Pembroke Public Schools

Out of Country Travel Request Form

This form must be submitted to the building principal no less than 9 months prior to travel, and presented to the Pembroke School Committee no less than 6 months prior to travel, as per Pembroke School Committee Policy JJH.

Staff Leader: ______________________  School: __________________________________________

Department/Program: ______________________  Date Request Submitted: ________________

Destination(s): ______________________  Date(s) of Trip: ______________________

Classes/Program/Grade Level: ______________________  Number of Students: ________________

A. EDUCATIONAL OBJECTIVES:
How will this trip enhance the student learning and what curriculum do you plan to use or develop to enhance the learning opportunities for students?

B. BUDGET – COST OF TRIP/FUNDRAISING

1) What is the total Cost of Trip?

2) Will there be a cost to students? If so, how much per student?

3) Please detail the costs and funding sources. All fundraising activities must be in accordance with Pembroke School Committee Policy JJE.

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<th>FUNDING SOURCES</th>
<th>AMOUNT ($)</th>
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TOTAL COST

C. CHAPERONES
List all possible chaperones and their relationship to the school. Include chaperone to student ratio.

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<th>Chaperone Name</th>
<th>Relationship to School</th>
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D. TOUR OPERATOR & ITINERARY

Please attach proposed itinerary.

PLEASE NOTE: Private excursions outside of the proposed itinerary are prohibited.

FOR ADMINISTRATIVE USE ONLY

Department Head (If applicable) ____________________________ Date

Building Principal ____________________________ Date

Superintendent ____________________________ Date

Date for School Committee Presentation: ____________________________ Approved Date:

GUIDELINES FOR PLANNING OUT OF COUNTRY TRAVEL

✓ Complete and submit out of country travel request form.
✓ Meet with the building principal to discuss the guidelines for the travel proposal.
✓ Superintendent and School Committee approval is required before an out of country trip can be presented to students and parents.

Chaperones:
- Any travel will require chaperone(s). There will be one (1) chaperone for every ten (10) students IF it is an “Out of Country” trip and IF both boys and girls are going regardless of the number of students, both a male and female must be chaperoning the trip.
- All chaperones are required to have had a current CORI check per Pembroke Public Schools Policy ADDA and must be approved by the administration in advance.
- Chaperone duties on trips shall be outlined by the staff leader including trip itinerary and procedures to follow while chaperoning the trip.
- Students must be supervised by chaperones at all times.

- Student/Parent or Guardian permission forms must be completed and submitted with a roster of students participating in the trip to the building principal prior to departure.
- Students may be excluded from travel by the building principal if the student has demonstrated poor attendance or been engaged in conduct which violates the district's discipline code causing concern for the health and safety of the student or others.
- Whenever possible, travel will be arranged to coincide with non-school days so as not to impact unduly the learning environment for students and staff.
- While traveling, all participants will adhere to the policies, rules and regulations established by the Pembroke Public Schools.
The Pembroke School Committee will only review for approval school-sanctioned trips. The Pembroke School Committee will not review or approve trips that are privately organized and run without school sponsorship.

**A tour operator is required for Out of Country trips.** The operator must be in good financial standing and belong to the United States Tour Operators Association (USTOA) and have an acceptable Dunn and Bradstreet rating. If using an international tour operator, they must have similar association with tour associations and a strong financial rating in their home country.

Any tour operator selected must offer travel insurance or cancellation waiver insurance for all students traveling internationally. Students can opt to take travel insurance at their discretion. The travel insurance policy must allow for cancellation for any reason up to the day prior to departure including but not limited to a medical condition or terrorist activity that is taking place in or around the destination of travel.

Students who participate in a school sponsored out of country travel will be required to attend meetings with their parents that will give details of the trip. Attendance at these meetings is required for student eligibility.

It will be the student’s responsibility to get all necessary documentation from the United States Government ie. Passport or VISA, prior to departure.

Students will be responsible for all medical expenses in preparation for an out of country trip, this includes immunizations and prescriptions.

The staff leader responsible for operating the trip will dictate when and where the trip will start and end. Parents and students will be responsible for getting to the departure and ending points of the trip. ie. Logan Airport, Pembroke High School Parking lot, etc.

Should it become necessary for any reason (conduct, health, etc.) to send a student home, it will be at the expense of the parent/caregiver.

**Transportation Note:**
The use of vans or private automobiles for student travel is prohibited. The use of vans or private automobiles driven by non certified Pembroke Public Schools drivers or transportsations contract drivers is prohibited. In special circumstances, a pre-approved plan of transportation must be submitted by the parent/guardian and may be approved by the building principal and/or his/her designee.