



Weston Public Schools
International Travel – Notification and Approval Process

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	International Travel	Revised Date:	February, 2014
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Policy: To ensure all employees disclose the financial interest in chaperoning international student trips.

The purpose of the International Travel – Notification and Approval Process Forms is to clarify and streamline the notification of a travel opportunity and streamline the regulations for chaperones, students and parents.

Completed By:	Weston Public School’s Employee Chaperone, Travelling Student, Parent	Reviewed By:	Central Office
Approved By:	Superintendent/School Committee	Entered By:	N/A
Form Title:	See Attached	Estimated Time Frame:	Varies

Process for Completion:

Weston Public Schools offers a number of Out of State and Out of Country student trips. The notification and approval process is designed to ensure consistency in processing trips. This includes: consistency in advertising the opportunities to parents and students; behavioral expectations of student and chaperones; selection process of students; liability and medical forms; and cost development considerations. There are a number of parts to this process including:

- Regulations regarding Out of State and Out of Country trips;
- Announcement and Selection Guidelines;
- Location/Chaperone Approval Form;
- Chaperone Regulations;
- Chaperone and Coach Code of Conduct;
- Student and Parent Agreement;
- Sample Consent Form, Release from Liability and Indemnity Agreement; and
- Student Medical Form.

School Committee approval is still required in advance of any new destination or significant modifications to a previously approved trip.

For additional information, please contact:

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Weston School Committee Policy: Staff Conflicts of Interest, GBEA; Student Travel, JJH

Weston Public Schools Regulation

Student Trips Involving Out of State / Out of Country Travel

Prior to initiating any plans for field trips involving out of state / out of country travel, the chaperone should first review the district policies and regulations governing such travel. If the chaperone feels that the field trip meets the criteria for out of state / out of country travel, the process to obtain approval for the trip may be initiated. Whenever possible, out of state / out of country travel should take place when school is not in session.

The following procedures must be followed when planning student trips that require students to travel out of the country.

1.) Approval Process

- a.) Complete the application for “Application for Out of State / Out of Country Travel” and file a copy with the department head. Subsequent approvals are required by the building Principal, Assistant Superintendent of Curriculum and Instruction, and the Superintendent or designee prior to announcing the trip.
- b.) As part of planning the trip, check with the U.S. State Department or other appropriate agency to determine the advisability of U.S. citizens traveling to the country of destination or any other countries through which the students may travel either to or from the country of destination.
- c.) Secure approval of student travel by obtaining the required signatures on the “Application for Out of State / Out of Country Travel” form. Signed forms should be kept on file in the building Principal’s office.

2.) Student Eligibility

- a.) All student participants must be Weston Public School students at the time of application and initial payment.
- b.) All students must have a valid international passport and all other travel documents as required by the receiving country by the time of travel.
- c.) Every student regardless of race, creed, national origin, gender, gender-identity, ethnicity, color, sex, cultural or socio-economic status, disabling condition, sexual-orientation, or perceived sexual orientation will be given equal opportunity for eligibility.

3.) Student Selection Process

Student selection will be based on pre-set criteria appropriate to the specific nature of the trip. The criteria in the selection process will apply equally to all students.

If the number of applicants exceeds the number of available spaces, the names of the qualifying students will be placed in a lottery. The principal will select the names from the lottery. Once all slots are filled, the remaining names are selected as alternates in the order their names were selected. The principal will notify the parents of the lottery results. The results of the lottery are final.

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4.) Informed Consent

a.) Conduct parent/guardian orientation meeting(s) and also communicate information conveyed at meetings in writing within 10 business days of the meeting. The first parent/guardian meeting must be held prior to a deposit being collected.

b.) A parent/guardian must sign an informed consent form verifying that they have received information and accept conditions of travel. Informed consent should include but is not limited to information about:

- Payment schedule
- Fees
- Penalties
- Code of Conduct
- Cancellation policy
- Insurance (medical, trip cancellation, etc.)
- Staff/student ratio

c.) Students and their parents/guardians are required to participate in orientation meetings as a prerequisite to participation in the trip.

5.) Code of Conduct

a.) It must be stated in written organizational materials for parents/guardians and students that Weston Public School Discipline Policies are in effect for the entire trip. A review of the 'Policies, Regulations, Procedures and Consequences' handbook should be encouraged.

b.) It must be stated in writing if any additional rules/regulations and consequences may apply to an individual trip.

c.) If, for disciplinary reasons, it is necessary to send a student home, the parent/guardian will be responsible for making all arrangements to ensure the student's safe return to the United States in a timely manner. A chaperone will not leave the group to escort a student home. This action may cause the parent/guardian to come to the student's location and return home with him/her. A substantial cost can occur to the parents/guardians should there be a need to send their child home early.

d.) Students and their parents/guardians will be required to sign an Out of State / Out of Country Travel/Study Waiver Agreement form.

e.) It must be stated in written organizational materials for parents/guardians and students that: "Weston Public School students are expected to follow district guidelines concerning use of alcohol or illegal drugs on school-sponsored activities. Just like on a school field trip or at a school dance, students may not drink alcohol or use drugs considered illegal in the United States regardless of the laws in the country being visited. Engaging in this behavior will subject a

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student to disciplinary action up to and including the possibility of being sent home. It will be the chaperone's judgment that determines the appropriate consequence for a student while abroad. Student and parent/guardian signatures on the Out of State / Out of Country Travel/Study Waiver Agreement form indicate an understanding that the student's failure to abide by this rule can result in the student being sent home at the parent's/guardian's expense and the student receiving disciplinary consequences upon returning to school. Parents/guardians are encouraged to review district policies related to alcohol and drug use and discipline."

6.) State Ethic Forms

The Commonwealth of Massachusetts Ethics Commission requires disclosure forms to be completed by employees who are chaperoning student field trips when travel costs are borne by the participating student's family and not the employee themselves. The following forms must be completing as the initial step to organizing and advertising a Field Trip (most likely the international field trips).

1. (Form 1b) Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by G.L. C. 268A Section 19.
2. (Form 14d) Disclosure by a Non-Elected / Appointed Employee of Travel Expenses Serving a Legitimate Public Purpose as Required by 930 CMR 5.08(2)(d)1

7.) Insurance

a.) Students must provide proof of the following types of insurance:

- Medical coverage outside of the United States
- Medical evacuation
- Trip cancellation

b.) Each student must be covered by liability insurance with the cost of this insurance included in the student's fees for the travel. The Assistant Superintendent for Finance and Operations must be contacted to determine if an additional insurance rider needs to be obtained prior to the start of the collection of fees. Any travel must be district -sponsored to be covered by the district's liability insurance. Any student who is no longer a Weston public School student but meets the requirements for the trip must purchase any additional required liability insurance as a condition of travel. Proof of insurance will be required along with other trip documentation.

8.) Finances

a.) Once the trip is approved by the department head, building principal, Assistant Superintendent for Curriculum and Instruction and Superintendent, the collection of fees may begin.

b.) Payments may be made directly to the district-approved student travel company, or the district depending on the trip.

c.) Individual teachers may not become financial agents for the travel program. Funds are never to

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be received and disbursed directly by a staff member. Handling of cash payments must follow district policy. Checks (if applicable) need to be made out to the travel company or the Weston Public Schools, not individual staff members. Failure to abide by the financial policies of the district will cause the travel to be classified as a non-district sponsored trip and can expose the staff member to questions, accusations of improprieties and liability issues. Any travel must be district sponsored to be covered by the district's liability insurance.

d.) When depositing funds, please see your building principal regarding all building and district procedures for handling money. Please refer to the Weston Public Schools Financial Procedure Manual.

e.) To access funds for payments, district procedures shall be followed. Sponsors may follow established procedures to obtain cash through a check request process for the purpose of accessing funds from within the destination country. Funds will be accounted for in United States currency upon return when filing an expense report. No check can be made out to cash.

9.) Supervision of Students

a.) Teacher/student ratios must be age-appropriate and appropriate to the conditions of the trip; a minimum of two staff members (one male and one female) are required on each trip. The travel costs (transportation, lodging and meals) of the two district staff members can be built into the student costs. The district will not be responsible for any chaperone expenses incurred due to travel outside of that agreed to as part of the initial trip approval.

b.) Parents/guardians must be notified of the staff/student ratio in advance of the trip. If other adults will travel with the group, that also must be stated. Adults who are not district employees must undergo a background check. While parents/guardians can assist, parents/guardians are not to be made solely responsible for the supervision of students on the trip. All adult chaperones who are going to attend the international trip must be approved by the principal and Superintendent or designee.

c.) Adults are not to consume alcoholic beverages when supervising students on field trips so as not to risk having impaired judgment should they need to make a decision on a student's behalf.

d.) Parents/guardians must be informed as part of the itinerary if students will be unsupervised at anytime. Expectations for this unsupervised time will be discussed with parents/guardians and students in orientation meetings and in written communications.

10.) Travel Guidelines

a.) Chaperones will check with the United States State Department and Center for Disease Control within two weeks prior to departure to determine if travel advisories have been issued.

b.) A specific itinerary that includes on-site contacts and phone numbers must be completed. One copy shall be filed with the principal and one copy with the Superintendent/designee, with one

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copy given to the student to carry and one copy given to the parent/guardian for reference at home.

c.) Chaperones will be supplied with a means to communicate in an emergency (Phone card, phone card access code, and/or toll free numbers) Chaperones will receive instruction on the method of communication relevant to their travel experience. Staff member chaperones must be accessible by cell phone at all times. The phone number will be provided to the administrators. It is the responsibility of the chaperone to make arrangements for a cell phone that functions in the destination country or countries.

d.) A communication plan will be generated to deal with information and notification needs. A copy of the plan will be filed with the principal and given to parents/guardians. Chaperones will verify that the contact information is accurate and complete prior to departure.

e.) The sponsor (Company) will carry contact phone numbers for school administration or designee and contact the school administration or designee when any unusual circumstance arises during the course of the program. Contact must be made for illness and/or for major disciplinary issues, but when in doubt sponsors will err on the side of contacting the administrator.

f.) The chaperone will carry copies of *Permission for Emergency Care* form, medical insurance documentation, and emergency contact information at all times. If a student is staying with a host family, that family will also receive a copy of the *Permission for Emergency Care* form, medical insurance documentation, and sponsor contact information.

g.) The chaperone will carry the address and phone number of the local United States Embassy.

h.) The chaperone will carry emergency first aid supplies.

i.) Chaperones will comply with the Weston Public Schools Code of Conduct for coaches and chaperones.

j.) Copies of the following forms will be carried by the chaperone and kept on file in the principal's office:

- Copy of passports/required travel documents
- Permission to Participate
- Permission for Emergency Care
- Medical Information/ Authorization Forms
- Out of State / Out of Country Travel/Study Agreement

11.) News Media Coverage

Any requests for news media coverage shall be made to the Superintendent. Direct calls to area newspapers shall not be made.

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12.) Teacher Compensation

When travel is related to district programs such as athletics, band, etc. such travel is generally considered part of the regular responsibilities for student activity sponsors and is therefore covered in the stipend given for the extra-curricular activity contract.

If the school or school employees receive benefits (financial or otherwise) from the trip's sponsor (Company), notification of the arrangement must be detailed in writing to the Principal, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Finance and Operations and Superintendent. The Superintendent must approve or deny any proposed arrangement.

13.) Non-District Sponsored Student Trips Involving Out of State / Out of Country Travel

When a teacher or other district employee wishes to organize, lead, or otherwise promote an out of state / out of country trip that is not district/school sponsored, the employee must distribute a statement that clearly explains the trip's non-affiliation with the Weston Public Schools to parents/guardians of all participants. A copy of the statement must be submitted to the principal of the school and the Superintendent or designee.

Weston Public Schools Out of State / Out of Country Travel

Trip Announcement and Selection Guidelines

Weston Public Schools offer a variety of out of state and out of country travel. Trip announcements must be clear and easily accessible to all students. Each school shall:

1. Identify a bulletin board in each building where all Out of State / Out of Country Travel will be posted. This will provide a consistent location for trip announcements. It is recommended the bulletin board be in a centrally-located place.
2. Post all Field Trips at least 90 days prior to the date of travel.
3. Include in the announcement:
 - Eligibility (grade, pre-requisites, language, etc.);
 - Departure date;
 - Trip length;
 - Detailed itinerary;
 - Estimated cost; and
 - Important dates (application due date, lottery date (if necessary), selection notification date, payment dates, etc.)
4. If a trip is over-subscribed, the selection process shall be:
 - All participants who meet the eligibility requirements will have their names placed in a lottery;
 - The Principal will select the names from the lottery;
 - The Principal will notify the student's and/or parents of the lottery results;
 - Students, whose names are selected after the available slots are filled, will become alternates in the order their names were selected in the lottery.
 - The results of the lottery are final.

Weston Public Schools Out of State / Out of Country Travel

Location / Chaperone Approval Form

Please submit 9 to 12 months in advance of anticipated travel dates.

School: _____ Date: _____

Applicant's Name: _____ Department: _____

1. What is the educational value of the travel/study program?
2. How does the travel/study program relate to the regular education program?
3. What are the dates for travel? Please attach a detailed itinerary.
4. Is it advisable for United States citizens to travel to this destination according to the United States State Department and Center for Disease Control?
5. How many school days will students miss?
6. What is the approximate number of student participants?
7. How will students be selected to participate?

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Location / Chaperone Approval Form

8. What is the chaperone/student ratio?

9. Who will chaperone and supervise students?

10. Does the trip sponsor provide a stipend or other item of value to the school and/or chaperone?

11. Are there any district costs related to chaperones?

12. How will the program be financed?

13. After checking with the Assistant Superintendent for Finance and Operations, will the trip require additional liability insurance? If yes, please explain.

14. Has the Assistant Superintendent for Finance and Operations reviewed the sponsor's contractual documents and found the contract acceptable? If no, please explain.

15. The approximate cost per student will be \$_____. The costs should include chaperone costs, meals, lodging, fees, planned activities, transportation, etc.

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Location / Chaperone Approval Form

16. What student preparation will take place? What is expected of students?

17. What student follow-up activities will take place?

18. How will the program be evaluated?

Applicant's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Recommended: _____

Not Recommended: _____

Principal's Signature: _____ Date: _____

Recommended: _____

Not Recommended: _____

Asst. Supt. for Curr. and Instruction's Signature: _____ Date: _____

Recommended: _____

Not Recommended: _____

Superintendent's Signature: _____ Date: _____

Recommended: _____

Not Recommended: _____

Weston Public Schools Out of State / Out of Country Travel

Chaperone Regulations

Weston Public Schools offers a variety of out of state and out of country educational trips. When planning a trip, the following regulations must be adhered to:

1. If the school or school employees receive benefits (financial or otherwise) from the trip's sponsor, notification of the arrangement must be detailed in writing to the Principal, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Finance and Operations and Superintendent. The Superintendent must approve or deny any proposed arrangement.
2. Trips cost estimates may not include the following: food and refreshments for pre/post meetings or for travel to and from destination; cosmetic or sun related products (sunscreen, lotions, etc.); first aid materials; newspapers, magazines, or other reading material¹; transportation to and from airport (Boston's Logan Airport or other airports²); parking fees at the airport (Boston's Logan Airport or other airports); film and camera related products; computer and computer related equipment; or gifts for school employees, chaperones or trip sponsors. Scouting trips require Superintendent's approval in advance of confirming any reservations.
3. All expenses incurred during the course of the trip will be documented. For reimbursement, detailed receipts noting method of payment are required. The chaperone will contact the Assistant Superintendent for Finance and Operations in advance of the trip to review the documentation required for reimbursement.
4. Ensure chaperone gender(s) are appropriate for the potential students who will be selected as participants. At least 1 male and 1 female chaperone should be identified prior to posting the trip.
5. At the conclusion of the trip; excess funds will be distributed equally to all participating families.

Prior to the Field Trip:

The following items should accompany the chaperone:

- Student permission slips with emergency telephone numbers.
- First aid kit (available from the School Nurse).
- Review Student Medical Forms with School Nurse (provided by parents).
- Cell phone numbers of Principal, Assistant Principal (where appropriate), Assistant Superintendent for Curriculum and Instruction; and Superintendent.
- Destination's emergency telephone numbers including police and fire.

During the Field Trip if an Emergency Occurs:

- If threat to students exist, move students to a safe area.
- Notify Police and/or Fire Department in area, if appropriate. When in doubt, call the Emergency Medical Services (EMS).
- Attend to medical injuries, if needed.

¹ The only exception is the purchase of a travel guide directly related to the trip being planned.

² Group transportation to and from the airport may be factored into the total price.

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Chaperone Regulations

- Take student attendance.
- Contact Principal/designee.
- Contact family of any ill or injured students.
- Remain with any student requiring medical treatments or hospitalization until a family member arrives.
- Complete accident report upon return to school.

The Nurse will:

- If traveling on the field trip, attend to the medical emergencies.
- Provide the chaperone with a First Aid kit appropriate to the length, destination and age of participants.

The Principal or designee will:

- Contact Superintendent/designee and provide update and actions being taken.
- Send school personnel to scene if necessary.
- Interview chaperones and students if necessary.
- Contact parents of any ill or injured students with update and actions being taken.
- Have trip chaperone or appropriate faculty member in attendance complete an accident report.

The Superintendent will:

- Notify the School Committee if necessary
- Coordinate the media effort.

Do not discuss the situation with the public or release any information to the media. The Superintendent or designee is responsible for all communications with the public and media.

As a chaperone of the _____ trip being offered on _____
I have read and understand the above listed Chaperone Regulations.

Chaperone's Printed Name and Signature _____ Date _____

Chaperone's Printed Name and Signature _____ Date _____

Chaperone's Printed Name and Signature _____ Date _____

Chaperone's Printed Name and Signature _____ Date _____

Chaperone's Printed Name and Signature _____ Date _____

Weston Public Schools Out of State / Out of Country Travel

Code of Conduct: Coaches and Chaperones

Participation in school and district activities and athletic events are an important part of our students' education and development. With your employment as a coach or sponsor comes a great responsibility to protect the well being of each of our students. It is your job to ensure that each student is treated with respect and accorded the opportunity to develop that he or she needs and deserves.

This Code of Conduct has been written for all personnel who will be working with our students in activities. All coaches and chaperones should take time to review this document thoroughly and reflect on its implications for their particular role. Veteran coaches and chaperone should annually review the district's expectations. Coaches and chaperones must adhere to the following standards of conduct. It is important for all coaches and chaperones to understand that this list is not exhaustive. It is intended to provide specific, but not exclusive, examples of the standards of conduct that are appropriate for persons who coach and chaperone student trips.

- A. It is your responsibility to speak and act respectfully to all students, staff, parents and members of the public.
- B. Possession of or use of alcohol, drugs and/or tobacco or being under the influence of drugs and/or alcohol is not permitted while in the company of students whether on or off district property. Adults are not to consume alcoholic beverages when supervising students on out of town or overnight field trips so as not to risk having impaired judgment should they need to make a decision on a student's behalf. For purposes of this regulation, adults are considered to be supervising students at all times during out of town or overnight field trips.
- C. Remarks that refer to an individual's race, sex, religion, gender, gender identity, national origin or mental or physical disability are not permitted.
- D. Language or jokes that may be offensive to others are not permitted.
- E. Clear notice must be given when entering locker rooms or other private areas occupied by members of the opposite gender.
- F. Coaches and chaperones must not have physical contact with students that are likely to cause the student to be uncomfortable.
- G. Fraternalization between coaches/chaperones and students is strictly prohibited. This includes close personal or special relationships, dating and/or sexual contact.
- H. Sexual harassment of any person is expressly prohibited. Coaches and chaperones must refrain from all gestures, comments or physical contact that a reasonable person may judge as unwelcome.
- I. Threatening comments or profane language damaging to students' self-esteem are not permitted.
- J. Extreme care should be used to monitor the physical condition of students. This is particularly important in extremely cold or hot weather.
- K. Coaches / chaperones are encouraged to pay attention to and develop all students to his/her individual potential.
- L. When traveling with students, coaches and chaperones are prohibited from visiting the accommodations of individual students one-on-one.
- M. Except in an emergency that threatens the life or immediate safety of a student or other person, coaches and sponsors may not drive students home (or to any other location) from practice or events, if by doing so, the coach or chaperone will, at any time during the drive, be alone with one student. Weston Public School employees and coaches who transport students must provide proof of insurance in amounts required by School Committee Policy EEAG. Proof of sufficient insurance must be submitted to the Assistant Superintendent for Finance and Operations at least 5 days in advance of the travel date.

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Code of Conduct: Coaches and Chaperones

- N. Private tutoring for compensation must not occur with students that you coach or teach during the school year if said tutoring is in conflict with district policy. Under no circumstances can tutoring take place on school property.
- O. The sale of personal objects or general merchandise not endorsed by the district is not permitted.

This Principal and/or Athletic Director has reviewed these rules with me this date and I understand the district's expectations.

Signature of Coach/Chaperone: _____ Date: _____

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Student and Parent Agreement

1. As a student abroad, I will do my best to be aware of my role as a representative of the United States. I will retain an open mind about what I see, experience and do while participating in the program, I will live up to what is expected of me in this role and will commit myself to improving my language skills by speaking the native language as much as possible.
2. I know the Weston Public School District policies governing student behavior are in effect for the entire trip and I have reviewed the “Policies, Regulations, Procedures and Consequences” handbook where those rules are defined.
3. I recognize that the group leaders are responsible for my welfare and for the welfare of everyone participating in the program. I will, therefore, cooperate with them by listening to and following their instructions.
4. I will honor the expectations, rules and policies set for me by
 - a. the Weston Public School District;
 - b. the teachers;
 - c. the travel exchange organizations, and
 - d. the host family.
5. Weston students are expected to follow District guidelines concerning use of alcohol or illegal drugs on school sponsored activities. Just like on a school field trip or a school dance, students may not drink alcohol or use drugs considered illegal in the United States regardless of the laws in the country being visited. Engaging in this behavior could subject a student to disciplinary action including the possibility of being sent home. It will be the chaperone’s judgment which determines the appropriate consequence for a student while overseas. Student and parent/guardian signature on the “Out of State / Out of Country Travel/Study Agreement” indicate an understanding that the student’s failure to abide by this rule can result in the student being sent home at the parent’s/guardian’s expense. Parents/guardians are encouraged to review district policies related to alcohol and drug use and discipline.
6. I will not operate any motor vehicle while participating in the program.
7. I will participate in and be punctual to all activities planned for the group unless specifically excused from such activity by the group leaders.
8. I will handle any unstructured “free” time in a responsible manner.

Travel Procedures

There are times when it is necessary to send a child home early because of inappropriate behavior. Examples of behavior that constitute sufficient cause to return a student to the United States prior to the scheduled end of the trip include, but are not limited to, the following:

1. Evidence or strong suspicion of use and /or possession of illegal substances.
2. Problems relating to alcohol.
3. Leaving a hotel without permission after curfew.
4. Committing any act that endangers the health or well-being of anyone else.
5. Evidence or strong suspicion of inappropriate sexual behavior.
6. Refusal to follow teacher or host parent instructions.

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Student and Parent Agreement

I have reviewed the code of conduct and travel procedures with my parents/guardians. I understand the need for all participants to agree to these points. I also realize that if I do not abide by these rules, I may be sent home at the discretion of the group leaders at my expense and my family will be responsible for all financial and other consequences of the student's behavior. I recognize that students whose behavior warrants the potential for being sent home will be addressed as the sponsor deems appropriate after a conversation involving the sponsor, the student, a parent or guardian, and the principal or school administrator. I acknowledge that the disciplinary consequences outlined in the Weston Public School District "Policies, Regulations, Procedures and Consequences" handbook also apply.

Student's Printed Name: _____

Signature: _____ **Date:** _____

I have reviewed the code of conduct and travel procedures with my son/daughter. I understand the need for all participants to agree to these points. I also realize that if my son/daughter does not abide by these rules, he/she may be sent home at the discretion of the group leaders at my expense and I will be responsible for all financial and other consequences of my child's behavior. I recognize that students whose behavior warrants the potential for being sent home will be addressed as the chaperone deems appropriate after a conversation involving the chaperone, the student, a parent or guardian, and the principal or school administrator. I acknowledge that the disciplinary consequences outlined in the Weston Public District "Policies, Regulations, Procedures and Consequences" handbook also apply.

First Parent/Guardian Printed Name: _____

First Parent/Guardian Signature: _____ **Date:** _____

Second Parent/Guardian Printed Name: _____

Second Parent/Guardian Signature: _____ **Date:** _____

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Consent Form, Release from Liability and Indemnity Agreement

By signing below, I/We, the undersigned parent(s) or guardian(s) of _____, a minor, do hereby CONSENT to his/her participation in the _____ educational trip to _____ planned for _____ 20____, and sponsored by the Weston Public Schools.

1. I/We recognize that the Town of Weston cannot guarantee the safety of the minor child and acknowledge that the overseas educational trip to _____ may expose said minor to significant risks including, but not limited to, accident, war, natural disaster, disease, sickness, quarantine, terrorism and insurgent activity, serious bodily injury or death, crime, property damage and other risks that may not be foreseeable.

2. I/We forever RELEASE and discharge the Town of Weston and its departments, officers, employees, volunteers and agents (hereinafter collectively referred to as "Weston"), from any and all claims, damages, losses or expenses of whatever kind or nature which I/we may have or acquired as the parent(s) or guardian(s) of said minor arising out of or resulting, directly or indirectly, from said minor's participation in this trip. I/We also RELEASE and discharge Weston from any and all claims, damages, losses, injuries (including death) or expenses of whatever kind or nature which said minor may have or acquire arising out of or resulting from, directly or indirectly, his/her participation in this trip, including travel to and from _____.

3. I/We furthermore agree to defend and INDEMNIFY Weston against any and all liabilities, claims, demands, injuries (including death), damages, loss or expense, including court costs and attorney's fees, which may occur arising from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in this trip, including travel to and from _____, including those sustained as a result of the concurrent and/or contributory negligence of Weston.

4. I/We further authorize Weston's employee(s) or agent(s) who is supervising said minor while participating in this field trip to require said minor to comply with any rules, standards of behavior or instructions such employee(s) or agent(s) may reasonably establish for the purposes of this trip.

5. I/We hereby represent that the minor is in good health and has no physical conditions that affect his/her ability to travel and/or participate in the trip to _____ and have not been advised otherwise by a medical professional. I/We further hereby represent that the minor will obtain any and all inoculations, shots, prescription medications or any other precautionary medical measures recommended by Weston and/or the minor's physician prior to the trip. I/We agree and understand that the minor will be responsible for taking his/her own regular prescription medication during the trip. I/We give permission for delegated Weston personnel to administer required prescribed medication to the minor during the trip in the event of a medical emergency.

6. I/We hereby authorize Weston employee(s) or agent(s) who is supervising said minor to act on our behalf in authorizing and consenting to emergency medical care, dental care, and/or hospitalization for said minor if he/she becomes ill or is injured while participating in this trip, at my/our own expense, including the costs of travel. This Authorization and Consent may be presented to the appropriate medical/dental staff at such time as emergency medical care, dental care or hospitalization is required. I/We hereby RELEASE and discharge Weston from any and all claims of any nature whatsoever, which may arise out of the decision to provide emergency medical care, dental care or hospitalization during this field trip. I/We further understand and represent that the minor has appropriate medical insurance coverage. I/We have reviewed and signed the Weston Public Schools Overnight/Out of State/Out of Country Field Trip Student Medical Form.

7. I/We understand that Weston recommends that I/We become familiar with any risks associated with international travel. Several key references sources provide general information on travel, as well as specific risks and precautions, including the U.S. State Department (<http://www.state.gov/travel/>); U.S. Department of Homeland Security; Centers for Disease Control and Prevention (<http://www.cdc.gov/travel/>); and World Health Organization (<http://www.who.int/ith/>).

Weston Public Schools Out of State / Out of Country Travel
Consent Form, Release from Liability and Indemnity Agreement

8. I/We understand that I/We are responsible for any non-refundable costs and fees associated with the trip to _____, including airfare, even in the event that the minor is ultimately unable to go on the trip for whatever reason and/or the trip is cancelled. I/We further understand that Weston recommends that I/We obtain trip insurance on behalf of the minor.

Signature of Parent(s) or Guardian	Date	Relationship to Minor
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Completion of the Weston Public Schools Out of State / Out of Country Travel: Student Medical Form is required in addition to the information listed below.

Primary Emergency Contact Information:

Name: _____
Relationship to Minor: _____
Address: _____
Telephone Number(s): _____
E-mail Address: _____

Secondary Emergency Contact Information:

Name: _____
Relationship to Minor: _____
Address: _____
Telephone Number(s): _____
E-mail Address: _____

Medical Insurance of Minor:

Insurance Company Name _____
Policy or Certificate Number _____

Weston Public Schools Out of State / Out of Country Travel

Student Medical Form

Trip Information:

Destination of Field Trip: _____

Dates of Travel: _____ Chaperone's Name: _____

Student Information:

Student's Name _____

Home Address _____

Parent/Guardian #1 Home Phone (____) _____ Cell Phone (____) _____ Work (____) _____

Parent/Guardian #2 Home Phone (____) _____ Cell Phone (____) _____ Work (____) _____

Health Insurance Provider: _____

Health Insurance Policy Number: _____

Primary Subscriber of Medical/Health Policy: _____

Student's Doctor: _____ Phone: (____) _____

Address: _____

Health History:

Please check any that apply and provide an explanation in the space below:

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Motion Sickness | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Constipation | <input type="checkbox"/> Convulsions | <input type="checkbox"/> Nose Bleeds | <input type="checkbox"/> Faints Easily |
| <input type="checkbox"/> Sleep Walking | <input type="checkbox"/> Wears Contacts | <input type="checkbox"/> Allergies | <input type="checkbox"/> Other |

Epi Pen: Yes ___ No ___ Date of Last Tetanus Shot: _____

Chronic Health Conditions and Significant Medical History: _____

Please return this form and medications in pharmacy labeled containers at least two weeks prior to your child's trip to: _____

**** Please complete and sign the reverse page ****

Weston Public Schools Out of State / Out of Country Travel

Student Medical Form

Medications

- All medications must be in original pharmacy labeled container with student's name, dosage, route, and frequency of administration (include asthma inhalers, Epi Pens, and all regularly or occasionally taken medication)
- Provide only the amount of medication needed for the duration of the trip

Please **complete the following chart with information of all medications** (prescription and non prescription) that the student will need during the trip:

Medication	Dosage and Route to administer	Frequency or time to take medication	Reason to take medication	Potential side effects
Acetaminophen (Tylenol)	325- 650 mg orally	Every 4 hours as needed	Headache, pain, fever	
Ibuprofen (Advil, Motrin)	200- 400 mg orally	Every 6 hours	Headache, pain, fever	

Parent/Guardian Consent and Release

- I/We, the undersigned parent/guardian, give permission for my child to receive the above listed medications. I agree to release, indemnify and hold harmless the Town of Weston, the Weston School Committee and their employees and agents from and against any claim either I or my child may have as a result of any act or omission which may arise out of this authorization.
- I/We further consent to urgent medical treatment by a health care provider in the event of illness or injury of our child during his/her participation in the trip. I/We accept full responsibility for all costs for any medical treatment.
- I/We have review and signed the Consent Form, Release from Liability and Indemnity Agreement for Education Trip to _____.
- I/We consent for the release of confidential medical information to be released to and from medical providers, the faculty of the Weston Public Schools, and the school trip/ activity/ program chaperones, as needed to maintain my child's health and safety.

Parent/Guardian Signature: _____ **Date** _____
(only one signature required)

Approved by School Nurse: _____ **Date** _____

Upon return this form will be filed in the student's MA School Health Record