

Needham High School

GLOBAL TRAVEL HANDBOOK





GLOBAL TRAVEL

NEEDHAM PUBLIC SCHOOLS

Needham High School

609 Webster Street
Needham, MA 02494
<http://nhs.needham.k12.ma.us/>
781 455-0800

Needham Public Schools

1330 Highland Avenue
Needham, MA 02492
<http://www.needham.k12.ma.us/>
781 455-0400

Needham Public Schools Non-Discrimination Policy

It is the policy of Needham Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its education programs, services, activities or employment practices.

Acknowledgements:

Anne Weinstein, Global Travel Project Consultant
Jen Treacy, Graphic Designer

GLOBAL TRAVEL

WHY GLOBAL EXPERIENCE?

At Needham High School, students and adults work together on trips involving service learning, language immersion, cultural exchange, intellectual pursuit and physical challenge. These domestic and international opportunities involve team work, trust, and clear expectations by every trip member. They also support the Needham Public Schools district goal of promoting active citizenship through service, awareness and language proficiency.

Global travel provides a gateway for students to develop the knowledge and skills needed to participate productively in local and global communities. Ultimately, the goal of Global Travel is to inspire students to continue the life long journey of being active learners and engaged global citizens.

GLOBAL TRAVEL

TABLE OF CONTENTS

What Our Students Say	2
From the Principal and Global Travel Team	3
How to Use this Guide	4
Roles and Terms Defined	5
Phase One: Trip Approval	8
Phase Two: Planning	12
Phase Three: Countdown to Departure	20
Phase Four: Travel and Beyond	30
Appendix	33

The Needham High School Global Travel Handbook and all appendices are available in the NPS First Class "Conferences" in a folder entitled "Global Travel." The documents below are listed in the order in which they appear in the Handbook.

GLOBAL TRAVEL

WHAT OUR STUDENTS SAY

*By learning about the world,
we learn more about ourselves...*

CONFIDENCE

"I did not know if I was ready to leave my parents and go outside my comfort zone...(I now) relish the fact that I decided to test my personal boundaries."

FOREIGN LANGUAGE

"I was able to translate from Spanish to English and back to communicate with the Principal at the school where we did service."

GLOBAL PERSPECTIVE

"Coming home (from South Africa) was so bizarre because life was the exact same here, yet I was so different. I am still unaware of all the effects this trip had on me because they are too plentiful and some too profound. But I do know that it has changed my perspective on everything."



LEARNING CULTURAL VERSATILITY

"...humbling, enriching, life changing...I learned so much about globalization and the effects of the Western world on third world countries, but also the great amount of hope and happiness that exists in the third world and the unique cultures there."

GLOBAL TRAVEL

FROM THE PRINCIPAL AND TEAM

Dear Needham High School Teacher:

You are either already a Trip Leader or are thinking about becoming a Trip Leader for a Needham High School (NHS) global travel experience. NHS is very fortunate to be able to offer students so many opportunities to expand their geographic and personal boundaries during high school. These experiences would not be possible without the time and commitment of teachers such as you.

These Guidelines are meant to provide a road map for Trip Leaders. We have done our best to outline the steps in planning, from your initial contact with the Principal to begin the trip approval process, to the point you arrive back home. While these guidelines have been designed for the complexity of international travel, they can also be applied to domestic trips.

Don't be overwhelmed! There are, in fact, many steps that need to be taken. Since the trip is through the school, a municipal entity, there are various laws and regulations that apply and result in many requirements. Planning for this trip will be quite different from planning for a personal trip.

However, you will have many partners as you move ahead. The District and Administration are behind you. The Principal and Assistant Principals, the health office and bookkeeper are ready to support you. You will be working with your travel partner. You will be communicating with students and parents, who will also have many responsibilities related to trip planning. Ultimately, every trip will be supported by a team.

We have learned three important principles in our review of previous trips:

- All parties benefit from a clear understanding of what to do (expectations and requirements) at each step of trip planning and travel,
- Good communication is essential,
- Mutual trust and support result in optimal experiences for everyone involved.

We hope we have provided the scaffolding for supporting these principles in the pages that follow. Good luck in your endeavors!

The Global Travel Working Team,

Jonathan Pizzi, NHS Principal

Sue Bonaiuto, NPS Director of Community Education and Planning

Anne Weinstein, Global Travel Project Consultant

Debbie Watters, NPS Director, World Languages

Ken Brooke, NHS Social Studies teacher, Needham-Shanghai Cultural Exchange Trip Leader

Gabe Nardie, NHS World Language teacher, former Costa Rica Program Trip Leader

Katie Swegan, NHS World Language teacher, World Challenge Trip Leader

GLOBAL TRAVEL

HOW TO USE THIS HANDBOOK

Welcome to The Needham High School Global Travel Handbook. The Handbook is meant to provide assistance and support to Trip Leaders during each phase of a global travel experience for Needham High School students. You will find policies, procedures and related forms that are meant to serve the dual purpose of providing clear information to support teachers, while also ensuring that trips meet related school, local and state requirements. The Appendices section includes all of the documents that are referenced in the Handbook, in the order they are mentioned.

The guidelines are divided into four sections:

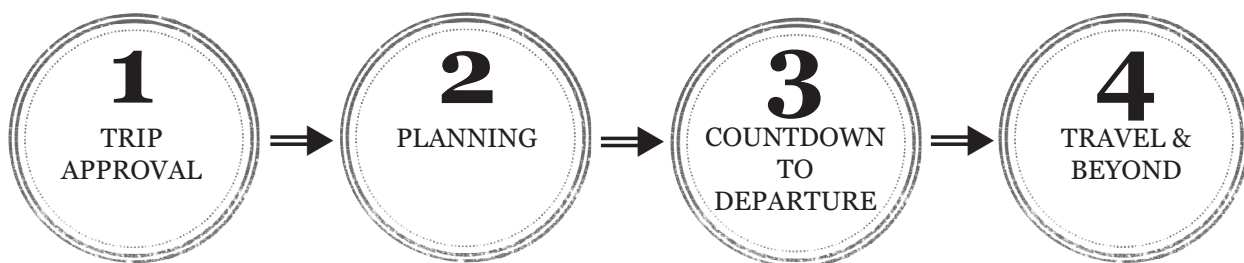
Phase One - Trip Approval

Phase Two - Planning

Phase Three - Countdown to Departure

Phase Four - Travel & Beyond

Look through the Handbook and familiarize yourself with what steps are proposed for each phase of a trip. You will be partnering with the Principal, the Assistant Principals, the Health Office, the Business Office, other Needham High School staff, your travel partner, and students and parents at each step along the way. There are many teachers at Needham High School who have been through this process before and are happy to answer your questions.



GLOBAL TRAVEL

ROLES AND TERMS DEFINED

ROLES

PRINCIPAL: Needham High School (NHS) Principal

ASSISTANT PRINCIPAL: NHS Assistant Principals

STUDENT: Any students, including any student over 18 years of age, who is enrolled at NHS.

PARENT: Parent(s) or legal guardian(s) of a NHS student.

TRIP LEADER: A teacher or NHS staff person who initiates a global travel experience for Needham High School students during the school year or summer. The Trip Leader will be the principal contact person for the trip. While the Trip Leader will typically lead the trip in travel, there may be circumstances where the Trip Leader will designate a Trip Associate to take over as Trip Leader for the actual travel component.

TRIP ASSOCIATE: A teacher or NHS staff person who is involved with a global travel experience for Needham High School students during the school year or vacation. The Trip Associate will work with the Trip Leader to organize and lead a global travel experience. There may be circumstances where the Trip Leader will designate the Trip Associate to take over as Trip Leader during travel.

TRIP CHAPERONE: An adult who will travel with a group of students during the school year or vacation. All non-NHS trip chaperones must complete CORI requirements. The role and responsibilities of a trip chaperone are less broad than those of the Trip Leader or Trip Associate.

NHS CONTACT: The NHS contact will be either the Principal or a person called the Designee who will be appointed by the Principal. The role of the NHS Contact will be:

- to provide support and advice by telephone to the Trip Leader during the course of travel as outlined in the Emergency Action Plan,
- to contact parents in the event of a situation warranting contact as outlined in the Emergency Action Plan,
- to be the designated contact for parents in the event of a true emergency that warrants parent contact to the Trip Leader or student. A method for contacting the Principal or Designee in the event of a true emergency will be established through the trip's Emergency Action Plan and communicated to parents during the Informational Meeting prior to trip departure.

NHS ALTERNATE CONTACT: The person who will serve as the alternate local contact to the Principal or Designee for the Trip Leader during a Trip as specified in the Emergency Action Plan.

HEALTH OFFICE: The NHS full-time nurses who must be involved in trip planning and support. Links to forms and information about the Health Office can be found on the NHS website.

BUSINESS OFFICE: The Needham Public Schools (NPS) Business Office provides financial management including: the development of financial procedures and budgets, forecasting, reporting, grant management, procurement, accounting, and accounts payable/receivable services for the district. Links to information about the Business Office and related forms can be found on the NPS website.

NHS SENIOR BOOKKEEPER: The NHS Senior Bookkeeper is the link to the NPS Business Office and will provide financial planning support to the Trip Leader.

GUIDANCE: Members of the Guidance Department are available for consultation related to a student's academic and/or disciplinary standing or other concerns.

TRAVEL PARTNER: A travel-related organization with whom the Needham Public Schools contracts to handle some or all aspects of a trip. Travel Partners may include travel agencies, trip organizations, local travel partners and other similar organizations.

WEBMASTER: The NHS webmaster will work with Trip Leaders to create a website Trip Page.

TERMS

TRIP: A trip in the context of these Guidelines is meant to include a travel experience organized by a Trip Leader and attended by Needham High School students.

GLOBAL TRAVEL: Overnight domestic and international travel experiences that are approved by the Needham Public Schools, organized by a Trip Leader and attended by Needham High School students.

GLOBAL COMPETENCE PROGRAM (GCP): A collaborative initiative of the Needham Education Foundation and NHS through which students can complete a certificate of Global Competence by completing specified requirements. More information on GCP can be found on the NHS website.

GLOBAL TRAVEL INFORMATION NIGHT: A parent/student meeting scheduled in the fall to provide information about global travel and the Global Competence Program. Trip Leaders and Trip Associates are requested to attend to provide Trip information and answer questions.

NHS STUDENT HANDBOOK: The NHS Student Handbook can be accessed on the NHS homepage. The Handbook outlines general information regarding expectations for students that also apply to travel. It also includes contact information for Guidance, Health, Book-keeping, Global Competence and other related parties.

EMERGENCY ACTION PLAN: The policy and procedure established in advance of travel that:

- troubleshoots possible emergency situations,
- provides a mechanism for support and communication channels to the Trip Leader through the NHS Contact during the course of travel,
- establishes a protocol for communication from the Principal to the parents in specific situations,
- provides parents with a means of contacting a student in a true emergency situation, through the NHS Contact,
- includes the emergency Information Folder that will be utilized by the Trip Leader and NHS Contact during travel.

ASSISTANCE INSURANCE CARD: An insurance card that may be made available through the Trip for students and adults who are traveling, per the Emergency Action Plan for that Trip.

PHASE ONE

TRIP APPROVAL

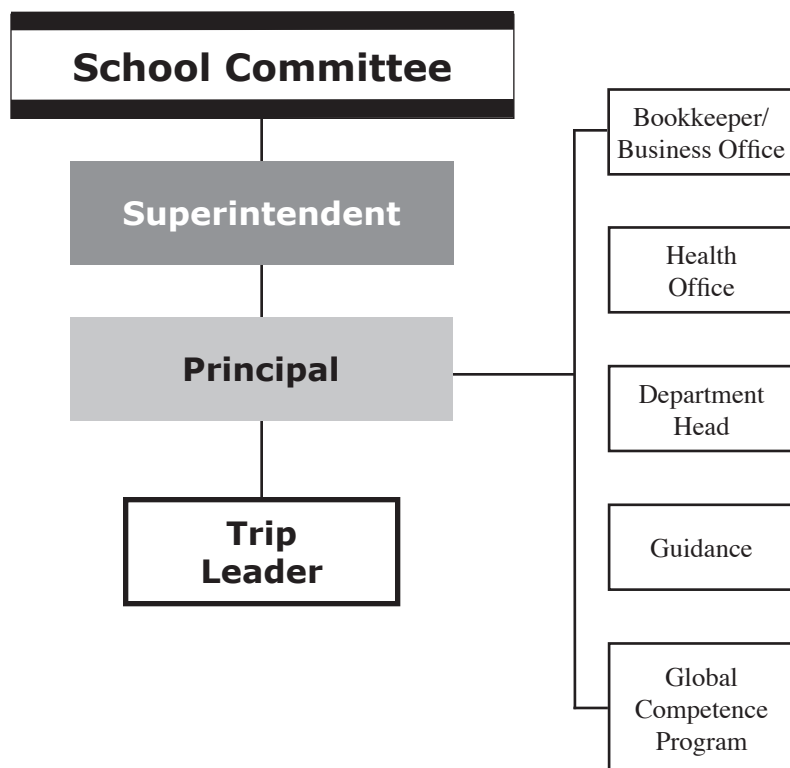
Trip approval is required for any global trip. You will first want to informally make inquiries about your trip concept (destination, proposed dates of travel, general itinerary, approximate budget and fundraising plans) with the Principal, and perhaps the World Language Department Head. You may also wish to talk to a Trip Leader from a previous trip.

The Trip Leader will then submit the Student Activity Account Field Trip Request form and the Trip Proposal for NHS Global Travel form to the Principal. The Principal may seek counsel from the Bookkeeper, Health Office, appropriate Department Head, Guidance and the Global Competence coordinator. The health office must also sign off on the Field Trip Request form. The Principal, at his or her discretion, will seek required approval from the Superintendent and the School Committee, as outlined in the NPS School Committee Guidelines.

TRIP APPROVAL OVERVIEW

At least one year in advance of a trip, or under certain circumstances, including repeat trips, by the end of the academic year preceding the trip:

- Trip Leader submits the Trip Proposal to the Principal,
- Principal will take each request under advisement, consulting with key staff as appropriate,
- Principal submits Request to Superintendent and School Committee for approvals per School Committee guidelines.



STEPS IN THE TRIP APPROVAL PROCESS

1. Submit Draft Trip Proposal

Early in the planning process, preferably at least 18 months in advance of travel, submit a draft Trip Proposal for Needham High School Global Travel (see Appendix) to the Principal. This will allow the Principal to give you feedback and suggestions before you begin investing time in significant planning.

2. Submit the Trip Proposal

With informal feedback from the Principal, the next step is to seek formal approval. For both new and recurring trips, at least one year in advance the Trip Leader should submit to the Principal:

- the Student Activity Account Field Trip Request Form (see Appendix), and
- the Trip Proposal for Needham High School Global Travel (see Appendix)

In the case of a recurring trip, submit both forms no later than June 1 of the academic year preceding the trip.

Before submitting the forms, meet with the NHS Senior Bookkeeper to get an overview of the financial process and to review the NPS Student Checklist and Financial Guidelines available through the Business Office.

3. Principal Reviews Trip Proposal

The Principal will review the Trip Proposal. Criteria include:

- the depth of experience that helps students gain the knowledge and skills necessary to participate productively in the local and global communities and commit them to action as learners and citizens (NPS District Goal),
- whether the budget is reasonable including fundraising goals/plans and cost to students,
- considerations of trip destination,
- whether the experience lends itself to the Global Competence Program requirements,
- safety concerns and additional factors specific to particular proposals.



Planning well in advance (18-24 months) allows students to get a job to pay for the trip. Some students report that earning money to fund their own trip was a valuable part of the experience. It also makes participation realistic for students.

The Global Competence Coordinator keeps a binder of past GCP portfolios in the Guidance Office. Take a moment to skim a few for some amazing insight into what students found meaningful through their travel experience!

Fundraising is a valued part of the trip experience. It does not have to be all about bakesales either! Think about having students develop a financial plan that may include babysitting, getting a job, parent support, etc... Then the group can include these facts into its fundraising goal and plan.

4. Principal Consults With Other NHS Staff

The Principal will consult with the Business Office, Health Office, Department Head, and Guidance as appropriate in making a decision on whether to approve a trip. If the Principal approves the trip, he will seek the required signature of the Nurse on the Needham Public Schools Field Trip Request Form.

5. Principal Seeks Superintendent/School Committee Approval

The Principal will seek any additional approvals/signatures that are necessary per Needham School Committee policy. First time overnight trips require initial approval of the School Committee. Recurrent trips require approval by the Superintendent.

6. Principal Informs Trip Leader of Approval

The Principal will let you know if your trip is approved. If your trip is approved, the Principal will return to you your Trip Proposal including a copy of your Field Trip Request Form signed by the Principal and Nurse.

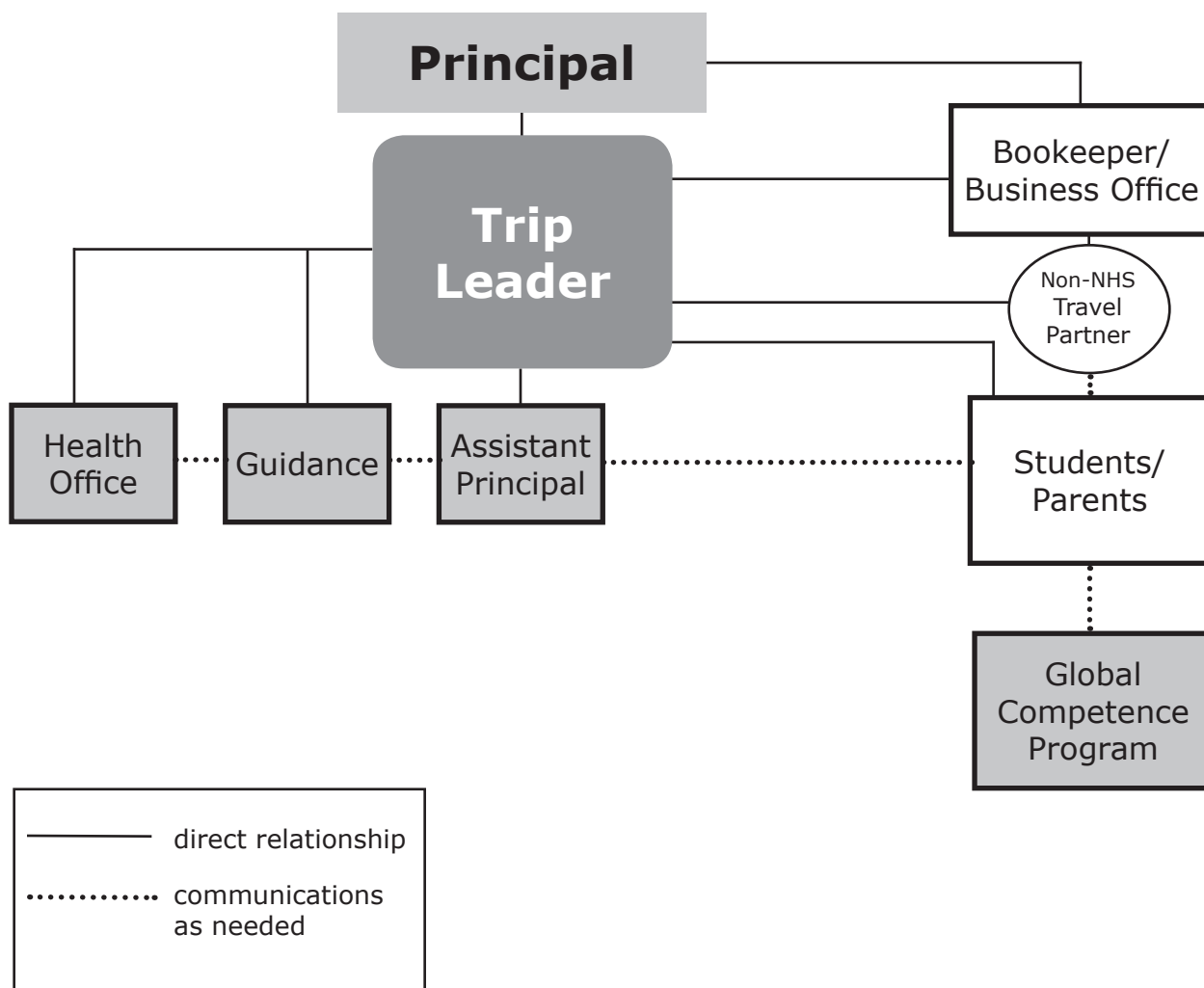
TRIP LEADER'S NOTES:

PHASE TWO PLANNING

The Trip Leader will be working with the Health Office, Guidance, the Assistant Principals and the NHS Senior Bookkeeper to create clear expectations and necessary deadlines for trip participation. The Trip Leader will also be working with the Travel Partner. The Trip Leader will clearly communicate to students and parents expectations and deadlines. Students must meet expectations and deadlines in order to participate in the trip. Students who are participating in the Global Competence Program are responsible for initiating and meeting those requirements.

PLANNING UP TO DEPARTURE OVERVIEW

Trip Leaders are responsible for interfacing with various constituencies in planning for a trip.



UPON TRIP APPROVAL

Once your trip is approved, you will want to establish a plan for continuous communication with a number of people throughout the trip planning phase.

1. Inform Key People

Once your trip has been approved, advise the following people of the trip details:

- Principal
- Assistant Principals (Grade Level Offices)
- Bookkeeper
- Health office
- Guidance
- Global Competence Program Coordinator

An efficient way of giving notice is to send one email to all of these representatives that gives the following information:

- Trip Destination and any other international points of travel
- Dates of travel
- Names, if known, of chaperones
- Potential pool of students (by application, open to everyone, only to students studying a certain language, etc.) If you are going to have an application process, decide on your selection criteria and prepare the application.

2. Submit CORI Forms

Request a Criminal Offender Record Information (CORI) background check for any non-NPS personnel who will be travelling with students. The Needham Public Schools CORI Request Form is available in the NPS First Class "Conferences", in a folder entitled "Personnel Forms" (see Appendix). The forms are submitted to NPS Human Resources for processing. There are two ways to submit the forms:

- ask the chaperone to stop by the Human Resources Office at the School Administration with a photo ID,
- or have the chaperone complete the form, make a photocopy of the photo ID, and give those to you to submit to Human Resources.

Your Principal will be contacted if there is a problem.

3. Organize and Plan Finances

Organized financial planning is required for a trip. Make an appointment with the NHS Senior Bookkeeper to go over trip finances and to create a trip finance plan. The NHS Senior Bookkeeper will advise you of what to bring to this meeting. Ask the NHS Senior Bookkeeper for a copy of the NPS "Student Trip Checklist and Financial Guidelines" document and familiarize yourself with the document before the meeting. At your meeting with the NHS Senior Bookkeeper you will:

- Review your responsibilities as related to trip finance, and what you need to communicate to students and parents about their trip finance requirements and deadlines.
- Understand your responsibilities for record/receipt keeping and money management during the trip.

Good communication with the NHS Senior Bookkeeper is very important so that you can be sure that you are meeting deadlines and are able to make timely payment. Municipal law and regulation govern the financial dealings of a school trip. In practice, this means:

- All money must be collected and accounted for before it can be paid out. For example, the only way for a payment of \$500 to be made is if \$500 has been collected from student/parent payment, fundraising, etc.
- Fundraising money that is allocated for trip payment must be collected and deposited in a timely manner before that payment is due.
- Payment through the Town of Needham, which is how all payments are made, works on a warrant system. The warrant process requires a two week turnaround. The NHS Senior Bookkeeper will explain this to you in detail. You will want to give yourself substantial lead time of up to six weeks to have payment made. In order to ensure that all payment deadlines are met, you will create an established collection/deposit/payment schedule with the Senior Bookkeeper.
- All payment requests must have the approval of the Principal. The Principal is the solely authorized person. Build this into your timeline.
- You should plan to do a check-in with the NHS Senior Bookkeeper regularly during trip planning. Your check-in could be an e-mail, or a drop-in or scheduled meeting. It is recommended that you check-in monthly. This is meant to help you and not create another requirement.
- If you have concerns or questions regarding financial matters during the trip planning process, don't delay in seeking the counsel of the Bookkeeper.



Create a solid working relationship with the bookkeeper! Past Trip Leaders say this is key to avoiding problems with the many regulations and financial procedures.

This trip planning is very different than personal trip planning, where a credit card can easily pay for all expenses. You should give yourself up to a SIX WEEK lead time to make payment.

The "Student Trip Checklist and Financial Guidelines" has a lot of important information related to requirements for trip planning, fundraising, payment and record keeping.

4. Work With Your Travel Partner

As discussed above, during your financial planning meeting with the NHS Senior Bookkeeper you will:

- Review the municipal payment process and understand the Town of Needham warrant process for payment schedule.
- Establish the actual lead times necessary for timely payment to your Travel Partner or other vendors. Be prepared for lead times that may be as long as six weeks before payment is due.
- Create a collection/deposit/payment schedule to your vendors for your trip that will be your guide in trip planning.

The law requires that any commissions paid by a Travel Partner to a Trip Leader must be deposited in the Trip account.

5. Communicate with the Health Office

The Trip Leader should understand the Health Office requirements and communicate these to students/parents. You should initiate contact with the Health Office to establish a timeline related to Health Office information. Health Office Requirements include:

- Needham Public Schools Overnight School Sponsored Field Trip, Activity, or Program Medical Form including Physician's orders and signature for all prescription information. This form requires signed consent from the parent/guardian (see Appendix). The Appendix also includes the Health Office cover letter which should be distributed with the form.
- An updated copy of a student's current health form with immunization records (highly recommended, but not required, for travel).

The Health Office will partner with you about specific medical concerns related to students on travel. The Health Office will also partner with students/parents about a student's specific medical concerns.

Specific travel destinations may have particular health concerns, requirements or risks. Advise students/parents to consult with the student's physician about additional medical precautions given the travel itinerary. The NHS Global Travel website also includes links to Travel Resources.

6. Manage Student Expectations

Early in the trip planning process it is important to outline expectations before and during travel. These expectations can include fully engaging in pre-trip activities, meeting good academic and disciplinary standing, or other factors that may affect the safety and success of the Trip. Identifying concerns as early as possible about an individual student who is scheduled to travel is important.

- Each student and parent should sign and hand in the Policy and Contract on Travel Privileges (Contract) when he or she submits the initial trip deposit. (see Appendix).

- If a student is having difficulty meeting deadlines or attending required meetings, the Trip Leader should contact the student's Assistant Principal to discuss these concerns.
- If a student materially breaches any of the requirements stated in the Contract, the student will be dismissed from the trip. In the event this occurs, the Principal may request a meeting with the Assistant Principal, the Trip Leader, and the student and parents.
- At the conclusion of each trimester, the Trip Leader may send out an email to the Guidance Department requesting information to ensure that students are in good academic and disciplinary standing.
- If a Trip Leader has additional concerns about a student's ability to travel with the group, the Assistant Principal, Guidance or the Health Office are available for consultation.
- Decide what student cell phone policy is appropriate for your trip.

7. Prepare Student/Parent Communications

Effective communication with students/parents about expectations and deadlines is essential for a smooth trip preparation and for building a trusting relationship with families.

- Prepare a trip overview that includes what students are eligible for the trip, how students apply and are selected (if applicable), and the educational purpose and itinerary for the trip.
- Make an appointment with the Webmaster to create a trip page that will house trip itinerary, financial and other deadlines, parent meeting information, and any other relevant information that the Trip Leader wishes to communicate on the page.
- You will also need to communicate with students/parents about their responsibility to comply with all requirements and deadlines in a timely manner. The best way to do this is to prepare clear checklists, keep those updated on your website, and plan a parent meeting well ahead of the deposit deadline.
- In preparation for your parent meeting you need to prepare a list and schedule of student/parent financial requirements from your meeting with the Bookkeeper related to:
 - Trip Cost
 - Using the budget you have prepared with the NHS Senior Bookkeeper, establish the cost for the trip/student.
 - You should include information about fundraising expectations.



The Webmaster will instruct you how to create a Trip Page that will link from the NHS homepage. This template will allow you to insert and update all relevant information.

Let Students know that deadlines are not flexible and that not meeting them could result in dismissal from a trip.

Students and parents should be clear about passport/visa requirements and recommendations.

► Payment

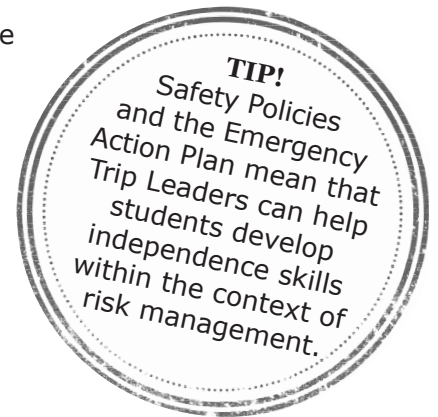
- Using the schedule you have prepared with the NHS Senior Bookkeeper, establish deadlines for students/parents to make trip payments.
- You should communicate to students/parents that these deadlines are real deadlines that must be met in order for timely payment to be made for the entire trip. Failure to meet deadlines may result in the decision to suspend a student's participation on a trip.
- Stress that monies paid are non-refundable. NPS contracts with third party vendors whose policies regarding refunds strictly apply. Parents should be aware of these policies. In some cases, trip insurance may be available and parents should review this option.
- Students/parents should also have a list of required Travel Documents and Requirements:
 - Students should apply for all required travel documents as soon as the student has committed to participating in the trip.
 - Passports must be valid for the period of at least six months after the trip is scheduled to return.
 - In case of an emergency that might require a parent to travel to the foreign country, inform parents that one parent should have a valid passport during the time that the student is scheduled to travel.
- Students/Parents also need to be informed of other required documents and deadlines for submission including:
 - Needham Public School Permission Form for School Sponsored Trips and Events (see Appendix),
 - any other required documents.
- Prepare a list and schedule of student/parent Health Office requirements from your meeting with the Health Office. Students will need to submit completed school medical information requirements and documents, including:
 - Needham Public Schools Overnight School Sponsored Field Trip Medical Form, Activity, or Program Medical Form (see Appendix), with medical orders and consents.
 - Also, parents are responsible for contacting the nurse to discuss any specific student related health concerns and necessary accommodations.
- Students/Parents should schedule an appointment with their health care provider well in advance to obtain necessary medical information and consents.
- Prepare a list and schedule of any other requirements.
- Upload the Trip Itinerary and as much of the above information as it becomes available onto the trip website page as soon as possible.

8. Hold an Informational Parent Meeting

Schedule and hold an informational parent meeting within a reasonable time prior to the date that the non-refundable trip deposit is due. A "Tips for Trip Information Meeting" document is included in the Appendices to help you prepare for the parent meeting. You should also feel free to consult with a Trip Leader who has previously conducted parent meetings for support.

The Parent Meeting is a good time to introduce the safety policies that will apply during the trip:

- All policies and rules included in the NHS School Handbook or otherwise established for the trip by the Principal or Designee, or the Trip Leader apply on the trip. A student who breaches these policies or rules may be sent home before the conclusion of the trip at the expense of his or her parent/guardian.
- Safety policies and an emergency action plan are in place in order to ensure the safety of each student and adult traveling with the group. These include:
 - ▶ Students must not leave the group without permission.
 - ▶ Students must follow instructions given by the Trip Leader and Trip Chaperones.
 - ▶ Students must follow the cell phone protocol established by the Trip Leader for student use of cell phones during the trip.



Students/Parents will be responsible for complying with all requirements and deadlines that are established above.

9. Attend The Global Travel Night For Trip Leaders, Students, And Parents

Plan to attend the NHS Global Travel evening held each fall to represent your trip and answer questions from students and their parents.

TRIP LEADER'S NOTES:

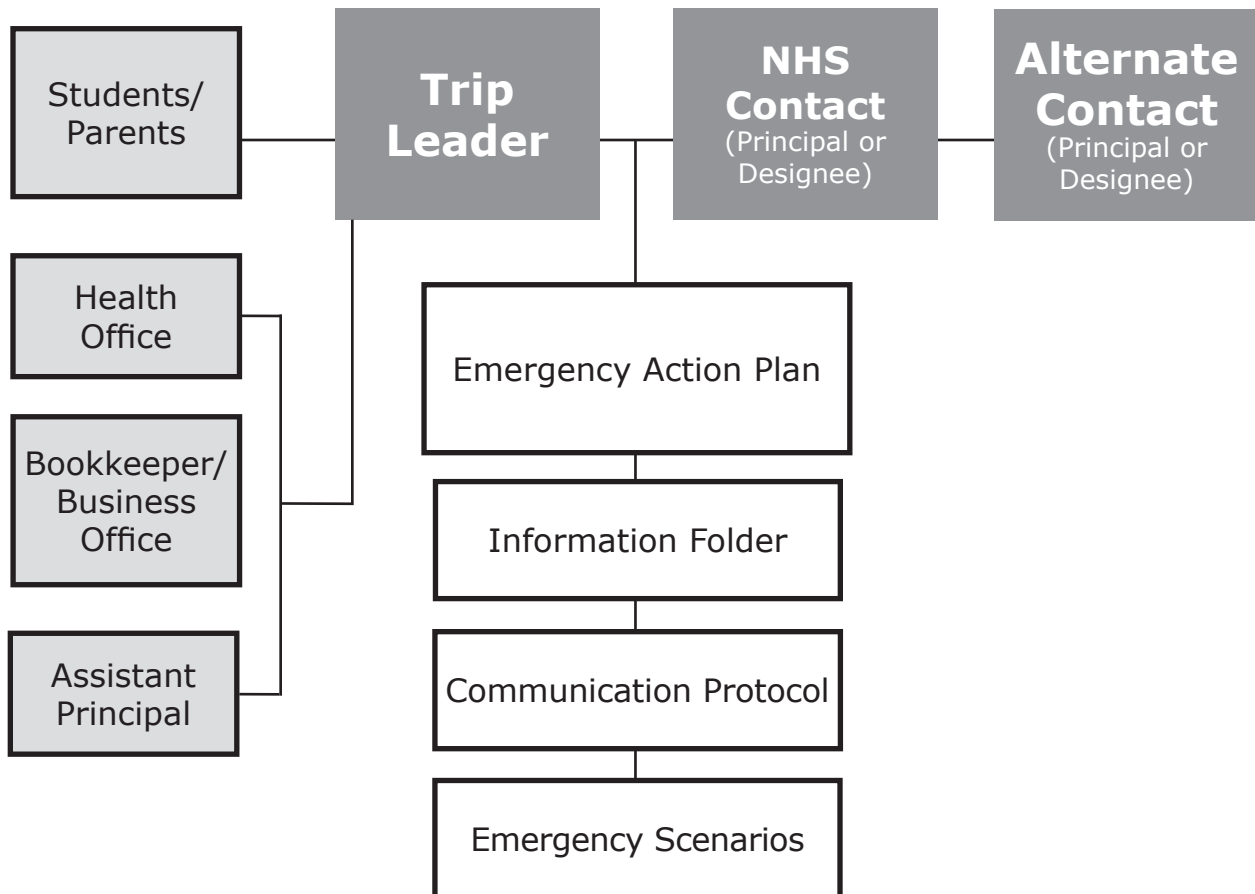
PHASE THREE

COUNTDOWN TO DEPARTURE

The six weeks prior to departure will be a busy time. As you approach the six week mark, check in on your planning schedule and connect with the various people (health office, bookkeeper, trip partner, etc.) with whom you have worked to plan your trip. During this time, you will put together the trip's Information Folder and meet with the NHS Contact to develop and review the Emergency Action Plan.

COUNTDOWN TO DEPARTURE OVERVIEW

The health, financial and important contact information that you collected during the Planning Phase will be used as you prepare for departure. You will check in again with the Health Office, Senior Bookkeeper, and Assistant Principals. You will assemble the Information Folder, with each required document. You will then meet with the NHS Contact to develop the trip's Emergency Action Plan. During this meeting you will complete and review the Information Folder, and discuss the Communication Protocol and Emergency Scenarios. These documents together constitute the Emergency Action Plan. Each of you will leave this meeting with an identical copy of the Information Folder that will support the Emergency Action Plan.



SIX WEEKS BEFORE DEPARTURE

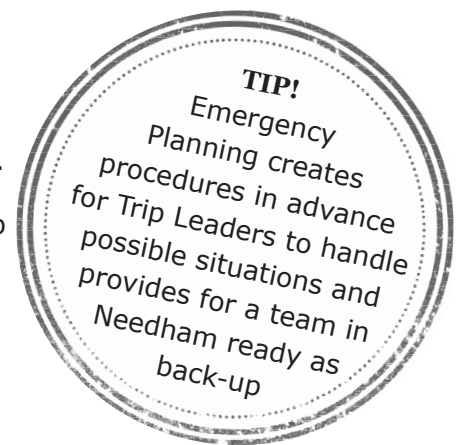
1. Check-In

This is a good point to do a check in to review where you are in planning:

- Confirm you are on target with your Financial Planning Schedule. Speak to the NHS Senior Bookkeeper to discuss your status.
- Check the exchange rate to be sure that your financial planning is consistent with the current exchange rate. Keep aware of the exchange rate until travel time.
- Confirm you are on target with any Health Office requirements that may have come up in planning.
- Consider whether you have any (academic, disciplinary, or failure-to-meet deadline) concerns about students who are planning to travel.
- If you have any concerns, discuss them with the Assistant Principal at the student's grade level.
- Consider whether you have any other concerns or issues for which you could use extra support from a fellow Trip Leader teacher, your department head, Guidance, Health Office, the Assistant Principals or the Principal.
- Send a reminder email with the dates of travel and students traveling to the Assistant Principals.
- Meet with your department head to discuss your substitute teacher plan for travel related absence.
- If students will be absent from school during the trip, you may wish to ask for a reminder about the Academic Policy for Accommodating Approved Global Travel Related Absences (see Appendix).

2. Schedule a Meeting with your NHS Contact

- Identify, through the Principal's Administrative Assistant, who your Needham Contact (Principal or the Designee) will be for emergencies while you are on travel.
- Communicate with your Needham Contact and set up a meeting to go over the Emergency Action Plan at least three weeks prior to travel. Schedule a long block for this meeting.



3. Document Emergency Contact Information

Complete the Trip Leader's Destination Form (see Appendix) to the best of your ability. The Local Embassy/Consulate information, Travel Consultant and Local Partner information must be completed. The form includes additional optional information that may be completed if logical and reasonable.

Register the group with the local U.S. Embassy or Consulate at:
<https://travelregistration.state.gov/ibrs/ui/>.

FOUR WEEKS BEFORE DEPARTURE

1. Review Health Precautions

At least four weeks prior to travel, meet with a representative from the Health Office:

- Review any special health concerns related to traveling students and clarify individual plans for health issue management (including EpiPen training).
- Collect photocopies of student medical forms from the Health Office, including consent and release forms.
- Decide on first aid kit to be carried by the Trip Leader during the trip.

2. Obtain Information From Students

Collect the following information from each Student and Adult who will be traveling:

- 4 photocopies of the valid passport (and VISA where applicable)
- Completed Parent/Guardian Contact Information Form (see Appendix)

3. Prepare Information Folders

The Information Folder will contain details about travel, important contact phone numbers and emails, and a communication protocol that will support the trip leader in the event of an emergency. You will prepare for your meeting with the NHS Contact by collecting required information from students/parents and filling out the Trip Leader/NHS Contact Information Form and the Trip Leader's Destination Form (see Appendix) to the best of your ability prior to that meeting.

- Create four (4) Information Folders. Each will include:
 - ▶ Detailed Trip Itinerary including flight information
 - ▶ Passport photocopies of all the students and adults traveling
 - ▶ Parent/Guardian Contact Information Forms
 - ▶ Trip Leader's Destination Form (see Appendix)
 - ▶ Trip Leader/NHS Contact Information Form (see Appendix)
 - ▶ Emergency Action Plan Form (see Appendix)
 - ▶ Report of Medical Examination or Treatment Form (see Appendix)

4. Meet With Needham Contact

As soon as you have created the Information Folders, and at least three weeks prior to the trip's departure date meet with your designated Needham Contact (Principal or the Designee) to create the Emergency Action Plan.

Use the Worksheet for the NHS Contact and Trip Leader Meeting, beginning on the next page, to guide you as you put together the Emergency Action Plan.

NHS Contact and Trip Leader Meeting Worksheet

The goal of this meeting is to prepare the Emergency Action Plan so that you will have a clear understanding of what steps to take in an emergency and how the NHS Contact will support you. You will accomplish this by reviewing and completing the documents in the Information Folder, including the Emergency Action Plan Form that contains:

- Trip Leader/NHS Contact and Destination Contact Information
- Communication Protocol
- Emergency Scenarios

TIP!
The Worksheet
offers a valuable
checklist for this
important meeting.

1. Bring this worksheet, and the four Information Folders that you have completed, to your scheduled meeting with the NHS Contact.

Each Information Folder includes:

- ▶ Detailed Trip Itinerary including flight information
- ▶ Passport photocopies of all students and adults traveling
- ▶ Parent/Guardian Contact Information sheets
- ▶ Trip Leader's Destination Form
- ▶ Trip Leader/NHS Contact Information Form
- ▶ Emergency Action Plan
- ▶ Report of Medical Examination or Treatment forms

2. Review and complete the documents in the Information Folder.

- ☐ Give detailed flight information where possible and review the trip itinerary with the NHS Contact.
- ☐ List phone numbers and addresses for all locations where you know you can be reached (hotel, homestay, etc.)
- ☐ Be specific if any Student/Trip Leader is taking any alternate route
- ☐ Complete the Trip Leader's Destination Form
- ☐ Fill out the Trip Leader/NHS Contact Information Form
- ☐ Identify times (if any) where it may be difficult or impossible to reach the Trip Leader. Establish the next reasonable time when contact will be possible.
- ☐ Identify any concerns related to travel: itinerary, student, communication access, etc.

3. Review and Complete the Emergency Action Plan Form.

The Emergency Action Plan Form is found in the Appendix and should be part of your Information Folder. Refer to it now. You will be using the information you already supplied on the Trip Leader's Destination Form and the Trip Leader/NHS Contact Information Form to fill in part of this form. This form will provide you with a one page summary of contact information and help guide you in an emergency.

Follow these steps to review and complete:

- ☐ Fill in the Trip Leader/NHS Contact and Destination Contact Information contact information using the complete Trip Leader's Destination Form and Trip Leader/NHS Contact Information Form from the Information Folder.
- ☐ Discuss the Communication Protocol section that describes how communication would be established in the event of an emergency. This information is also summarized in the Organization Chart in Phase Four-Travel and Beyond, and is included below for easy reference:
 - The Trip Leader will call the NHS Contact. The initial call to the NHS Contact is an informative call to share the course of events, as well as a time to seek advice and input and to obtain further assistance if necessary (e.g. assistance from the doctor-on-call, etc.). Do not contact families directly in an emergency situation.
 - The NHS Contact may choose to consult with the business office, the health office or guidance to inform decision-making.
 - The NHS Contact will contact involved families and other necessary parties. The Contact will have all relevant information, all steps taken by the Trip Leader up to this point, and a clear course of action from the Trip Leader to let families know there is a safe and appropriate plan. Input should also be obtained from the parents if the emergency is student-specific and their knowledge would be helpful in the situation or if permission for a medical procedure, medication, etc. is necessary.
 - The Trip Leader and NHS Contact should also decide on an appropriate Trip Emergency Contact Number for parents to reach the NHS Contact in an emergency. This will be used in the event of a family emergency in which a parent needs to reach the student. The NHS Contact or Principal will determine whether to contact the Trip Leader.
- ☐ Discuss the Emergency Scenarios section that describes what to do in certain specific emergency situations. This information is included below for your easy reference:
 - An emergency is a situation in which a Trip Leader has concerns related to the health, safety or welfare of any or all members of a the group. Examples may include natural disasters, crime, political unrest, serious medical problems, or missing person.

- In an emergency situation, **take immediate action**. Make sure the entire group is accounted for and stabilized. Depending on the situation, use the immediate and local resources (hospital/clinic/doctor, police, local embassy/consulate, local partner, etc.) Activate the Communication Protocol as soon as possible.
- Document the event as thoroughly as possible. Use the Report of Medical Examination or Treatment Form found in the Information Folder and take notes. If approached by media, refer all inquiries to the NHS Principal.
- The following scenarios are examples of possible situations and responses:

1. Injury Requiring Hospital Visit

- ▶ In the case of a hospital visit, have the doctor fill out the Report of Medical Examination or Treatment Form. Once as much information as possible has been gathered, contact the NHS Contact.
- ▶ If possible, request that the medical provider fax or email the appropriate party (NHS Contact or Parent) a report of medical treatment.
- ▶ If evacuation is needed, the final decision should come from the parents after recommendations have been made from the Trip Leader/Trip Chaperones and doctors. If there is Insurance Assist in place refer to the Assistance Insurance Card for instructions.
- ▶ In some cases it may be necessary for a parent to travel to the student to continue the care of a hospitalized student. With the support of the NHS Contact, set these expectations and make arrangements.

2. Student Gets Separated From the Group

- ▶ Before the trip and on Day 1 of the trip, the process described below should be discussed with all travelers and communicated to students and parents during the pre-departure meeting.
 - a. Trip Leaders and/or Trip Chaperones should keep cell phones on at all times when possible.
 - b. All travelers should be given necessary lodging and contact information (i.e. Trip Leaders/Trip Chaperones cell phone numbers, name/phone of lodging, or any other appropriate local contacts.)
- ▶ If the separation involves public transportation, one of two protocols should be decided upon:
 - a. After being separated from the group, the student waits while one Trip Leader/Trip Chaperone comes back.
 - b. The group gets off at the next stop and waits for the separated student.
- ▶ If approximately one hour has passed and the separated student has not been found, use the Communication Protocol and contact the NHS Contact.

3. Trip Leader/Trip Chaperone is Injured

- ▶ Immediately use the Communication Protocol.
- ▶ Contact the NHS Contact
- ▶ Use the local contact person for assistance.
- ▶ Rework the itinerary as needed.

4. Theft

- ▶ Make sure the group is safe.
- ▶ A Trip Leader/Chaperone and the theft victim(s) should go to the police station, file a theft report, and keep a copy for insurance claims.
- ▶ Trip leader/Trip Chaperone should have conversations with students about the management of valuable items and should make necessary changes to prevent further theft.
- ▶ On return to Needham, report theft to the Needham Public Schools Business Office.
- ▶ If passport is stolen, contact the local embassy/consulate as indicated on the Emergency Numbers and Addresses sheet in the Information Folder.

5. Terrorist Situation/Natural Disaster

- ▶ Information should be monitored and shared, via the NHS Communication Protocol, constantly.
- ▶ If information is not readily available within the affected country, have the NHS Contact monitor the situation and communicate important updates back to the Trip Leader/Trip Chaperones.
- ▶ Change itinerary as needed, always keeping the NHS Contact informed of changes.
- ▶ Use the local consulate/embassy for advice; if recommendation is to leave, make plans to leave.

4. Distribute the Emergency Action Plan Documents

- ☐ Put completed Emergency Action Plan Form in each of the four folders.
- ☐ In addition to including the Emergency Action Plan Form in the Information Folder, the Trip Leader should copy the Emergency Action Plan Form and keep it on his or her person (wallet or passport holder) at all times for easy reference. The Trip Leader may want to provide copies to one or more chaperones as well.

☐ Give one identical copy of the completed Information Folder to:

- (1) The Trip Leader
- (2) The Principal
- (3) The NHS Contact (may be the Principal)
- (4) The NHS Alternate Contact

5. Share Emergency Action Plan with Students/Parents

Give students/parents a general overview of the Emergency Action Plan at your pre-departure meeting. Include the procedure established by the Trip Leader and NHS Contact if a student gets separated from the group.

TRIP LEADER'S NOTES:

AT LEAST TWO-THREE WEEKS BEFORE DEPARTURE

1. Hold An Information Meeting for Students and Parents

Around 2-3 weeks prior to departure, hold an Informational Meeting with students/parents to discuss general trip information, review behavioral expectations and general safety policies. Use the form entitled "Tips for Pre-Departure Informational Meeting" (see Appendix) for agenda ideas for this meeting.

- Review the Emergency Action Plan with Parents and advise them of the Emergency Contact number they can use in the event of a TRUE emergency. You should communicate examples of a true emergency (death or catastrophic family event).
- Review the procedure you have established if a student gets separated from the group during travel.
- Review the Policy and Contract on Travel Privileges (see Appendix), especially the expectations for students during travel.
- Review the cell phone policy you have established for student use of cell phones during the trip.
- Discuss any other issues appropriate to your trip. You may wish to consult with a Trip Leader who has previously run a pre-departure parent meeting for tips.
- Review the Academic Policy for Accommodating Approved International Travel related absences (see Appendix) if your students will miss classes.

2. Prepare lesson plans if a substitute teacher will be covering classes in your absence.

3. Follow up with NHS Senior Bookkeeper if needed to resolve or review documentation or procedures required by the Business Office during travel or upon return.

PHASE FOUR TRAVEL & BEYOND

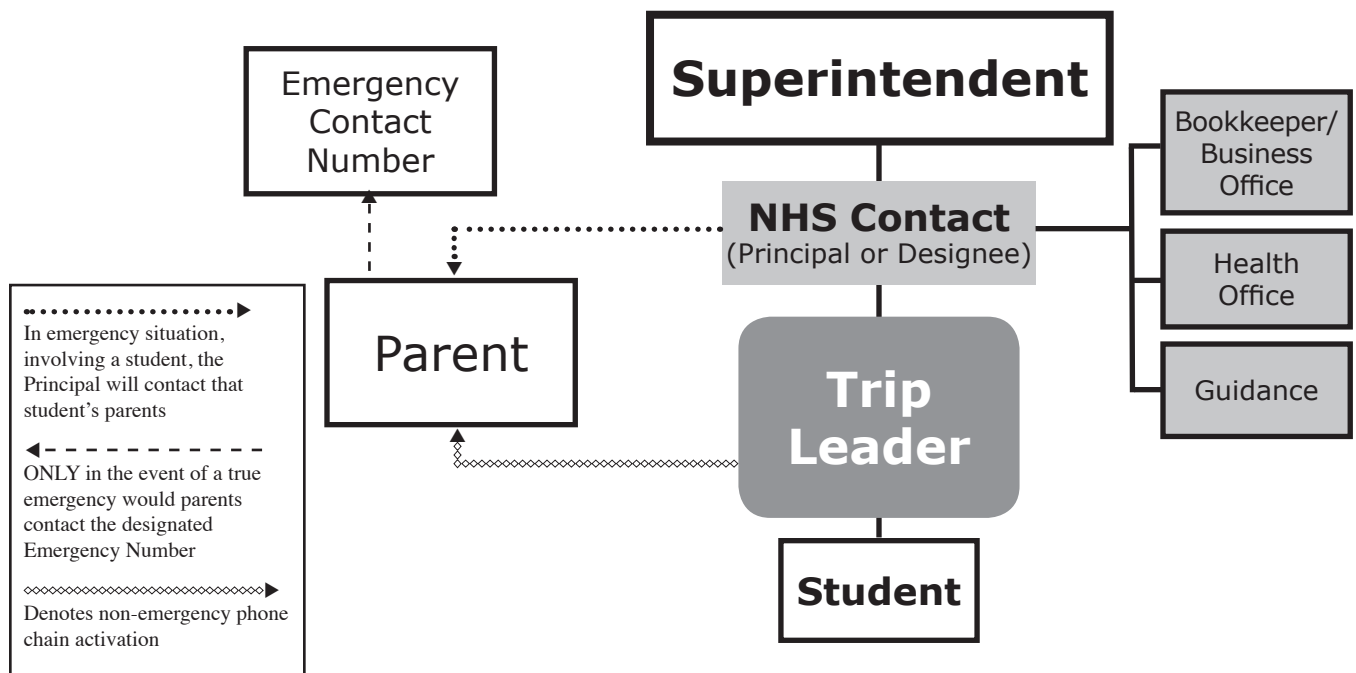
Enjoy your trip! You have worked very hard to plan and prepare for this travel experience. Remember, if you find yourself in any situation that requires extra support, you have set up a system through the Emergency Action Plan that is designed to provide you guidance and assistance in almost any circumstance.

In addition to taking the Information Folder that you have prepared and reviewed with your NHS Contact, it is advisable to bring an extra copy of the one sheet Emergency Action Plan Form and place it in your wallet or passport sleeve.

TRAVEL & BEYOND OVERVIEW

You will have your Information Folder with you during travel. The Information Folder is the foundation of the Emergency Action Plan. Below is a reminder of the Communication Protocol that has been established during the Countdown Phase that would be used in case of an emergency situation.

- Trip Leader will have the ability to contact the NHS Contact (Principal or Designee) at all times during the trip.
- NHS Contact will have copies of critical travel documents including contact information for each student's parent/guardian.
- In an emergency situation, any decision to contact a student's parents will be made by the NHS Contact.
- In the event of a situation, the NHS Contact team from Business, Health and Guidance will be available to advise.
- In a non-emergency situation, Trip Leaders may contact parents directly.
- If a parent needs to contact a student or the Trip Leader in the event of a TRUE emergency, such as death in the family, contact will be made through the Emergency Contact Number.



While You Are Traveling

1. When are you traveling, you want to do your best to be prepared for situations that might arise. When possible, you should carry:

- First Aid Kit
- Student Medical Forms
- Information Folder which includes:
 - ▶ Detailed Trip Itinerary including flight information
 - ▶ Passport photocopies of all students and adults traveling
 - ▶ Parent/Guardian Contact Information Forms
 - ▶ Trip Leader's Destination Form
 - ▶ Trip Leader/NHS Contact Information Form
 - ▶ Emergency Action Plan
 - ▶ Report of Medical Examination or Treatment Form
- Cell phone
- Assistance Insurance Card if this has been purchased for the trip



2. Be familiar and comfortable with the Emergency Action Plan and be prepared to follow it if necessary.

- Utilize the contents of the Information Folder as needed.
- Understand and keep on your person the completed Emergency Action Plan Form.
- Be prepared to take action if there is an emergency. Consult the Emergency Scenarios section of the Emergency Action Plan for reference.

3. If there is an incident, keep a written record.

4. Teachers are employed by NPS and are covered under the same terms of their contract whether they are on the Needham campus or traveling with a group of students domestically or internationally.

Upon Return

1. The Trip Leader will notify the NHS Contact (Principal or Designee) from the airport or student pickup location that the group has returned and all students have been picked up by the parent. Also inform the NHS Contact of any injuries, accidents, thefts or incidents that happened during the Trip.
2. The Trip Leader will follow-up with the student and the Health Office on any medical issues that arose on the trip with affected student(s).
3. The Trip Leader will follow-up with the NPS Business Office about any injury, accident or theft to a student or adult while travelling.
4. The Trip Leader will follow up with the NHS Senior Bookkeeper to submit receipts or resolve any financial issues.



Wrap - Up

There is a lot to be learned and shared from each NHS trip that will benefit future trips and Trip Leaders.

1. If possible, the Trip Leader will hold a wrap-up meeting with the students after the trip.
2. Include a student/parent feedback form in your trip wrap-up.
3. Ideally, the Trip Leader will prepare a short reflection of the trip using his or her own ideas and any ideas generated at the wrap-up meeting. The purpose of the reflection is to gain institutional knowledge for future trips, analyze incidents and near-misses and their causes and future prevention and include this information.
4. The Trip Leader will share the reflection within a reasonable time of his or return with the Principal. Feel free to include any feedback about the use or functionality of this Handbook.

GLOBAL TRAVEL APPENDICES

The Needham High School Global Travel Handbook and all appendices are available in the NPS First Class “Conferences” in a folder entitled “Global Travel.” The documents below are listed in the order in which they appear in the Handbook.

- Trip Proposal for Needham High School Global Travel
- Student Activity Account Field Trip Request Form
- Needham Public Schools CORI Request Form
- Needham Public Schools Overnight School Sponsored Field Trip, Activity, or Program Medical Form (and accompanying cover letter)
- Policy and Contract on Travel Privileges
- Needham Public Schools Permission Form for School Sponsored Trips and Events
- Tips for Trip Information Meeting for Students and Parents
- Academic Policy for Accommodating Approved Global Travel Related Absences
- Trip Leader’s Destination Form
- Parent/Guardian Contact Information Form
- Trip Leader/NHS Contact Information Form
- Emergency Action Plan Form
- Report of Medical Examination or Treatment Form
- Tips for Pre-Departure Information Meeting

Trip Proposal For Needham High School Global Travel Program

**this form may be appended to the Needham Public Schools Field Trip Request Form to provide additional information for approval.*

Submitted by: _____

Please address the following questions either on this form or in a separate document:

1. Trip Overview. Describe the nature of your proposed trip, including as many specifics as possible at this time as to:

- Where/What (*Specific Destination(s)*) and General Itinerary:

- When (*Time of year, length of trip*) and how often NHS should offer this trip (*e.g. one time, every year, every few years*)?

Please be aware of SAT and AP exam dates when establishing trip dates.

- Who (*Adults and Students, and whether there are specific criteria for participation, e.g. grade, course of study, academic standard?*):

2. Learning Objectives. Briefly state the objective of this travel program and how it specifically aligns with the following areas of learning: Service Learning; Language Immersion; Cultural Exchange; Intellectual Pursuit; Physical Challenge.

3. Link to Global Competence Program. Does this trip qualify for the Global Competence Program? What plan do you have for advising the students who will participate in this travel program about the requirements and benefits of NHS Global Competence Program?

4. **Expense Worksheet.** You may use this worksheet to calculate what you believe the approximate price/traveler for the trip will be. It may be helpful to outline how you arrived at this approximate price/student. You will need to account for this on the NPS Field Trip Request Form that will be submitted for approval. The following categories may be helpful to consider as you prepare your cost/traveler; some categories may not apply to your trip:

EXPENSE	PRICE PER TRAVELER
Airfare	
Lodging	
Food	
On the Ground Transportation	
Tourist Attractions	
Gratuities	
Insurance	
Pre-Trip Preparation Costs	
Emergency Cash	
Other	
Share of Chaperone Cost/Student	
TOTAL	\$

5. **Anticipated Fundraising Plan and Goals.** Fundraising is a valued part of the trip experience. Think about encouraging students to develop an individual financial plan that could include both student and parent contributions. The group can incorporate these facts into its fundraising goals.

<input type="checkbox"/>	Overnight
<input type="checkbox"/>	Out of State
<input type="checkbox"/>	International

STUDENT ACTIVITY ACCOUNT

Field Trip Request Form

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval:

SCHOOL: _____ **SCHOOL CLUB/CLASS:** _____

TRIP INFORMATION:

Trip Destination:			
Trip Contact Name & Phone:			
Travel Agent Name & Phone:			
Travel Dates and Times:	Departure:		Return:
Mode of Travel:			
Purpose of Trip/ Connection to NPS Curriculum:			
Additional Information for Overnight Trips:	Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information.		
Global Competence Program Requirements Satisfied? (NHS Only)			

TRIP LEADERS & CHAPERONES: (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

Trip Leader Name:		Parent/Non-NPS? <input type="checkbox"/>
Trip Co-Leader Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>

TRIP BUDGET/ FEE CALCULATION:

Expense Budget: <i>(Include cost of all students and chaperones. Attach travel budget if available.)</i>		\$ Amount
1	Cost of Travel:	\$
2	Cost of Admission:	\$
3	Other Cost:	\$
4	Other Cost:	\$
5	Grand Total Expenses:	\$
Funding Sources:		
6	Anticipated Donations from Outside Sources: <i>(Describe below)</i>	\$
7	Anticipated Revenue from Fundraising: <i>(Describe below)</i>	\$
8	Subtotal Donations & Fundraising <i>(Excluding Student Fees):</i>	\$
9	Additional Funding from Student Fees: <i>(Row 5 Minus Row 8)</i>	\$
10	Grand Total Funding Sources: <i>(Must Equal Line 5)</i>	\$
Calculating Per Student Fee:		
11	Total # Students Traveling:	
12	Anticipated # Student Scholarships:	
13	Net # Student Fees to Collect: <i>(Row 11 Minus Row 12)</i>	
14	Per Student Fee Amount: <i>(Collect this fee from students.)</i> <i>(Row 9 Divided by Row 13)</i>	\$
Description of Outside Funding Sources (including In-Kind Contributions):		
Fundraising Plan (if applicable)*		
<small>* School Committee Policy # DFC: Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTCs and Boosters, must agree to indemnify and hold harmless NPS from any claim related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.</small>		

Signatures:

Principal: _____ Date: _____

Nurse: _____ Date: _____

Superintendent: *(Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers)* _____ Date: _____

School Committee: *(Required for Initial Overnight Out-of-State/ International Travel)* _____ Date: _____



NEEDHAM PUBLIC SCHOOLS

A SCHOOL AND COMMUNITY PARTNERSHIP THAT
CREATES EXCITED LEARNERS ~ INSPIRES EXCELLENCE ~ FOSTERS INTEGRITY

OFFICE OF THE DIRECTOR OF HUMAN RESOURCES
THOMAS F. CAMPBELL, M.ED.

**NEEPS
CH385G**

CORI REQUEST FORM

Needham Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of _____, at the: (circle one) High School, Pollard Middle, High Rock, Newman, Mitchell, Hillside, Eliot, Broadmeadow School, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

Date

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

SOCIAL SECURITY NUMBER
(Requested but not required)

*ID Theft Index PIN
(if applicable)

MOTHER'S MAIDEN NAME

CURRENT ADDRESS:

FORMER ADDRESS:

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____
(include state of issue)

***THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF
GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.

NEEDHAM PUBLIC SCHOOLS *1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 EXT. 209 * 781-455-0417 (FAX)

WWW.NEEDHAM.K12.MA.US

JOAN KROZY, ADMINISTRATIVE SECRETARY LISA TEDESCHI, ADMINISTRATIVE ASSISTANT
APPLY ONLINE AT [HTTP://DISTRICT.NEEDHAM.K12.MA.US/HR_JOBS.HTM](http://DISTRICT.NEEDHAM.K12.MA.US/HR_JOBS.HTM)

IT IS THE POLICY OF THE NEEDHAM PUBLIC SCHOOLS NOT TO DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, COLOR, HOMELESSNESS, SEXUAL ORIENTATION, AGE, OR DISABILITY IN ITS EDUCATION PROGRAMS, SERVICES, ACTIVITIES OR EMPLOYMENT PRACTICES.

NEEDHAM PUBLIC SCHOOLS

Overnight School Sponsored Field Trip, Activity, or Program
Medical Form for Students

Program Information:

Title or Name of Field Trip, Activity, or Program _____

Dates _____

Location _____

Student Information:

Student's Name _____

Home Address _____

Parent/Guardian Phone _____ Cell Phone _____ Pager _____

Health Insurance Provider _____

Health Insurance Policy Number _____

Primary Subscriber of Medical/Health Policy _____

Student's Primary Health Care Provider _____ phone # _____

Health History:

Allergies (food, medicine, and environment)

Chronic Health Conditions and Significant Medical History:

Date of Last Tetanus Shot _____

*** Please complete and sign the reverse page and have
your child's medical provider sign authorization
for all medications to be self administered ***

**Please return this form to the Needham Public Schools at least two weeks
prior to your child's trip to:**

Needham High School
Attention: School Nurse
609 Webster Street
Needham, MA 02492
Fax 781-453-5609

Medications

- All medications must be in original pharmacy labeled container with child'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 ensure that your child is capable of self administering his/her medication
- All medications to be self administered must have the medical provider's signature of written authorization completed on this form, except for short term prescription medication in pharmacy labeled container (for example: antibiotics)

Please **complete the following chart with information of all medications** (prescription and non prescription) that the student will need to self administer 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	

Medical Provider's authorization:

I authorize the following child _____ to self administer the above listed medications _____

Signature of medical provider **date**

Parent/ Guardian Consent and Release

- I/We, the undersigned parent/guardian, give permission for my child to self-administer the above listed medications. I agree to release, indemnify and hold harmless the City of Needham, the Needham 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/ activity/ program. I/We accept full responsibility for all costs for any medical treatment.
- I/We consent for the release of confidential medical information to be released to and from medical providers, the faculty of the Needham Public Schools, and the school trip/ activity/ program chaperones, as needed to maintain my child's health and safety.

Date _____

Parent/Guardian Signature (only one signature required)

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

Health Office
Needham High School

Dear Parents/Guardians:

We want to take this opportunity to inform you on some specifics about the NHS medical policy for overnight field trips.

Any medication that your child will be taking during the trip, excluding Tylenol (acetaminophen) and Advil/Motrin (ibuprophen) will need a corresponding doctor's order. This includes any over the counter meds like Claritin, Benadryl, Pepto Bismal, etc. Prescription medications will be accepted in the original pharmacy labeled container with the child's name, dosage, route and frequency of administration. If your child has a physician's order on file in the health office for any medication you do not have to supply an additional written medical order for the trip. We ask that you provide only the amount of prescribed medication needed for the trip and that you ensure that your child is capable of self administering his/her medication. At no time should your child borrow or share medication from another student.

Please have your child bring any medication he/she plans to bring on the trip to the health office in a plastic bag labeled with their name. We will check that all the medications you provide correspond with the orders from your child's physician. We will return the medications to your child at the end of the school day so that he/she can bring them home and pack them for the trip.

Your child's faculty chaperone for the trip will distribute a copy of the overnight field trip medical form. It includes a chart that the doctor can fill out for any medications that your child may need to self administer during the trip. It also provides space for you to provide your written authorization for self administration. The form can also be found on the Needham High School web site. Click on Health Office, then Overnight School Sponsored Medical Field Trip Form.

We ask that your child bring the field trip medical form and any medications he/she plans to bring to the health office no later than two weeks before the trip.

We hope that this information answers any questions and clears up any confusion you may have. Please feel free to contact us with any further concerns.

Thank you.

Lisa Austin RN
Carol Freedman RN
781-455-0800 x 2137, x2131
fax 781-453-5609

POLICY AND CONTRACT ON TRAVEL PRIVILEGES

Students are expected to be and remain in good standing in all academic and disciplinary areas as outlined in the NHS Student Handbook during the planning and travel phases of a NHS Global Trip. Students are further expected to meet all expectations and guidelines as outlined by the trip leader. This may include attendance at trip planning meetings and workshops, meeting deadlines for submission of money and required paperwork, and conducting oneself in a manner that is consistent with cooperative trip participation.

Below are some general guidelines and points of information regarding trip participation. The information outlined below aligns with past practices and policies at NHS.

Guidelines and Points of Information

Both students and parents should familiarize themselves with the trip requirements and the expectations in the Student Handbook before committing to the non-refundable deposit required for each trip. If there are concerns about a student's ability to meet these requirements, the student/parents should request a meeting with the trip advisor and other parties (ie. Principal, assistant principal, or guidance) to review the concerns and create a plan.

There may be occasions where concerns about a student's academic or disciplinary standing or conduct are initiated by the trip advisor, a teacher other than the trip advisor, the Principal, the assistant principal, guidance. If such a situation arises:

1. A meeting should take place with the trip advisor and other parties (ie. Principal, assistant principal, guidance) to review the concerns and create a plan.
2. If there are issues regarding academic or disciplinary standing or it is determined that other conduct by the student raises concerns that travel by the student would not be in the best interest of the group, a decision will be made by the Principal to preclude travel. While best efforts will be made to return money paid toward the trip, it is likely that there will be situations where parents are required to forfeit money.
3. While a student is on travel, if there are issues regarding breach of conduct as outlined in the NHS Student Handbook, or as established by the Trip Leader, related to the health, safety and welfare of the student and all trip participants, it is in the discretion of the Trip Leader and Principal to repatriate that student at his/her expense.

While in most cases students who sign up for trips travel without any incidents, parents and students should familiarize themselves with this policy and understand that there is risk that a family could forfeit or expend money as a result of actions as described above.

I/we have read and understand the expectations that are in place for all Needham High School students participating in _____ trip. I/we have read and understand the NHS Student Handbook policies and the expectations established by the trip leader for this trip and understand that these policies and expectations apply to _____ (student). I/we fully understand these policies and expectations, and understand that if the student's conduct breaches these policies and/or the student fails to meet these expectations, that the student may lose the privilege to travel on this trip and risk forfeiture of money paid toward the trip. Similarly, if there are issues regarding breach by the student of conduct as outlined in the NHS Student Handbook or established by the trip leader related to the health, safety and welfare of the student and/or all trip participants, it is at the discretion of the team leader and Principal to repatriate that student at his/her expense.

Student's Name Printed

Student's Signature

Date

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

NEEDHAM PUBLIC SCHOOLS
PERMISSION FORM FOR SCHOOL SPONSORED TRIPS AND EVENTS

Student's Name: _____ has my permission to participate in
the school sponsored trip/event to _____

on _____ *. I understand that the mode of transportation to and from this trip/event will

be: ☐ School Bus ☐ Private Vehicle ☐ Other _____.

- I understand this trip/event is optional and attendance by my child is not required.
- I understand that the people in charge will take responsible precautions for the safety and welfare of all students involved.
- I understand that the Superintendent may cancel this trip/event up until the time of departure for any reason. The Needham Public Schools will not be responsible for making refunds for goods or services not received due to such cancellation, however reasonable efforts to obtain such refunds will be made.
- I have instructed my child to behave in a proper manner at all times so as to reflect credit on his/her parents and school and to act in accordance with directions given by those in charge.
- In consideration for my child's participation in the above-described trip/event and except in the case of reckless or willful misconduct, I expressly hold harmless from and waive against the Town of Needham, the Needham Public Schools and their employees, agents and assigns, any and all claims for medical expenses, loss of services, injury to person or property, death, loss of consortium or other claims that may occur at or traveling to or from the trip/event.
- I further consent to emergency treatment by a physician in the event of injury to or illness of my child during his/her participation in the above-described trip/event. I accept full responsibility for all costs for any such emergency treatment.
- If applicable: I give permission for my child to be given his/her medication (name and dose):

_____ by the person delegated by the School Nurse.

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

Parent/Guardian (only one signature required)

Parent/Guardian

Date: _____

Date: _____

* Note that if a fee is required to attend this field trip/event, scholarship money to cover the cost of the fee is available. Check here ☐ if you are interested in the field trip/event scholarship. I understand that this information is confidential.

Tips for Trip Information Meeting for Students and Parents

Below are some tips for planning your initial meeting for parents and students to introduce them to the trip and provide them with information to decide whether a student will participate. This worksheet is based on previous trip leaders' recommendations. You may wish to contact a teacher who has already led a trip to discuss your actual agenda for the meeting.

Welcome and Introductions

- Tell the parents a little bit about yourself. This meeting is the first step in building a trusting relationship between the students, parents and trip leader.
- Provide parents with your contact information and repeat that again at the end of the session.
- If the Trip is not open to all students, clearly explain the application/selection process including selection criteria and timeline.

Share with students and parents that there are three principles that apply to the relationship between all parties involved in trip planning and travel:

- All parties benefit from a clear understanding of what do (expectations and requirements) at each step of trip planning and travel.
- Good communication is essential.
- Mutual trust and support results in optimal experiences for everyone involved.

This trip will be based on those principles.

Communicate that an important part of trips is helping students to develop skills that will apply to global travel: independence, self-reliance, problem solving. The roles of students/parents and the trip leader during the trip planning process are designed to promote these skills:

- Students are responsible for meeting deadlines/forms/academic and behavioral standing. Students should communicate with trip leaders, ask questions.
- Students should work together to plan for the trip.
- Parents should plan to impart the responsibility to their child to communicate with the trip leader and the group. While the trip leader is available to parents for concerns or unresolved issues, for most issues the interface should be between the student and trip leader.
- The Trip leader will work to communicate effectively with students at trip planning meetings and to provide as much information as possible on the trip webpage. The trip leader's goal is to establish strong relationships with and among the students who will be traveling, and to assist in preparing for a positive, safe travel experience.

The Global Travel weblink on the NHS homepage is a good place to refer to during your presentation. You can point out what documents will be needed and where they can be found on the homepage, as well as your own trip page, if that has been created.

You will want to provide information related to:

Destination and Itinerary

- Go over dates and highlights of the trip - stress that there will be a meeting before departure to go over this in more detail

Travel Document Requirements for Students and Parents

- Inform students/parents that students must have a passport that is valid for 6 months after the trip.
- Recommend that at least one parent have a valid passport in case there is a reason that a parent should have to travel to the student.

Costs and Payment Schedule

- Reinforce the need to meet deadlines for payment. Trips are governed by municipal law which requires that all monies must be collected and deposited before any payment can be made.
- Go over payment schedule, including non-refundable deposit.
- Stress that parents should understand that monies paid are non-refundable. NPS contracts with 3rd party vendors whose policies regarding refunds strictly apply. Parents should be aware of these policies. In some cases, trip insurance may be available and parents should review this option.

Fundraising

- Discuss fundraising plans
- A good fundraising plan can include group/individual fundraising, plans for student-earned contributions, and parent participation.

Expectations of Students and Parents

- It is helpful to have a calendar prepared that outlines meeting dates and expected deadlines leading up to the trip.
- Explain the importance of students attending planning meetings.
- Review the Policy and Contract on Trip Participation. Explain the rationale for the policy and outline different parts of the agreement. Explain that trips are grounded in the principle of helping students to become more independent and resourceful. While most trips are uneventful, students and parents should consider whether the student is ready to assume the challenges that a global trip may present.
- Parents should further consider whether the parent is prepared to allow the students to assume the responsibilities and risks of traveling, and to be likely be out of contact with the parents for the duration of the trip.
- Encourage students/parents to review the NHS Student Handbook.
- Reiterate the requirement that students be in good academic and disciplinary standing to participate.

Health Office Requirements

- Tell students/parents to arrange a doctor visit to arrange immunizations if necessary. Explain how families are responsible for medical decisions.
- Students and Parents should familiarize themselves with the Health Office Requirements that can be found on the NHS Health Office homepage.

Other

- Mention that families should research and decide whether they wish to purchase trip insurance.
- Discuss whether there will be travel assistance insurance purchased through the trip cost for the group. If there is no group policy being purchased advise that families may wish to research and decide whether they wish to purchase this insurance individually.
- Briefly explain that prior to travel, the Trip Leader will meet with the Principal to create and discuss a plan that will support the trip in the unlikely event of an emergency while traveling that will provide for support and communication with a NHS contact for the duration of the trip.

Q & A

Academic Policy For Accommodating Approved Global Travel Related Absences

NHS supports several travel/exchange programs that occur during the school year and require students to be absent from the Needham High School campus. All programs have received approval from both the High School Principal and the School Committee. These programs are valued in keeping with our mission of teaching students to “contribute positively to local, national, and/or global communities.”

Below are some general guidelines and points of information regarding academic work and standards during students’ time abroad. The information outlined below aligns with past practices and policies at NHS.

Guidelines and Points of Information

1. A list of trips which will be occurring during the academic year will be distributed to teachers in the Fall. This list will include dates of trip, school dates missed, name and contact information of trip advisor.
2. As these are school-sanctioned trips, students will receive academic credit for each of their courses upon successful completion of all course requirements.
3. Students must plan well in advance with their teachers regarding their academic responsibilities.
4. For short term absences, a plan should be created between the student and teacher.
5. For students who will be gone for a longer absence, such as for the China Exchange, in which students will miss approximately six weeks of school, each student will be given an assignment sheet upon which s/he will record the course work s/he is to complete while away. In the past, teachers have assigned the following work to students:
 - a. a major project related to the course and to the student’s experience in China that the students must complete while on long-term leave.
 - b. weekly assignments that the students must complete and have checked by the accompanying teacher.
 - c. students will have time dedicated for completion of their course work. The accompanying teacher will closely supervise this time and provide academic assistance to students.

Any questions or concerns regarding the trips itself should be directed to the trip advisor. Otherwise, please contact your department chair, assistant principal, or principal with any questions or concerns regarding these academic policies.

Trip Leader's Destination Form

Local Embassy/Consulate Address: _____

Local Embassy/Consulate Phone Number: _____

Travel Partner
Contact Info: _____

.....

Local Partner/Contact: _____

.....

Best Source of Medical:
Advice *(if known)* _____

.....

Phone Number to Dial in Emergency:
(911 equivalent if available) _____

Parent/Guardian Contact Information Form

NAME OF STUDENT: _____

Please list two different contacts below; please provide the address and numbers where the contact can be reached during the trip:

Contact #1

Name: _____

Relationship to student: _____

Address: _____

Phone Numbers: _____

Email Address: _____

Contact #2

Name: _____

Relationship to student: _____

Address: _____

Phone Numbers: _____

Email Address: _____

Trip Leader/NHS Contact Information Form

Trip Leader Information:

Trip Leader's Mobile Telephone _____

Do you have international access on your mobile? _____

Are you familiar with how to operate it internationally? _____

Will you have another means of telephone access (satellite, travel partner/guide's mobile, home stay telephone #)? _____

If yes, what is/are the alternative access: _____

If you will be using pre-paid phone cards, are you familiar with how to activate those cards internationally? _____

Do you anticipate having access to e-mail during your trip? _____

What e-mail address will you be using? _____

.....

In the event of an emergency situation, who should we contact domestically? _____

Contact Info: _____

Relationship: _____

NHS Contact Information:

Home Telephone _____

Mobile Telephone _____

Do you have the ability to make and receive international calls on your mobile phone?

Do you have the ability to make and receive international calls on your home phone?

Are you familiar with the procedure for making and receiving international calls on both phones? _____

Do you anticipate having access to a telephone at all times during the duration of your designated trip? _____

What e-mail address will you be using during the trip duration?

What Fax number can you be reached at? _____

In the event that you cannot be reached, is there another contact person who could reach you?

Contact Info: _____

Relationship: _____

Alternate Contact Information:

Home Telephone _____

Mobile Telephone _____

Email _____

Fax Number _____

EMERGENCY ACTION PLAN FORM

CONTACT INFORMATION

Trip Leader Information:

Mobile Telephone _____
Satellite Telephone _____
Email _____

NHS Contact Information:

Home Telephone _____
Mobile Telephone _____
Email _____
Fax _____

NHS Alternate Contact Information:

Home Telephone _____
Mobile Telephone _____
Email _____
Fax _____

Destination Information:

Local Embassy/Consulate Address: _____

Local Embassy/Consulate Phone Number: _____

Travel Partner Contact Info: _____

Local Partner/Contact: _____

Best Source of Medical Advice (if known): _____

Phone Number to Dial in Emergency (911 equivalent if available): _____

COMMUNICATION PROTOCOL

TRIP LEADER TO NHS CONTACT:

- The Trip Leader will call the NHS Contact. The initial call to the NHS Contact is an informative call to share the course of events, as well as to seek advice and input and to obtain further assistance if necessary (e.g. assistance from the doctor-on-call, etc.). Do not contact families directly in an emergency situation.
- The NHS Contact may choose to consult with the business office, the health office or guidance to inform decision-making.
- The NHS Contact will contact involved families and other necessary parties. The Contact will have all relevant information, all steps taken by the Trip Leader up to this point, and a clear course of action from the Trip Leader to let families know there is a safe and appropriate plan. Input should also be obtained from the parents if the emergency is student-specific and their knowledge would be helpful in the situation or if permission for a medical procedure, medication, etc. is necessary.

NHS CONTACT TO TRIP LEADER:

- If a parent needs to contact the Trip Leader or the student due to a family emergency, the parent will contact the NHS Contact using an agreed upon Emergency Contact Number. This will be used in the event of a family emergency in which a parent needs to reach the student. The NHS Contact or Principal will determine whether to contact the Trip Leader.

EMERGENCY SCENARIOS

- An emergency is a situation in which a Trip Leader has concerns related to the health, safety or welfare of any or all members of a the group. Examples may include natural disasters, crime, political unrest, serious medical problems, or missing person.
- In an emergency situation, **take immediate action**. Make sure the entire group is accounted for and stabilized. Depending on the situation, use the immediate and local resources (hospital/clinic/doctor, police, local embassy/consulate, local partner, etc.) Activate the Communication Protocol as soon as possible.
- In an emergency situation, document the event as thoroughly as possible. Use the Report of Medical Examination or Treatment Form found in the Information Folder and take notes. If approached by media, refer all inquiries to the NHS Principal.
- The following scenarios are examples of possible situations and responses:

1. Injury Requiring Hospital Visit

- ▶ In the case of a hospital visit, have the doctor fill out the Report of Medical Examination or Treatment Form. Once as much information as possible has been gathered, contact the NHS Contact.
- ▶ If possible, request that the medical provider fax or email the appropriate party (NHS Contact or Parent) a report of medical treatment.
- ▶ If evacuation is needed, the final decision should come from the parents after recommendations have been made from the Trip Leader/Trip Chaperones and doctors. If there is Insurance Assist in place refer to the Assistance Insurance Card for instructions.
- ▶ In some cases it may be necessary for a parent to travel to the student to continue the care of a hospitalized student. With the support of the NHS Contact, set these expectations and make arrangements.

2. Student Gets Separated From the Group

- ▶ Before the trip and on Day 1 of the trip, the process described below should be discussed with all travelers.
 - a. Trip Leaders and/or Trip Chaperones should keep cell phones on at all times when possible.
 - b. All travelers should be given necessary lodging and contact information (i.e. Trip Leaders/Trip Chaperones cell phone numbers, name/phone of lodging, or any other appropriate local contacts.)
- ▶ If the separation involves public transportation, one of two protocols should be decided upon:
 - a. After being separated from the group, the student waits while one Trip Leader/Trip Chaperone comes back.
 - b. The group gets off at the next stop and waits for the separated student.
- ▶ If approximately one hour has passed and the separated student has not been found, use the Communication Protocol and contact the NHS Contact.

3. Trip Leader/Trip Chaperone is Injured

- ▶ Immediately use the Communication Protocol.
- ▶ Contact the NHS Contact.
- ▶ Use the local contact person for assistance.
- ▶ Rework the itinerary as needed.

4. Theft

- ▶ Make sure the group is safe.
- ▶ A Trip Leader/Chaperone and the theft victim(s) should go to the police station, file a theft report, and keep a copy for insurance claims.
- ▶ Trip Leader/Trip Chaperone should have conversations with students about the management of valuable items and should make necessary changes to prevent further theft.
- ▶ On return to Needham, report theft to the Needham Public Schools Business Office.
- ▶ If passport is stolen, contact the local embassy/consulate as indicated on the Emergency Numbers and Addresses sheet in the Information Folder.

5. Terrorist Situation/Natural Disaster

- ▶ Information should be monitored and shared, via the NHS Communication Protocol, constantly.
- ▶ If information is not readily available within the affected country, have the NHS Contact monitor the situation and communicate important updates back to the Trip Leader/Trip Chaperones.
- ▶ Change itinerary as needed, always keeping the NHS Contact informed of changes.
- ▶ Use the local consulate/embassy for advice; if recommendation is to leave, make plans to leave.

Report of Medical Examination or Treatment

Part I: Patient Information	
Patient Name:	Date:
Check One: <input type="checkbox"/> Student <input type="checkbox"/> Staff	
Part II: To be Completed by Attending Physician	
Date of Admission or First Visit:	Date of Discharge or Last Visit:
Complaint:	
Findings (Examination, Laboratory):	
Diagnosis:	
Treatment Prescribed (If prescribing medication, please include generic name, dosage and recommended course):	
Progress and recommendations for further examination of treatment indicated:	
Name of Physician:	Signature:
Name of Clinic or Hospital:	
Address:	
Phone Number:	

Tips for Pre-Trip Information Meeting for Students and Parents

Below are some tips for planning your meeting with parents and students immediately prior to your trip departure date. Ideally, this meeting will take place around 2-3 weeks before travel. This worksheet is based on previous trip leaders' recommendations. You may wish to contact a teacher who has already led a trip to discuss your actual agenda for the meeting.

Welcome and Introductions

- Reintroduce yourself. This may only be the parents second time meeting you. Tell the parents a little bit about yourself.
- Briefly bring the parents up-to-speed on the trip planning process. It will help parents to feel invested in the trip. Some examples may be: achievements, fundraising goals met, good examples of team building, or even bumps in the planning process that were overcome and how

Itinerary Review

Travel Reminders

- Passports/Visas
- 1 other form of ID if passport is lost
- Immunizations and Recommended Immunization Records
- Health Office check in for current medicines or updated medical issues

Packing

- What students should bring. (Your travel partner or an experienced trip leaders may be helpful in sharing existing packing lists).
 - It may be helpful to have distributed a packing list a few weeks before this meeting, especially if it requires budgeting for purchases.
 - Consider whether you want each student to pack a small first aid kit?
- What not to bring:
 - Decide on the student cell phone policy for the trip and clearly communicate this. Will you allow or prohibit student cell phones? Will you request/require them in certain circumstances?
 - Decide on the policy on electronics for the trip.
 - Decide on the recommendation for valuables for the trip.
- What is nice to bring
 - Gift for host families. You should have already been some discussion with students about what type of gifts would be appropriate. Parents want do not want to have to do this at the last minute.
 - Batteries? Other extras specific to the trip?

- Discuss spending money recommendations.

Emergency Action Plan

- Communicate that there is an Emergency Action Plan that has been established that includes:
 - an Information Folder with all relevant contact information (including parent contact info.),
 - an established communication protocol between the Trip Leader and the NHS Contact that will be activated if there is a situation in which the Trip Leader needs support or needs to contact a student's parents,
 - a pre-trip review of what to do in certain emergency situations.
- Explain the following:
 - during your meeting with the NHS Contact, you established a protocol using the Emergency Scenarios of what to do if a student is separated from the group. Communicate this plan to students and parents.
 - inform parents that as part of the Emergency Action Plan that if there is a situation involving a particular child, that the Trip Leader will be contacting the NHS contact who will then advise the Trip Leader and be the person to contact the parent directly. The Trip Leader will not be contacting parents directly.
 - if there is an true emergency where a parent needs to reach a student, there will be an emergency number that parents can contact locally. Communicate what this number will be (as decided in your meeting with the NHS contact) and explain that the NHS contact will return a call to parents in that situation.

Set Expectations as to if/how/when/how often Students will be Communicating with Parents during the trip.

Review the Policy and Contract on Travel Privileges Document

- Expectations prior to and during travel
- Repatriation clause at parents' expense

Other Information

Q & A

Needham High School



Any student who emerges into our culturally diverse society speaking only one language and with a monocultural perspective on the world can legitimately be considered educationally ill-prepared.

-Sonia Nieto (2004, p. xv)