chaperone team purposefully and wisely, considering strengths and what each chaperone can contribute to the overall experience. The goal is to have a well-rounded team of chaperones from different areas. We recommend that at least one member of the chaperone team — if not the program leader — speak the local language of the country visited. For example, consider chaperones who have visited the country before, and one who speaks the local language. Additionally, consider chaperones who are subject matter experts in the topic being explored, or who have professional medical/social emotional health experience. Efforts should be made for chaperones to be representative of the student group and include males and females where relevant.
- **Knowledge of Students:** The selection and approval of chaperones by the principal/head of school should also be based on the individuals' knowledge of, and rapport with, most of the student participants.
- **Chaperone Ratios:** For international programs, the student-to-chaperone ratio is 7:1, with a two-chaperone minimum. It is recommended that a chaperone reserve, or backup, be identified in the event a chaperone is no longer able to participate at the last minute or must leave the field. The reserve chaperone should have a valid passport and visa to travel to the destination. Tour guides and employees of third-party vendors contracted to help operate the trip are not considered chaperones, and do not factor into the student to chaperone ratio. All BPS and non-BPS chaperones are required to sign the Chaperone Agreement form. Refer to CAO-22 for additional chaperone criteria.

- **Non-BPS Chaperones:** Other authorized chaperones may include parents and volunteers who must be 21 years of age or older. All non-BPS employee chaperones must submit a yearly CORI/SORI authorization form to the Office of Human Capital. Complete the [eCORI form online](#). Contact the BPS Office of Human Capital (OHC) for CORI check and confirmation support. The principal/head of school and the lead chaperone are responsible for submitting authorization forms to OHC and must not allow chaperones to take part in activities until they have been CORI/SORI cleared. Non-BPS employees who chaperone on a field trip are not covered for liability by the Boston Public Schools.
- **BPS Employee Parent Chaperones:** Chaperones who are parents/guardians of BPS students on the trip must provide the same level of care and attention to ALL of the student participants. If a BPS chaperone's child who does not attend the participating school must attend the program, the child must be a BPS student and in the same grade or age range as participating students. In this case, the BPS employee is responsible for incurring all costs associated with their child's participation.

PASSPORTS & VISAS

- **Check Student & Chaperone Passports:** During the recruitment process, physically check all students' passports well before your travel date to ensure that they are valid for travel *and will be valid at least six months after your return date*. Students must renew or apply for a first-time passport as soon as possible as the process can be lengthy.

- **Non-U.S. Passports:** Determine who holds a non-U.S. passport. There are many countries that do not require U.S. passport holders to have a visa but require them for NON-U.S. passport holders. There are also countries that might require Americans to obtain a visa but do not require one for a non-U.S. passport holder. Identify the countries from which your travelers hold passports, as they might be questioned in customs or might have to contact other consulates if they lose their passports abroad. *Also plan for delays at border control at the airport for non-US passport holders.
- **Visa Requirements:** Research if your destination requires a visa. Every country has a different application and timeline for obtaining a visa.
- **Parent Passports:** Encourage parents to obtain valid passports and visas should they need to travel to the country for their child during an emergency.
- **Copy Passports:** Copies of student and chaperone passports and visas must be left with families, and the principal/head of school.

STUDENT ACCESSIBILITY, PARTICIPATION, AND CONDUCT

Student Participation: Students not enrolled in the Boston Public Schools may not participate. Once on the field trip, student participants are not permitted to leave the group to visit friends, relatives etc., and rejoin the group. Students must remain with the group at all times.

- **Essential Participation Criteria:** Before student recruitment begins, the program leader and principal/head of school shall work together to establish essential participation criteria for the trip that informs students and parents of the program objectives, all of the activities and risks associated with each itinerary activity, and trip location, to determine what accommodations or modifications may need to be made for students to successfully and safely participation in all or portions of the trip.
- **Student Recruitment:** By default, any program is open to all students. However, there may be programs that are specific to certain students (i.e., class, club, team, grade level specific trips) with the consultation of the program leader and head of school that keeps in mind financial accessibility, diversity, and equity. The recruitment process must be transparent and fair. The chaperone team must create an environment and structures to support all students. Trips must be advertised to all students (within the school, particular grade, class, or program associated with the trip), regardless of their financial situation. If there is a formal process for being enrolled on your trip, such as an application, it must first be approved by the head of school and have a clear rubric that demonstrates the essential criteria for an applicant. A student's ability to pay may not be a criterion

for field trip participation. If a student is denied admission to a trip, be prepared to speak to the student, administration, or family if there are questions about your selection process. Keep a record of all applications and decisions made.

Accessibility

- **Field Trip Location Selection:** Program leaders must consider their student demographics when selecting field trip locations, sites, and activities. The location of the trip must tie directly to the objectives and learning outcomes of the program. Specifically, determine the impact the locations, sites, and activities that may have on diverse populations such as students of color, ELL students, students who identify with the LGBTQIA+ community, students with disabilities, those who may be in the minority during your field trip experience, and those students who belong to groups that have experienced marginalization in the location being visited. Program leaders must work to prepare students for sensitive experiences and ensure that the program is safe and inclusive for all students. Consult the Department of Global Education for resources if needed.
- **Access and Inclusion:** Students with English Language Learner status, 504 plans, and/or IEPs cannot be denied access to field trips due to their ability. It is the responsibility of the school to ensure that all accommodations normally provided to a student as indicated in their educational plans are made available during a field trip, including medication. See Superintendent's Circular SHS-08 Medication Administration for information about medical dispensation on field trips. Participating students' IEP or 504 plan shall be

available to any staff coordinating and/or participating in the field trip to meet the child's needs.

- **Student Health:** If a student has a serious medical or mental health condition, please be sure that their doctor is informed of the essential participation criteria and location of the trip and writes a signed letter on letterhead indicating that the child may safely attend and participate in trip activities. The program leader must keep this document on file with other key permissions slips and medical forms. Again, also consult with your school nurse at least 6 weeks in advance.
- **Inclusive Accommodations:** In collaboration with the student and their family, the program leader and principal/head of school shall work with transgender and gender nonconforming students to provide accommodations (including rooming) that affirm the student's gender identity while also ensuring safety. Program leaders should work with students and families to make sure all travel documents (e.g., airline ticket, passport) reflect their legal names as listed on government issued identification, while all unofficial documents and materials may reflect the student's preferred name. Please view [additional rooming guidelines from the Office of Equity](#).

CONDUCT

The BPS Code of Conduct applies on all field trips. BPS students and parents are required to sign a BPS Student Traveler & Family Agreement Form regarding student conduct while participating in a BPS sponsored field trip. Following an investigation, if the program leader, in consult with the principal/head of school and

Central Office staff, determines that a student's conduct while on an overnight trip poses a risk to themselves or the safety of the group, or is no longer manageable by BPS staff in the field, the district reserves the right to request and arrange for that student to return home. The district also reserves the right to request that families assume responsibility for all or a portion of the costs associated with their child's return. Students may be subject to further disciplinary action and will be provided the opportunity to have a formal hearing at the school level upon return. The school must document the parent/guardian's consent of this policy prior to the trip.

- **Dismissal Transportation Protocol:** If a student is to be dismissed from an overnight field trip, the student's parent/guardian must be notified in advance and should agree to meet the student at the airport or other agreed upon destination. If the parent/guardian is not reachable, the student's principal/head of school or appropriate school-based point of contact must be notified and agree to meet the student at the airport or other agreed upon destination. Students under the age of 16 must be accompanied on their flight by a chaperone. Students over the age of 16 may fly unaccompanied, though a chaperone must accompany the student to the airport to ensure the student checks in for their flight. (Age requirements may be subject to specific airline/train/bus guidelines). Any costs assumed in this regard will be the responsibility of the parent/guardian. Program leaders must inform families of this protocol at or before initial promotional meetings.
- **Pre-departure Program Dismissal:** In the event a student is to be dismissed from an international field trip program before departure, a Pre-departure Incident Report must be

submitted to the Department of Global Education (DGE). A chaperone cannot dismiss a student from a trip without approval from the principal/head of school. The principal/head of school must approve the recommendation for dismissal by signing the pre-departure incident report. The report should then be filed with the DGE, who will review and file the report. Any loss of fees or deposits associated with early dismissal will be absorbed by the family, which must be communicated before any deposits are made by families. Program leaders must inform families of this protocol at or before initial promotional meetings.

PRE-DEPARTURE MEETINGS

- **Student Meetings:** Program leaders must conduct at least three (more are recommended) student meetings before departure. This does not include the mandatory parent meeting; however, students should be encouraged to attend the parent meeting as well. Meetings should review logistics and prepare students to be mindful, healthy, responsible, and safe travelers. Most programs hold many more meetings to prepare students for the challenges and rewards of the travel experience.
- **Parent Meetings:** Program leaders must conduct at least one (more are recommended) parent/guardian meeting (with each family, or all families together). This does not include the initial meeting to promote the trip. Please note that if traveling to a [Level 2 destination](#) issued by the Center for Disease Control (CDC) or State Department, the program leader is required to inform parents of the medical or safety concerns and precautionary plan. Please consult with the Department of Global Education before this meeting. For

information on staying healthy while traveling, go to the [CDC page on Travelers' Health/Medical Tourism](#). Your entire group and their families must attend a mandatory information session. All chaperones should be present and play a role in this meeting.

- **Meeting Topics:** During pre-departure meetings, the following topics must be reviewed (others may be discussed at the lead chaperone's discretion):
 - Trip's educational purpose
 - Behavior expectations
 - Detailed itinerary
 - Review of country landscape (health, cultural norms, safety, and security)
 - Insurance coverage
 - Required travel documents
 - Packing list
 - Communication plan and emergency contact information
 - Transportation plans and logistics
 - Review and collect permission forms
 - Meals and accommodations
 - In-country transport (be specific, as modes of transport vary country to country)
 - Expectations for in-country expenses and procedures to exchange money, if applicable
 - Passport and visa requirements, if applicable
 - Program provider documents.

Contact the Department of Global Education for sample meeting agendas and templates and support with meeting agendas.

Important Meeting Notes:

- Document parent/family attendance.
- Utilize zoom meetings when necessary.
- Develop a plan for families who may need translation services at the meeting; students should not serve as their parent/guardian's translator.
- If a parent/guardian is unable to attend a meeting, at least one trip chaperone (who is a BPS employee) must physically meet with the parent/guardian about the trip before taking the student abroad. Document this private meeting for your records.

Chaperone Team Meetings:

Program leaders must conduct at least three pre-departure chaperone team meetings. Meeting topics to include:

- Assign chaperone roles for pre, during, and post trip;
- Review Emergency Action Plan (EAP) and insurance coverage;
- Student paperwork (Binders)
- Participants
- Student Code of Conduct Agreement
- The Pre-Departure Incident Report and the incident report form for while on the trip
- For non-BPS employee chaperones, review their knowledge of BPS policies and chaperone expectations
- Review detailed itinerary
- Distribute responsibilities
- Map out plans that include movement from one place to another and program transitions.
- Determine if there are any students who require extra support, or physical/medical accommodations

- Review with the team any recommendations, advice, or instructions that you have received from the school nurse, guidance counselor, parent, or primary care doctor.

Non-BPS Chaperones:

Along with CORI/SORI clearance they must schedule a consult with the Department of Global Education at least 8 weeks prior to departure and attend at least one pre-trip parent meeting and at least one student meeting.

All non-BPS chaperones must know the details of the trip, the Emergency Action Plan (EAP), the BPS Code of Conduct, and other district and school-based rules. The program leader must be sure all non-BPS chaperones understand BPS rules and schedule a consult with the Department of Global Education.

COMMUNICATION PLAN

- **International Phone Service Coverage:** Program leaders must have international cell phone coverage for the duration of the trip for communication with BPS and families in the event of an emergency. This cell phone must be on at all times so you may be contacted in case of an emergency. If this is not possible due to your location, please arrange a communication plan with your principal/head of school and the Department of Global Education. If such international coverage requires you to purchase an international plan or to accrue additional costs due to the trip, please submit your receipts to the BPS Finance Office for reimbursement. Program leaders must also carry the phone numbers for the principal/head of school or

sponsoring district department, and the Department of Global Education. You are required to call your head of school and the Department of Global Education anytime there is an emergency.

- **District Communication:** Codify a clear communication plan with your principal/head of school or sponsoring district department, and the Director of Global Education prior to departure. The director of Global Education will initiate a group chat with the program leader, and head of school on WhatsApp. You must check in with the Director of Global Education via phone, text (download WhatsApp for free for messaging), or email upon arrival, every 48 hours, whenever the itinerary significantly changes, whenever you expect to lose cell/email coverage, upon departure, and upon safe return. You **MUST** check in via phone call to your Head of School and the Department of Global Education when there is an incident.
- Definitions of communication types and expectations:

Green Communication: No immediate concern.

Program leader: Notifies head of school and on-call BPS staff about arrival, departure, changes in itinerary, loss of connectivity, highlights of programs, photos. *Check in daily via text, phone call, email.

Yellow Communication: A Yellow Call is a reportable situation or event, but no threat to life, limb, eyesight, or potential for severe emotional trauma. The incident is managed effectively in the field by program leader, but could devolve to a serious or critical incident, and requires attention from BPS on-call staff.

Program leader: (1) Notifies Head of School and on-call BPS staff; (2) Documents Incident SOAP Report (3) Monitors (4) Updates on-call BPS staff

Red Communication: Critical, violent time sensitive incident, illness, injury; or event that resulted in loss or potential loss of life, limb, eyesight. Student disciplinary violations.

Requires IMMEDIATE RESPONSE of program leader: (1) Alerts appropriate local medical care, local law enforcement, and/or shelter, triggers insurance support if able to do so. (2) Notifies head of school and on-call BPS staff; (3) Documents Incident SOAP Report (4) Monitors (5) Updates head of school and on-call BPS staff

Refer to BPS International Field Trip Communication Plan for more information.

- **Communication with Families:** Set expectations regarding communication during travel between chaperones/student

travelers and the principal/families. Families must know whom to call 24/7 in case of an emergency. If you need support in family communication before, during, and after the trip, contact the Department of Global Education.

- **Communication with Students:** Set and remind students and families of the expectations for social media usage while abroad. Discuss what is, and is not acceptable for posting, recording, and sharing on social media. Make clear the boundaries, confidentiality, and privacy of other students, staff members, and visiting communities as it pertains to social media footage. These expectations should be discussed several times during the pre-departure meetings and while in the field. *Remember that the BPS Code of Conduct is applicable.

DOCUMENTATION & FORMS

- **Documents for Students & Families:** Prepare, distribute to, and collect from each participating student and chaperone the following:
 - Parental Authorization for International Field Trip form
 - Medical Information Form
 - Medication Administration Form
 - Chaperone Agreement Form
 - Student & Family Conduct Agreement Form
 - Student Support for Field Trip Travel Form
 - Any Parental Waivers associated with your program.
 - If applicable, prepare, distribute, and collect the Notarized Parent/Guardian Airline Travel Consent Form. (Some countries, airlines, and travel companies

require this. Research your particular trip to see if this applies.)

- If your program includes a homestay, refer to CAO-26 Homestay Guidelines for required forms.

- **Documents to Submit to Central Office Approval:** The following documents must be submitted at least 10-12 months in advance of the trip to the Department of Global Education for the program to be reviewed, and the necessary signatures obtained for approval. You must send your completed application to the Department of Global Education for review and feedback prior to final submission. Below is an overview of the required documents. A more detailed list is included in the application section of this circular.

- CAO-25 International Field Trip Request Form (with original signature of the Headmaster/Principal or sponsoring District Department, and Program Leader)
- Signed Cover Letter (on school letterhead) addressed to the superintendent and Department of Education from the principal/head of school/district department lead stating support for the proposed trip.
- International trip narrative:
 - What was the student recruitment and selection process?
 - What are the student learning outcomes of your program?
 - How will this program build students' global competence (investigate the world, communicate ideas, weigh perspective, take action: identify all that apply and how they will be addressed through your program).

- What specific standards are addressed in your program, and how will they be addressed?
- How and when will your students reflect on what they learned from this experience?
- Itinerary (detailed): Day-by-day and hour by hour (or morning/afternoon/evening) format providing detailed information about program (i.e. hotels/accommodations, sites visited, activities planned, meetings held, curfew set, and meals scheduled for the morning, afternoon, and evening)
- Emergency Action Plan
- Nurse Verification Form
- CAO-25 Acknowledgment Form
- Tentative Student Traveler Roster: [Prior to departure, the program leader must submit a FINAL roster of all confirmed student travelers that includes: BPS ID, their name, grade, age, D.O.B, the country in which their passport is issued, emergency contact name and number, and (NEW) if student is traveling abroad for the first time.

Important Note: **Submit documents for Water Activities (CAO-27)) if applicable.* While you do not need to submit to the central office a copy of each Parental Authorization for International Field Trip permission, this form must be on file at your school when your trip request is submitted to the district office.

- **Documents to Leave with your principal/head of school:**
 - CAO-25 circular with checklists
 - Permissions Slips (updated based on contact verification done with families)

- Student & Family Conduct Agreement Form
- Parental Waivers
- Medical Information Form and Medical Administration Form
- Notarized Airline Consent Form (if applicable)
- Copies of passports, visas, resident cards and other travel related documents
- Emergency Action Plan (EAP)
- Insurance Information
- Fire Prevention and Safety Information
- International Program Incident Report (blank for reference)
- Finalized Homestay List and other homestay documents (if applicable)
- Water Activities Forms (if applicable)
- **Documents to Take Abroad:**
 - Permissions Slips (updated based on contact verification done with families)
 - Medical Information Form and Medical Administration Form
 - Student & Family Conduct Agreement Form
 - Parental Waivers
 - Notarized Airline Consent Form (if applicable)
 - Copies of passports, visas, resident cards and other travel related documents
 - Emergency Action Plan (EAP)
 - Insurance Information
 - BPS Field Guide Protocols with Emergency Phone Numbers
 - Fire Prevention and Safety Information

- International Programs Incident Report (blank and/or completed)
- International Witness Report Form (blank and/or completed)
- Incident Investigation Log (blank and/or completed)
- SOAP Note (blank and/or completed)
- List of addresses and emergency contacts in country for all travelers
- Homestay documents, if applicable
- Water activities form, if applicable
- Program leader carries originals of permission slips and medical forms; other chaperones carry copies.

DURING THE FIELD TRIP PROGRAM

- **Team Safety:** If you believe conditions are unsafe or unhealthy at any point on the trip, it is the program leader's responsibility to make adjustments in the interest of group/individual safety. Consult the Department of Global Education during the trip when you have questions regarding trip safety.
- **Conduct Safety Reviews with Students in the Field:** The following topics must be reviewed with students:
 - Program leaders conduct a fire and safety assessment and fire drill (Fire Prevention and Safety Instructions) when you arrive at EACH NEW accommodation. Share the assessment with the chaperone team and prepare for orientation and fire drill.
 - Share evacuation plan and emergency plans. Discuss where students go during an emergency or otherwise.

Discuss where students go if they are separated from the group during an activity.

- Ensure students have a list of the key addresses (hotel/chaperone/host family contact information) and emergency information for the US and the international destination as well as copies of all travel documents. Share where you are staying (room number if applicable) and how to reach you on the trip.
- Conduct in-country orientation for conduct and cultural expectations. Set expectations regarding social media. This is especially critical during an emergency.
- Conduct safety orientations for service learning projects where teams work to construct, alter, and/or repair structures, including painting and decorating and for agricultural projects; chaperones, with support of program providers, must conduct a safety orientation at the beginning of each activity.

- **Student Debriefs/Reflections:**

- Conduct morning briefings to review the day's itinerary and key information. Ask and answer questions.
- Conduct afternoon and/or evening debriefings to review the next day's itinerary, gather feedback, process the day's learning, and make any necessary adjustments. Engage students in conversations that help them process their experiences. Help them to reflect and break down stereotypes so that when they return, they have a deeper understanding of the culture and country they visited. Draw connections to how they will take the experience home with them, and how the lessons they have learned will translate back home.

- **Check-Ins and Student Supervision:**

- Conduct frequent check-ins with the chaperone team to assess programming, student dynamics, and to make any adjustments.
- Conduct frequent check-Ins with students about their behavioral and physical health as well as their ability to process their trip experiences.
- Conduct nightly bed checks to ensure students are in their rooms at the designated time. If staying in a hotel/hostel, be sure to request in advance for students to be placed near chaperones. If students are with host families, share the BPS policy of nightly bed checks to ensure students are safely in their rooms each night. Students should know exactly how to get in touch with a chaperone in case of an emergency (room number or phone number if staying with a host family).
- Establish a curfew with clear guidelines, and ensure doors are open if students congregate in the evening. Adults should stay close by and conduct frequent expected and unexpected room checks. Be mindful about romantic relationships among students.
- *Do not leave students alone!* Students should be accompanied by chaperones (or if applicable, host families and students) unless part of a scheduled activity and age appropriate, as approved by their parent/guardian in advance. However, if unaccompanied as part of a scheduled and structured activity, students should be in at least groups of three, AND always know how to reach an adult chaperone.
- Conduct regular, frequent headcounts and buddy checks throughout the day.

INTERNATIONAL PROGRAM INCIDENT REPORTING AND SUPPORT

Contact your head of school and the Department of Global Education for any emergency that results in the admittance of a student or chaperone to a hospital or clinic, or if you fear for the safety of anyone on your trip at any time. When in doubt, call! Emergencies may be of a medical, environmental, political, behavioral, legal, logistical, or other nature. You **MUST** check in via phone call to the Department of Global Education when there is an incident. Refer to BPS International Field Trip Communication Plan for more information.

[NEW] Examples of incidents (this is not an exhaustive list):

Green Examples: Positive group gains, dynamic and culture, media coverage

Yellow Examples: Fever, loss of passport, diarrhea, constipation, vomiting when prescription medication is administered by BPS staff, lost/damaged/insufficient prescription medication, tooth loss/ crack/chip, animal or insect encounters that could potentially result in injury, any time insurance is used or consulted, insect bites or stings out of the ordinary, lost or stolen luggage, challenges in Customs.

Red Examples: Sexual assault, terrorism, missing person, crime/theft; head injury, loss of consciousness, contraction of parasite and/or infestation, animal bites, transportation accident, severe allergic reaction, exposure to any communicable diseases, eye injury, heat exhaustion/stroke, hyperthermia, significant violations of student/chaperone conduct contract (fighting, alcohol, drug use, possession of

weapons, bullying, harassment, persistent behavior from participant that is disruptive, poses a risk to team and the success of the program), severe weather, exposure to any toxic or potentially toxic chemical/irritant

► **Note:** This list is not exhaustive. Any additional incident not listed but deemed unusual or potentially harmful by the program leader, should be reported. Yellow incidents have the potential to quickly progress to Red incidents. Thus, yellow incidents should be monitored closely, and On-Call BPS staff should be kept abreast of any updates, and changes in status.

File an International Program Incident Report via email if possible OR as soon as circumstances permit. Utilize the SOAP note, witness reports and incident investigation logs as necessary. Turn in the original reports to the Department of Global Education as soon as you return to Boston. When incidents occur, it is critical that everything is documented.

AFTER THE FIELD TRIP (MANDATORY)

- **Medical Follow-Up:** Depending on travel location and prescribed travel medication, call all students and families after the trip to remind students to continue to take all prescribed travel medication. Additionally, remind students (and inform parents/guardians) to see a doctor immediately if they are not feeling well after the trip and to inform the doctor of their recent travels.
- **Incident Reports:** If applicable, file and follow up with International Programs Incident Report, International Programs Witness Report and International Programs Incident Log.

- **District Survey:** Complete the BPS Post-International Program Survey to provide feedback on your experience.

AFTER THE FIELD TRIP (SUGGESTED)

- Write thank you notes.
- Present to school, family, and the community about the experience.
- Conduct related creative and/or analytical projects to showcase student learning.
- Write a news article about the trip for a local newspaper or website.
- Email stories, journals, and pictures of your trip to the Department of Global Education.

For more information, questions, and support about this circular, please contact:

Owner:	Chief of Teaching and Learning
Department:	Department of Global Education
Mailing Address:	2300 Washington St., Roxbury, MA 02119
Phone:	315-601-0292
Email:	OPL@bostonpublicschools.org

Mary Skipper, Superintendent

INTERNATIONAL FIELD TRIP CHECKLIST

Field Trip Category(s): _____
(For category, see CAO-22.)

Site: _____

Date: _____

Alternate Date: _____

Item	Complete?
Review Superintendent Circular No. CAO-22, General Guidelines and Procedures for All Field Trips.	
Review Superintendent's Circular on Medical Emergency Management, FSE-05 and Incident Data-Reporting and Release, SAF-04 for important safety protocols. While on the trip, the Department of Global Education must be notified in the event of a serious incident or emergency and should be used as a resource for questions regarding safety on international field trips.	
Select a site and investigate the appropriateness of the site in relation to the category of field trip.	

CAO-25 ACKNOWLEDGEMENT FORM

Please sign this checklist, retain a copy for your file, submit the original to the school office for filing and attach to your completed request package.

Your signature indicates that you read and understand the policies in this circular and that they have been/will be followed and all checklists throughout the trip planning and the trip implementation process have been or will be completed.

School Name: _____

_____	_____
Signature of Program Leader	Date

_____	_____
Signature of Principal/Head of School or Sponsoring District Department	Date

INTERNATIONAL FIELD TRIP REQUEST DOCUMENT CHECKLIST

The following documents must be submitted *at least 10-12 months in advance of the trip* to the Department of Global Education so that the trip may be reviewed and the necessary signatures may be obtained. Complete this application with as much information and detail as you have available. Should additional and final details become available later, please update the Department of Global Education as soon as possible. It is recommended that you send drafts of these documents to the Department of Global Education for review and feedback prior to final submission. Please type all documents and retain copies of all documents submitted.

Documents to Submit to the Department of Global Education for Approval

1. **International Field Trip Request Form** (with original signature of the principal/head of school or sponsoring district department, and program leader)
2. **Signed Cover letter** (on school letterhead) addressed to the superintendent and Department of Education from the principal/head of school/district department lead stating support for the proposed trip.
3. **International Trip Narrative Educational Goals** (please be detailed):
 - a. What is the purpose of this international program? Why is it necessary, and why is this specific location relevant?
 - b. What are the student learning outcomes of your program?

- c. How will this program build students' global competence (investigate the world, communicate ideas, weigh perspective, take action: identify all that apply and how they will be addressed through your program).
- d. What specific standards are addressed in your program, and how will they be addressed?
- e. Describe the student recruitment and selection process? How did you ensure the process was equitable and inclusive?
- f. How and when will your students reflect on what they learned from this experience?

4. Itinerary

- a. Day-by-day and hour by hour (or morning/afternoon/evening) format providing detailed information about program (i.e., sites visited, activities planned, meetings held, curfew set, and meals scheduled for the morning, afternoon, and evening)

5. Emergency Action Plan

6. Nurse Verification Form

7. CAO-25 Acknowledgment Form

- 8. **Tentative Student Traveler Roster** (Prior to departure, the program leader must submit a FINAL roster of all confirmed student travelers that includes: BPS ID, their name, grade, age, D.O.B, the country in which their passport is issued, emergency contact name and number, and if student is traveling abroad for the first time.

- **Important Note:** Submit documents for Water Activities (CAO-27) and/or Homestays (CAO-26) if applicable.



INTERNATIONAL FIELD TRIP REQUEST FORM

(This form along with all accompanying documents listed in this circular must be completed by the lead chaperone in consultation with the principal/head of school. It is submitted to the Department of Global Education at least four months prior to the trip.)

School/District Department: _____

Head of School /Principal Information:

Name: _____

Cell phone:_____

Email:_____

Select Field Trip Category (See CAO-22 for descriptions):

- Instructional
- Cultural
- Community Building
- Service Learning
- Personal Growth & Development

Program Destination(s): Include exact cities, or regions:

Dates of Trip:

Departure Date: _____ Return Date: _____

Student Data: Send complete student roster to Dept. of Global Education before travel. Roster must include D.O.B, grade, country of passport issuance, emergency contact name and number.

Number of Students: _____

Number of First Time Student International Travelers: _____

Chaperone Data: Chaperones: 7:1 ratio and minimum of 2 chaperones

Information	Program Leader	Chaperone	Chaperone
Name			
Cell Phone Number			
BPS Employee	(Y/N)	(Y/N)	(Y/N)
Back up #			

Information	Chaperone	Chaperone	Chaperone
Name			
Number			
BPS Employee	(Y/N)	(Y/N)	(Y/N)
Back Up #			

Information	Chaperone	Chaperone	Chaperone
Name			
Number			
BPS Employee	(Y/N)	(Y/N)	(Y/N)
Back Up #			

Funding

Please note that: A criterion for participation, may not be the student and their family's ability to pay. Also "100" school funds may not be used for international trips.

Cost Per Person: _____

Total Cost: \$ _____

Funding Source(s):

(List funding sources below. Please detail how the trip was paid for and how students had access to this trip regardless of the trip's cost.)

Grant name/Grant Number (if applicable): _____

Fundraise with Private Grants BEDF Account Code/Description (if applicable):_____

Country/Site Information

Country(s) to be visited:	
Is this country(s) listed on the United States Department of State Travel warning list?	
Is this country(s) listed on the Center for Disease Control (CDC) warning list?	
In-Country/Site Contact Person and Title/Role:	
In-Country/Site Telephone #	
In-Country/Site Email Address	

Native language of in-country/site contact person	
Can the in-country/site contact person speak English?	

Has your travel vendor/partner been vetted by the Department of Global Education/BPS Legal? ☐ Yes ☐ No

Vendor Name: _____

Vendor Contact Name: _____

Vendor Contact Number & Email: _____

AIRLINE TRANSPORTATION TO INTERNATIONAL DESTINATION

(Please note: You may include your flight reservation as an attachment; however, the following section must still be completed.)

Departing flight from US/Boston:

Departure Date	
Departure Time	
Departure Location	
Departure Airlines	
Flight Number	
Departing Flight Arrival Date	

Arrival Time	
Arrival Location	

Return flight to US/Boston

Return Date	
Return Time	
Return Location	
Return Airlines	
Flight Number	
Return Flight Arrival Date	
Arrival Time	
Arrival Location	

Additional Transportation in the U.S. (i.e., to and from airport):

Will you be providing transportation for students to and from the airport? ☐ Yes ☐ No

If no, how will students get to and from the U.S. airport?

If yes, please complete the chart below.

Mode of Transportation	
Transportation Co.	
BPS Vendor #	
Company Number	
Pickup Location	
Pickup time	

Transportation to International Destination (other than airplane):

Mode of Transportation	
Transportation Co.	
BPS Vendor #	
Company Number	
Pickup Location	
Pickup time	
Where will you be transported to? (Address of hotel, or drop off site)	

Transportation in Foreign Country

All modes of transportation arranged within the foreign country:

IN-COUNTRY LODGING INFORMATION

Primary Lodging

Contact information if students will be staying in a hotel or hostel: Itinerary must provide detailed information regarding lodging each night.

Name of site	
Address	
Number	
Dates	

Name of site	
Address	
Number	
Dates	

Name of site	
Address	
Number	
Dates	

Does your trip include water activities?

YES ☐ NO ☐

If yes, have you reviewed CAO-27, and completed the necessary forms?

YES ☐ NO ☐

Home Stay

***Note: The permissibility of Home Stay programs is currently under review.**

Will this program include a home stay? YES ☐ NO ☐

If yes, is this home stay facilitated by a third-party vendor? If yes, please provide the company name and site contact info.

Safety is the highest priority in the Boston Public Schools. Have you followed the Home Stay Guidelines CAO-26 and completed the necessary forms? YES ☐ NO ☐ N/A

Have parents/guardians signed the Home Stay Waiver form?

YES ☐ NO ☐ N/A

Water Activities

Does your program include water activities?

YES ☐ NO ☐ N/A

If yes, have you reviewed CAO-27, and completed the necessary forms? YES ☐ NO ☐ N/A

TRAVEL LOGISTICS

Have you held (or will you hold prior to departure) at least three pre-departure **student meetings** to prepare the student team for the responsibilities of participating in an international trip as outlined in CAO-25? YES ☐ NO ☐

Meeting Date:	Meeting Date:	Meeting Date:
---------------	---------------	---------------

Have you held (or will you hold prior to departure) at least three **chaperone meetings** to prepare the adult team for the responsibilities of leading students on an international trip as outlined in CAO-25? YES ☐ NO ☐

Meeting Date:	Meeting Date:	Meeting Date:
---------------	---------------	---------------

Have you conducted (or will you conduct prior to departure) at least one **parent meeting** (in addition to the promotional meeting) to review required topics outlined in CAO-25?

YES ☐ NO ☐

Meeting Date:

If you are traveling to a destination with an alert from the CDC or State Department Level 2 country, will you provide families with the respective Informed Parental Consent, Associated Risk, Indemnity Form? YES ☐ NO ☐

Do you have trip cancellation insurance? YES ☐ NO ☐

Please describe the contingency plan should your departure and/or return travel be delayed:

TRAVEL SAFETY AND RISK MANAGEMENT

Have all travelers received (or will they all receive prior to departure) all travel immunizations, vaccinations, and relevant medications recommended by the CDC and their primary care doctors? YES ☐ NO ☐

Comments:

Who on your chaperone team speaks the local language?

Have the program leader and other chaperones reviewed the BPS Insurance Policy? YES ☐ NO ☐

Does each traveler have health insurance coverage abroad, including medical and political evacuation coverage? (BPS has this insurance for ALL BPS students and BPS chaperones.)

YES ☐ NO ☐

Has the program leader and other chaperones reviewed the BPS Code of Conduct? YES ☐ NO ☐

Have all non-BPS employed chaperones scheduled a meeting with the DGE? YES ☐ NO ☐ N/A ☐

Has the program leader attended (or will they have attended prior to departure) BPS Risk Management Training Abroad?

YES ☐ NO ☐

Training Date: _____

(Training is valid for two school calendar years.)

Has the program leader led BPS students abroad before?

YES ☐ NO ☐

When? Provide the most recent date: _____

If not, what experience(s) have prepared you to lead BPS students abroad?

Do at least two chaperones hold valid (duration of the trip) CPR and First Aid certification? YES ☐ NO ☐

Names of certified chaperones: _____

Name of chaperones: _____

Have you completed the Emergency Action Plan (EAP) for the country you are visiting? YES ☐ NO ☐

Have you (or will you prior to departure) set up a Pre-Departure Risk Management meeting with the Department of Global Education? YES ☐ NO ☐ N/A ☐

Have you (or will you prior to departure) submitted the Emergency Contact List for all travelers to the Department of Global Education? YES ☐ NO ☐

Have you completed the Nurse Verification form? YES ☐ NO ☐

All CAO-25 "Checklists" MUST be followed by the program leader, other chaperones, and principal/head of school or district department sponsoring the trip before, during, and after the trip. Will you complete all "Checklists" before, during, and after the trip with the consult of your principal/head of school or district department? YES ☐ NO ☐

SCHOOL/DISTRICT DEPARTMENT APPROVAL

_____ Program Leader/Lead Chaperone	_____ Date
_____ Head of School/Principal or Sponsoring Dept.	_____ Date

Signatures above indicate approval for the trip and attest that the CAO-25 checklist will be completed before, during, and after the trip.

DISTRICT APPROVALS

International field trips require the District approvals below:

_____ Director of Global Education	_____ Date
_____ Chief of Teaching & Learning	_____ Date
_____ Chief Financial Officer	_____ Date
_____ Superintendent	_____ Date



EMERGENCY ACTION PLAN (EAP)

International Field Trips

Directions:

- The lead chaperone must complete this form prior to departure.
- All chaperones should carry this form throughout the trip.
- Leave a copy of this form with the principal/head of school.
- Submit this form as part of your package to the district.
- Register your trip and student participants through the [Safe Traveler Enrollment Program \(STEP\)](#). program

General Guidelines:

- In the event of an emergency, REMAIN CALM.
- Do not leave the injured person alone or without an adult present.
- Call local EMS.
- Accompany any injured student to the nearest medical facility. An adult chaperone (or adult designee) must be present with any injured student throughout the emergency.

Emergency Contacts

- Local EMS.
- Insurance (See insurance card for the appropriate # for your destination.)
- Head of school or designee cell #_____and director of Global Education (315-601-0292) for emergencies. See Emergency Communication and Protocols packet.
- Parents/guardians must be informed and given updates throughout the medical emergency. (Your Head of School and DGE will help coordinate communication with parents/family.)

U.S. State Department, the Center for Disease Control and other reputable sources, please complete the information below:

Address and contact information for the nearest U.S. Embassy(s) while abroad:

Address and contact information for the nearest embassy(s) for non-U.S. citizen travelers while abroad:

Name and address of the nearest medical hospital or facility/s:



PARENTAL AUTHORIZATION FOR INTERNATIONAL FIELD TRIP

Directions:

BPS Staff:

- Use one form per trip.
- Complete the School Portion of form.
- Duplicate one form per student.
- Send a copy home for parent and student signatures.
- During the field trip, the signed, original form must be carried by the program leader and copies by the other chaperones. A photocopy must be left on file in the school office.

Student First & Last Name: _____

School: _____

Destination (s): _____

Purpose of Trip: _____

List of Activities: *Parents must be informed of all activities.*

Supervision: (Check One.)

- ☐ Students will be directly supervised by adult chaperones on this trip at all times.
- ☐ Students will be directly supervised by adult chaperones on this trip with the following exceptions:

Mode of Transportation: (Check all that apply.)

☐ walking ☐ school bus ☐ MBTA ☐ Other _____

Students will leave from (where) _____ at
(time) _____.

Students will return to (where) _____ at
about (time) _____.

Program Leader & Chaperone(s) in Charge: _____

Chaperone/Student Ratio: _____ (maximum ratio 7:1)

STUDENT AGREEMENT

While participating in this field trip, I understand I will be a representative of BPS and my community. I understand that appropriate standards must be observed, and I will accept responsibility for maintaining good conduct and abiding by school-based rules and the Boston Public Schools' Code of Conduct.

Student Signature

Date



PARENTAL AUTHORIZATION FOR INTERNATIONAL FIELD TRIP

Assumption of Risk, Waiver, Release, and Indemnity Hold Harmless Agreement

Program leaders: Access the required [Assumption of Risk, Waiver, Release, and Indemnity Hold Harmless Agreement template](#). Please make a copy of this template document before you edit the text in **RED**, and then share it with the director of Global Education. *This document is to be reviewed by the director of Global Education & BPS Legal BEFORE sharing with parents/guardians for signature***

This document is a requirement, and a binding legal document. Should you have any questions, please contact the Department of Global Education.



MEDICAL INFORMATION FORM

IMPORTANT NOTES:

Students may be in new and unfamiliar situations when traveling. It is critical that this form is completed thoroughly and accurately so we may be in the best position possible to support you/your child.

Please indicate with an X _____ HERE if you would like to schedule a meeting with the program leader of the trip to discuss your child's medical or mental health.

All students must visit their primary care doctor prior to traveling on a BPS trip and be current on all immunizations and vaccinations for the U.S. in addition to the recommended immunizations and vaccinations for the country(s) to be visited.

STUDENT INFORMATION

Student's Full Name	
Date of Birth	
Country of Origin	
Parent/ Guardian Name(s)	
Parent/Guardian Address	
Parent/Guardian Contact	Cell: Home: Work:

Emergency Contact # 1	Emergency Contact # 2
Name:	Name:
Relationship to student:	Relationship to student:
Address:	Address:
Cell #:	Cell #:
Work #:	Work #:
Email:	Email:

STUDENT HEALTH QUESTIONS

Primary care physician's name and contact information (in case of an emergency):

Health insurance provider's name, policy #, and contact information (in case of emergency):

Insurance provider claim instructions/procedures (in case of emergency):

Student has the following health conditions and/or allergies of which BPS should be aware:

Physical health conditions:

Behavioral/mental health conditions: (e.g., depression, anxiety, etc.)

Allergies (food, medication, insects, plants, animals, etc.):

Student takes the following medications (including over-the-counter/ herbal) and/or prescriptions of which BPS should be aware. (Be sure to complete the Medical Administration Form):

If medication is taken on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again.

Is there any factor that makes it advisable for your child to follow a limited program of physical activity? (i.e., asthma, recent surgery, heart condition, fear, etc.) If yes, specify the ways in which you wish their program limited. If the student has asthma, please attach the asthma action plan to this medical form.

Are there any activities on the itinerary that your child cannot or should not do?

Other than a yearly physical, is the student currently under a physician's or other medical professional's care (e.g., social worker, therapist, etc.)? If yes, please detail the reason.

Other than a yearly physical, has the student been under a physician's or other medical professional's (e.g., social worker, therapist, etc.) care anytime in the last year. If yes, please detail the reason and dates of treatment.

Please list any hospital, treatment center, surgical, psychiatric, or urgent care visits within the last year: (Please specify the date, the reason, the physician or professional seen, and the length of stay.)

Additional information of which BPS should be aware concerning student's health:

I authorize the release of the information given above to chaperones and other school staff in order to coordinate services and understand that chaperones will consult with the school nurse about each student's health so they will be in the strongest position to support you/your child on this program.

Student Signature, if at least 18 years of age

Date

Parent/Guardian Signature, if student is
under 18 years of age

Date

- If necessary, attach a doctor's letter to this form.
- If necessary, attach the asthma action plan to this form.
- If necessary, attach copies that document student's shots and immunizations to this form.



MEDICAL FORM — OVERNIGHT TRIPS

Medication Administration

Please send only essential medications with your student on this trip and include over-the counter/herbal medications on this list.

Student Name: _____

Name of Medication: _____

Time(s) to be taken: _____

Reason for Medication: _____

Side effects to be aware of/other information: _____

Name of Medication: _____

Time(s) to be taken: _____

Reason for Medication: _____

Side effects to be aware of/other information: _____

Name of Medication: _____

Time(s) to be taken: _____

Reason for Medication: _____

Side effects to be aware of/other information: _____

Additional information/special Instructions:

I authorize my child to take the above medications on this trip.

Student Signature, if at least 18 years of age

Date

Parent/Guardian Signature, if student is
under 18 years of age

Date



**NOTARIZED PARENT/GUARDIAN AIRLINE TRAVEL
CONSENT FORM**

The parties to this agreement are:

Parent/ Legal Guardian:

Full Name and Surname: (hereinafter referred to as “the
Parent/ Guardian”) _____

Physical Address: _____

Contact Details: _____

Child: (hereinafter referred to as “the Child”)

Full Name and Surname: _____

Birth Date: _____

**Traveling Guardian(s) and Contact Details: (hereinafter referred
to as “The Traveling Guardians”)**

Full Name and Address: _____

I hereby authorize the Child to travel with the Traveling Guardians to the following destination:

The period of travel shall be from _____ to _____.

Should it prove to be impossible to notify the Parent/ Guardian of any change in travel plans due to an emergency or unforeseen circumstances arising, I authorize the Traveling Guardian to authorize such travel plans.

Should the Traveling Guardian in their sole discretion (which discretion shall not be unreasonably exercised) deem it advisable to make special travel arrangements for the Child to be returned home due to unforeseen circumstances arising, I accept full responsibility for the additional costs which shall be incurred thereby.

I indemnify the Traveling Guardian against any and all claims whatsoever and howsoever arising, save where such claims arise from negligence, gross negligence, or willful intent during the specified period of this Travel Consent.

I declare that I am the legal custodian of the Child and that I have legal authority to grant travel consent to the Traveling Guardian of the Child.

Unless inconsistent with the context, words signifying the singular shall include the plural and vice versa.

Signed at _____ on the _____ day
of _____, 20____.

Signature _____ (Parent/ Guardian)

Signature _____ (Witness 1)

Signature _____ (Witness 2)

*Witness signatures must be by independent persons and not by
anyone listed on the Travel Consent form.*

On this _____ day of _____, 20____, before me, the
undersigned authority, personally appeared and proved to me
through satisfactory evidence of identity, to wit, to be the
person(s) whose name(s) is/are signed on the attached document
and who signed in my presence.

Official Notary Signature: _____

Name of Notary Typed, Printed or Stamped:

Commission Expires: _____



STUDENT SUPPORT INTERNATIONAL PROGRAMS FORM

Note: This form is to be completed by students who intend to participate in an international program. The information is confidential, and will be used by Program Leaders to better understand, and support the needs of students while on program in a foreign country.

Student First & Last Name: _____

When preparing for your international program, please think about the following questions, and respond as honestly as possible in order to be supported:

What are you nervous about? _____

What are you excited about? _____

What scares you about the trip location or activities on the itinerary? _____

When in a new environment, I get anxious when..._____

When in a new environment, I get upset when....._____

In order to get the most learning and benefits from this
experience, I will need _____

Given the laws, customs, and culture of the country that we are
visiting, what concerns do you have? _____

Would you prefer to speak in person with a member of the
chaperone team to discuss this form, or share additional
information? ☐ Yes ☐ No



INTERNATIONAL PROGRAMS INCIDENT REPORT

Incident reports should be used for all yellow and red incidents that are not fully described or investigated already through the SOAP Note.

A. Complete all fields

School/s: _____

Date of Report: _____

Country: _____

Incident Date and Time: _____

Reporting Chaperone:_____

B. Complete all Applicable Fields

Victim(s) Name(s) Contact Information	
Suspect(s) Name(s) Contact Information	
Witness(s) Name(s) Contact Information	
Location of Event Address	

C. Nature of Incident (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Injury | <input type="checkbox"/> Natural Disaster | <input type="checkbox"/> Fatality |
| <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Physical Assault | <input type="checkbox"/> Crime |
| <input type="checkbox"/> Behavioral/
Psychological | <input type="checkbox"/> Sexual Assault | <input type="checkbox"/> Political Upheaval |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Theft | <input type="checkbox"/> Disease Outbreak |
| <input type="checkbox"/> Missing/Separated
Person | <input type="checkbox"/> Property Damage | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Sexual
Harassment | <input type="checkbox"/> BPS Code of
Conduct violation |

International Programs Incident Report, continued

D. Narrative (Using facts, describe what happened):

E. Activity at Time of Incident (check all that apply)

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Class time | <input type="checkbox"/> Service | <input type="checkbox"/> Homestay |
| <input type="checkbox"/> Traveling | <input type="checkbox"/> Fieldtrip | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Hike/Jog/Walk | <input type="checkbox"/> Swimming | <input type="checkbox"/> Water Activity |
| <input type="checkbox"/> Other _____ | | |

F. Contributing Factors (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Not disclosed in Medical Form | <input type="checkbox"/> Animal/Insect/Plant |
| <input type="checkbox"/> Pre-Existing Condition | <input type="checkbox"/> Alcohol/Drugs/Medication |
| <input type="checkbox"/> Weather/Terrain | <input type="checkbox"/> Motor Vehicle |
| <input type="checkbox"/> Political/Cultural/Language | <input type="checkbox"/> Pre-Course Info |
| <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Orientation/Training |
| <input type="checkbox"/> Other _____ | |

Superintendent's Circular CAO-25

Page 77 of 104

G. Action Taken	Details
First Aid When By Whom Type (ie. Medication, CPR, etc.)	
Emergency Evacuation	
Visit Medical Facility Name of Facility Doctor/PA/Nurse Reported Diagnosis Medication Prescribed	
Emergency Contact Person Notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: Date and Time Contacted: Notes:

Superintendent's Circular CAO-25

Page 78 of 104

Department of Global Education (DGE) Contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: Date and Time DGE Contacted: Notes:
Insurance Contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: Date and Time Contacted: Claim #: Notes:
Local Authorities Notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date and Time Notified: Organization: Authority Name(s): Notes:
Follow up Plan	Details:

Signature of Reporting Chaperone

Date

File this International Incident Programs Report along with any accompanying reports/documents from local law enforcement, medical professionals and/or International Programs Witness Report via email if possible OR as soon as circumstances permit. Turn in the original report to the DGE as soon as you return to Boston. Incident reports require at least one witness signature, and where possible the signatures of all impacted participants.

Signature of Witness

Date

Signatures of those impacted:

Date

Date

Date



SOAP NOTE

SOAP Notes should be used for live documentation of all health-related incidents requiring further monitoring and/or evacuation. SOAP Notes should be attached to the corresponding Incident Report.

Subjective: What the patient tells you. Note the chief complaint(s):

Objective: What you see; vital signs; general survey of patient:

Assessment: What you think is going on; diagnosis presented by medical professional:

Anticipated Problems:

Plan: What will be done about it; Tests ordered, medications prescribed, follow up needed:

Signature of Reporting Chaperone

Date

File this SOAP Note along with any accompanying reports/documents from local law enforcement, medical professionals and/or International Programs Witness Report via email if possible OR as soon as circumstances permit. Turn in the original report to the DGE as soon as you return to Boston.



INTERNATIONAL PROGRAMS WITNESS REPORT

Witnesses shall use this form to provide a statement of their observations to accompany the Incident Report Form.

Witness Statement of: _____

Phone Number: _____

Address: _____

Description of Incident:

I believe the contents in this statement are true.

Witness Signature

Date



INTERNATIONAL PROGRAMS INCIDENT INVESTIGATION LOG

This template can be used to take running notes during an investigation.

Event	Time	Location	Parties Involved	Source of Information

Event	Time	Location	Parties Involved	Source of Information

Signature of Investigator

Date



FIRE PREVENTION AND SAFETY PRACTICES

International & Overnight Programs

Fire safety plans on overnight and international programs differ from the procedures set for our schools. The laws that regulate fire prevention may differ from what exists in Massachusetts. The steps below must be followed on all overnight and international programs:

1. Conduct A Fire Prevention Assessment

The program leader must conduct a fire safety prevention assessment using the Fire Prevention and Safety Form (Attachment A) within 24 hours of arrival. Using the Fire Prevention and Safety Form, the program leader shall formulate a plan for the evacuation of all persons on the trip in the event of a fire or other emergency. This plan shall include alternate means of egress and should be created in consultation with an accommodation staff person, and if applicable, the third-party provider.

2. Prepare Chaperone Team on Fire Prevention Strategy

Based on the results from the Fire Prevention and Safety Form, the program leader should ensure that each staff member receives and understands the fire prevention landscape and has

instructions on the fire drill procedure created for the accommodation. Questions to review include:

- A. What are the best means of egress in case of a fire? (Consider all rooms students and staff are staying in and all places where the group may congregate. Use the hotel's posted evacuation routes if applicable.)
- B. Where is the designated meeting point? (This meeting point should be a safe distance from the building, but easy for the group to identify and locate.)
- C. Who is responsible for each student? (Attendance must be taken; if chaperone ratios permit, the lead chaperone should not be assigned to a group and should serve as contact person for emergency personnel.)
- D. What are some hazards that students and chaperones should be aware of?
- E. What happens in the case of a missing person?

3. Review Prevention Strategy with Students and Conduct a Fire Drill

The lead chaperone and the chaperone team will review the fire prevention strategy and conduct a fire drill (walkthrough) with the students within the first 24 hours of the trip. Conducting a fire drill (walkthrough) is important as participants are unfamiliar with the building.

Instructions For Fire Drills

Since each accommodation is different, each plan and drill will vary. Regardless of the accommodation, it is critical that a procedure is in place for evacuating the building, each chaperone knows their responsibilities, every student participates in the fire drill (walkthrough), and each person knows the meeting location when evacuated from the building. Please note: A fire drill as defined here is a walkthrough of the route the group will take to exit the premises in the event of an emergency.

A few general instructions:

- Evacuate immediately.
- Do not use elevators during a fire evacuation.
- Each student should walk to the designated meeting location outside of the building in a quiet and orderly manner.
- Make sure all students know all possible exits from their area and that students know where the meeting location is outside of the building.
- Fire drill plans must ensure adequate procedures for the emergency evacuation of students and staff with disabilities. (Have a staging location for students/staff with disabilities and make sure hotel/hostel personnel are also aware.)
- Chaperones are responsible for students under their supervision and must take attendance.
- Upon the evacuation of a building, no person or persons shall re-enter the building without the authorization of the lead chaperone. The lead chaperone, as a part of their fire

drill procedures, must establish a command procedure for such evacuations.

4. Conduct a Post-Fire Drill Debrief

After the fire drill, the chaperone team should set aside time to debrief. Record response on Attachment A.



FIRE PREVENTION AND SAFETY ASSESSMENT FORM

Directions: For each accommodation, please complete and upon your return, file this form with other documents you are mandated to keep. Legally, these documents must be kept on file for the current fiscal year plus three additional years after the field trip has occurred.

Building:

Program Leader: _____

Date of the Safety Prevention Assessment: _____

Name/s of Staff and Their Titles Consulted for Assessment

(accommodation staff/ program provider staff):

Outside the Building:

List the possible hazards in the area:

Can the accommodation be accessed by a fire department
or emergency teams? ☐ YES ☐ NO

Inside the Building:

Equipment:

Does the building have fire alarms?

☐ YES ☐ NO

Are there fire sprinklers?

☐ YES ☐ NO

If yes, where are they located?

Is there adequate lighting in the corridors?

☐ YES ☐ NO

Are there clear exit signs?

☐ YES ☐ NO

Are there fire alarm pull stations?

☐ YES ☐ NO

Are the fire alarm pull stations visible and
accessible?

☐ YES ☐ NO

Are there fire extinguishers?

☐ YES ☐ NO

If yes, where?

Are there smoke detectors in the corridors and in every
room where participants are staying?

☐ YES ☐ NO

Hazards:

List the potential fire hazards at the site:

Are there notable fire hazards such as open fire doors, accumulated trash, blocked corridors, locked exit doors, blocked stairways, burned out exit lights or missing/broken fire equipment? ☐ YES ☐ NO

Means of Evacuation/Egress

Does the facility have an evacuation plan for each room? (If not, be sure that when you conduct a fire drill (walkthrough) that you develop a plan for leaving the room.) ☐ YES ☐ NO

What are the means of egress?

Are there primary exits and alternate exits? ☐ YES ☐ NO

Note locations:

Fire Drill/Walkthrough Plan: (Please record notes below.)

Post-Drill Debrief:

Date and Time of the Fire Drill: _____

Did the students and chaperones follow the procedures of the fire drill? ☐ YES ☐ NO

If no, why not?

Based on this debrief, either inform the students of your findings for adjustments, or if necessary, conduct another fire drill. Once the safety review and drill are completed, please sign below.

Signature of Program Leader

Date



BPS STUDENT TRAVELER & FAMILY AGREEMENT FORM

Overview: Positive behavior is a key expectation for students participating in domestic and international travel opportunities. Positive behavior reflects trustworthiness, respect, responsibility, ambassadorship, and service. Participants are expected to fully participate, follow all program guidelines, and behave appropriately to ensure a high-quality learning experience. Parent/guardians: please read this contract carefully with your student and sign it. Students: your signature on this contract seals your commitment to follow behavior expectations leading up to, and during your school trip.

BEFORE I GO ON THE TRIP: (STUDENTS)

- I understand that my acceptance to a trip prior to departure does not guarantee that I will be allowed to attend.
- I have access to my school's handbook which includes all BPS and school rules and the BPS Code of Conduct.
- I know that it is my responsibility to follow all BPS rules and guidelines set by the administrator or chaperone.
- I will attend all mandatory pre-departure meetings and complete all mandatory paperwork.
- I will not violate the BPS Code of Conduct.

- I will not distribute or consume alcohol or drugs (including edibles), and/or encourage actions that are against the BPS Code of Conduct or law.
- I will not pack any illegal or inappropriate items (i.e., items in violation of the BPS Code of Conduct, including, but not limited to: weapons, alcohol, edibles, drug paraphernalia).
- I will be compliant with any guidelines set by the school, administrator, or chaperone regarding program expectations and any required materials, such as completed projects, journals, and service hours.
- I know that if I do not act appropriately, or if I violate any rule, that there are consequences for my actions. Such consequences include, but are not limited to, not being allowed to participate in the international trip program.

WHILE I AM ON THE TRIP: (STUDENTS)

- I will not violate the BPS Code of Conduct
- I will ask for help from the adults when needed.
- I will treat my peers, all adults and all people with the utmost level of respect.
- I will not purchase, distribute, or consume any illegal or inappropriate items; (i.e., items in violation of BPS Code of Conduct, including, but not limited to: weapons, pepper spray, alcohol, edibles, drug paraphernalia) even if these substances are legal in the state or foreign country, or I am of legal age in the foreign country.

- I will use social media responsibly during the trip, and will not post or communicate any information regarding other students during an emergency situation.
- I will abide by the established curfew, and sleep in my assigned bed, alone, and sleeping location each night.
- I will not vandalize any property at any venue I visit (hotel, tour bus, tourist sites, homestay location).
- I will obey the BPS dress code, as well as the suggested attire for the foreign country, and specific sites and locations within the foreign country I will visit.
- I will not share any medication with anyone on the trip.
- I will take medication prescribed for me by my doctor for required or recommended medical use while abroad (i.e., malaria pills, asthma inhaler, prescriptions for anxiety, depression).
- I will not leave the group at any time unless specifically authorized to do so.
- I will practice good common sense, respect, and consideration for others and their property.
- I understand that I am responsible for keeping my passport, important belongings and other travel documents safe.
- I understand that partaking in any illegal activity abroad can result in my arrest.
- I understand that if an issue of any kind arises, my chaperone will address the issue, and their decision is final.
- I know that if I do not act appropriately, or if I violate any rule, that there are consequences for my actions. Such

consequences include, but are not limited to, being sent home at my parent/guardian's expense.

PARENT/GUARDIANS/ STUDENTS AGE 18 OR OLDER:

I fully understand the following conditions regarding student international travel with BPS:

- The BPS Code of Conduct applies on all field trips. Following an investigation, if the program leader, in consult with the principal/head of school and central office staff, determines that a student's conduct, while on an overnight trip, poses a risk to themselves or the safety of the group, or is no longer manageable by BPS staff in the field, the district reserves the right to request and arrange for that student to return home. The district also reserves the right to request that families assume responsibility for all or a portion of the costs associated with their child's return. Students may be subject to further disciplinary action and will be provided the opportunity to have a formal hearing at the school level upon return.
- If a student is to be dismissed from an international/overnight field trip due to behavior that violates the BPS Code of Conduct while participating in a domestic overnight or international trip, the student's parent/guardian must be notified in advance and should agree to meet the student at the airport or other agreed upon destination. If the parent/guardian is not reachable, the student's principal or appropriate school-based point of contact must be notified and agree to meet the student at

the airport, or other agreed upon destination. Students under the age of 16 must be accompanied on their flight by a chaperone. Students over the age of 16 may fly unaccompanied, though a chaperone must accompany the student to the airport to ensure the student checks in for their flight. (Age requirements may be subject to specific airline/train/bus guidelines). Any costs assumed in this regard will be the responsibility of the parent/guardian.

- Parents or students who sign contracts, and or agreements with third party company vendors, acknowledge that outside companies protocols and procedures might differ from BPS policies and procedures. Families should especially be aware of cancellation and refund policies. BPS is not responsible for money paid to third party vendors.
- BPS reserves the right to cancel a trip at any time. Trip destinations that impose an immediate risk to our students will be canceled. In these instances all families will be notified immediately.

(Families keep this page)

(Program leaders keep this page.)

STUDENT/GUARDIAN STATEMENT OF UNDERSTANDING

We have read and understand the BPS Student Traveler & Family Agreement Form. We understand what is expected of the prospective student traveler and feel that we, the parent/guardian and student, can commit to these expectations.

PARENT/GUARDIAN (Print Name) _____

PARENT/GUARDIAN (Signature) _____

DATE: _____

PHONE NUMBER: _____

STUDENT (Print Name) _____

STUDENT (Signature) _____

DATE: _____

PHONE NUMBER: _____

(STUDENTS RETURN THIS PAGE TO YOUR PROGRAM LEADER)



BPS CHAPERONE AGREEMENT FORM

This form is to be completed by all chaperones of BPS Sponsored field trips and submitted to the program leader (lead chaperone).

School Name: _____

Destination: _____

Departure Date: _____ Return Date _____

All chaperones must agree to abide by the following code of conduct to participate in a BPS sponsored field trip.

SAFETY & RESPONSIBILITY

I understand that my safety, and the safety of other participants is extremely important during this field trip, and I agree to make safety my first priority. I agree to conduct myself in a manner that promotes my safety, and the safety of others at all times. I understand that maintaining students' safety requires that students must be supervised by me and/or other chaperones at all times while students are engaged in field trip activities. For overnight and international field trips, I understand that nighttime curfews, and room checks for students, as well as morning wake up calls for students are part of my responsibility. I

agree to follow BPS policies, protocols, and guidance of BPS staff when in the field.

DRUG & ALCOHOL POLICY

I understand that the BPS Code of Conduct prohibits students from possessing, using, selling and/or distributing any of the following on all domestic and international field trips:

Alcohol; marijuana, non-prescribed controlled substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia; unauthorized possession, use or distribution of over the counter medication, and selling of prescription drugs. The Code also prohibits the use of tobacco products (including e-cigarettes, hookah paraphernalia, and vapor cigarettes). I understand that these prohibitions apply to all students, regardless of age.

I understand that I am forbidden to use or visibly be in possession of tobacco in the presence of students. I also understand that the use of all other drugs, including alcohol, and weapons are strictly prohibited on the field trip.

Chaperone Name (Printed): _____

Chaperone Name (Signature): _____

Date: _____

Attachment: Nurse Verification Form

OVERVIEW & INSTRUCTIONS

This is a mandatory risk management procedure. Please complete this form at least 10 weeks prior to departure.

It is BPS' goal that you are in the strongest position to support each student's health while abroad. Program leaders must review all students' medical forms and consult with the school nurse to ensure all documents are accurately completed.

Please note: the school nurse does not "clear" students for travel but will provide trip leaders/chaperones with guidance in supporting students medically while traveling. Program leaders shall consult with, and when necessary, receive training from and obtain written comments from the school nurse regarding any students who have expressed medical needs (e.g., medication, asthma, allergies, etc.).

It is important for program leaders and chaperones to know that many students and families omit medical information from permission slips for a variety of reasons, and in some cases Program leaders discover medical conditions that the nurse was not aware of. Therefore, it becomes a collective duty to ensure that we have the most up to date medical information for all student travelers. Program leaders should actively discuss the importance of honesty and full medical disclosure with students and families at one of the pre-departure meetings.

School nurses can assist with the following (list is not limited to what is below):

- A student's current medical status/current immunization record
- Background information regarding a particular medical condition
- Specific medication instructions and training for medication application if necessary
- Epi Pen instructions
- Can help determine appropriate trip accommodations and considerations for the student traveler
- Can further consult with outside medical professionals who are involved with the student's medical needs. i.e. social workers, occupational therapist and the child's primary care physician.

Program leaders must provide the nurse with the following information and a student traveler roster: Trip destination, dates, and draft itinerary. **The Nurse Verification Form to follow must be submitted 10 weeks prior to departure.** It may be mailed or scanned to DGE. For additional questions please contact [Kayla Dorsey-Twumasi](#), Director of Global Education.

CAO-25: INTERNATIONAL TRIP REQUEST

ATTACHMENT: NURSE VERIFICATION FORM

School/trip Name: _____

Trip Destination: _____

Dates of Travel: _____

Trip Leader Name: _____

School Nurse Name: _____

School Nurse Phone Number: _____

School Nurse Email: _____@Bostonpublicschools.org

PROGRAM LEADER:

Please sign this form to verify that you have consulted with your school nurse regarding your student traveler roster, retain a copy for your file, and submit the original to the department of global education.

Your signature indicates that you read and understand the policies in this circular and that they have been/will be followed. Additionally, your signature indicates that you have read and understand the nurse verification protocol.

Signature of Trip Leader

Date

SCHOOL NURSE

Your signature indicates that the above trip leader has shared the proposed international trip, student traveler roster, and medical forms with you. If they have completed this mandatory step, please sign below to verify that.

Signature of School Nurse

Date