



Global Education International Travel Protocols and Permission Forms, 2022-23

Beyond the educational and exploratory goals for each travel program, student safety is our first concern. Hackley follows the guidelines published by the [CDC](#) as well as its own published protocols. Only fully vaccinated students and adults, or those with medical exemptions, may travel with the school. Please read the following and sign that you understand the content. Health guidelines are updated frequently, so the following may change before travel, in which case we will update families. In order to travel with a Hackley-sponsored trip, students and chaperones must be fully vaccinated.

Pre-Trip Symptom Monitoring

All travelers should be screened for symptoms prior to departure. If a student or chaperone has a fever, cough, shortness of breath, or is a close contact, they should inform the school in order for Hackley to develop an action plan. To help ensure health prior to departure, Hackley recommends wearing a mask for the 5 days prior to departure.

Day of Departure

Depending on local conditions as well as those in the destination country, the school will make a determination regarding the wearing of masks in the airport and on the airplane. When required, masks should be of high-quality (eg, KN-95) that fully covers their mouth and nose, and can comfortably be worn for the duration of the time in the airports, plane and subsequent transportation following the flight. Students should have either a paper version of their proof of vaccination, or the ability to access it electronically via photo or the NY Excelsior Pass.

During the Program

- Chaperones will monitor student health each morning and throughout the trip.

- Chaperones will carry rapid antigen COVID-19 tests.
- Hackley will follow the regulations of the destination country with regards to isolating positive cases and quarantining close contacts. Additional rooms will be booked as needed. Any traveler exhibiting symptoms will be tested.
- Any traveler who tests positive for COVID will be isolated in the hotel for the period required. If the traveler is a student, a chaperone will be assigned to stay with them in a separate room. This may mean that lodging will be extended, and flights will be rescheduled for the affected travelers.
- Should COVID-19 require a student participant to quarantine in the destination country, Hackley's insurance does provide limited benefits to cover lodging costs under certain circumstances. Parents/guardians will be responsible for any additional costs for their child, including transportation.
- In all instances, students and chaperones will adhere to in-country COVID-19 requirements and guidelines.
- Chaperones will carry hand sanitizer and will encourage hand washing.

Following the Program

For three days following travel, travelers should report any COVID-19 symptoms that arise to the school. Hackley strongly suggests at-home testing during this period.

HACKLEY SCHOOL
TRIP PERMISSION, AUTHORIZATION, UNDERSTANDINGS, AND
RELEASE FORMS

Attachment #1

This form covers the participation of my/our child,
_____, in the Hackley School trip to
_____ on the following dates: _____. The
trip will visit the places listed on the attached **Itinerary**.

I permit my child to travel by means of whatever forms of transportation may be necessary (plane, train, bus, taxi, subway, etc.) to the points on the attached itinerary and all points in between. I further acknowledge that I am responsible for my child's safe transportation from the return point listed on the itinerary after the trip and that I will make arrangements to pick him/her/them up and/or arrange for his/her/their safe return home.

In the event of a medical emergency, I hereby consent to authorize one or more of the chaperones to seek medical care for my child that the chaperone(s) deem to be necessary in their sole discretion, including admission to a hospital or other health care facility. I agree to assume responsibility for the payment for such medical treatment. I understand that chaperones will make a good faith effort to contact me, my additional emergency contact, or my child's physician, in accordance with the contact information provided on the **Medical Information and Emergency Contact Form** prior to seeking medical care if feasible and will make a good faith effort to inform the Assistant Head for Academic Affairs, the Director of Global Education, or the relevant Division Director of the situation.

If there are any medical limitations, restrictions, or special circumstances applicable to my child, including but not limited to any allergies to foods or medicines, I agree to list them all on the attached **Medical Information and Emergency Contact Form**.

I understand that this is a wholly voluntary and extracurricular activity, and that I am under no obligation to complete this agreement. **I understand that failure to complete, sign, and date this agreement and the attachments will result in my child not participating in the School trip.**

I am aware that all travel, particularly travel abroad, and all trips away from the Hackley campus, can in rare circumstances pose dangers, including risk of serious injury or death. I understand that although the lead chaperone intends to lead the trip, and that other chaperones and local guides may assist, my child may be UNSUPERVISED at times (including after bedtime) during his/her/their participation in the trip.

I understand and agree that the School is not an insurer of the health or safety of my child and does not assume responsibility for actions, omissions, events, conditions, or circumstances which may occur during his/her/their participation in the trip. If the trip as set forth in the **Itinerary** indicates that certain locations within or outside of the U.S, are being visited, I understand that it is my responsibility to investigate the safety and risks of my child visiting such locations as well as places between two stops on the **Itinerary**. I accept full responsibility for all risks just as if I were taking my child on the trip or if I were a chaperone on the trip.

I understand that I can and should visit such websites as the Centers for Disease Control and Prevention (www.cdc.gov) for domestic and international travel, as well as the U.S. Department of State (www.state.gov) for international travel, and make my own determinations of the risks to safety and health of my child before agreeing that s/he may participate in the trip. Parents/legal guardians should also consult media websites for current conditions. I also understand that I may revoke this authorization at any time and should continue to make determinations of safety and health for my child before and during the trip.

In the unlikely event that the student causes or contributes to damage or loss to any bus or other transportation vehicle, place of lodging or dining, museum, or any other personal or real property while on this trip, I agree to assume responsibility for the cost of such damage or loss. I agree to assume responsibility for the costs of such damage or loss and agree to hold the School harmless from any claims against it and from any liability arising out of my child's conduct.

In consideration of the School's permitting my child to participate in the trip, I hereby, on behalf of myself, my spouse, our heirs, agents, executors, administrators, and assigns, and on behalf of my child participating in the trip, release and forever discharge the School, its agents (including any and all chaperones), trustees, officers, and employees (the "Released Parties") from any and all liability demands, claims, damages actions and causes of action, that I may have against the Released Parties pertaining to or arising out of my child's participation in the trip, including but not limited to claims for negligence, personal injury, breach of contract, breach of warranty, fiduciary breach, and breach or violation of any law or obligation of any type. I further understand and agree that I will not commence any legal proceedings on my own behalf or on behalf of my child against the Released Parties relating to my child's participation in the trip.

Signature(s) of Parent(s)/Legal Guardian(s)

NOTE: BOTH PARENTS MUST SIGN UNLESS ONLY ONE PARENT HAS LEGAL CUSTODY OF THE STUDENT. SIGNATURE BY ONLY ONE PARENT MAY RESULT IN THE STUDENT NOT BEING PERMITTED TO PARTICIPATE IN THE TRIP.

Print Name(s) _____

Date _____

Parent/Guardian cell phones : _____

Additional Emergency Contact: name and cell phone

NOTE: Students who are over 18 years of age must also sign below if they wish to participate in the trip. If the student is under 18 years of age now, but will be 18 years old at the time of the commencement of the trip, he/she/they **MUST** sign below before the trip commences or the student may not be allowed to participate in the trip.

I agree to the terms of this agreement (all references to parent/legal guardian and child refer to my parent(s) / legal guardian and to me respectively).

Signature of Student (age 18 and above)

Print Name _____

Date _____

Notary Public Signature (only necessary in specified cases)

Name: _____

Date: _____

County/State: _____



**TRIP ITINERARY
Attachment #2**

Departing Location and Date:

Returning Location and Date:

Locations to be visited and Dates of visits:

It is understood that on overnight trips and all international trips locations visited may include any interim stops between locations, and side trips may not be known at the time this form is provided to the parent or may be selected or determined at a later time. For a complete list of all locations known and anticipated as of the date of the trip, the parent/legal guardian may inquire of the School or lead chaperone immediately before the trip commences. The School does not take any responsibility for unanticipated changes in the itinerary or for student selections where there are choices of side trips. Each parent/legal guardian should ensure that she/he/they are satisfied that the locations to be visited and any side trips are, in the view of the parent/legal guardian, safe for his/her/their child to visit or travel to/from. Parents/legal guardians should visit such websites as the Centers for Disease Control and Prevention (www.cdc.gov) for domestic and international travel, as well as the U.S. Department of State (www.state.gov) for international travel, and consult media websites for current conditions.

Acknowledged:

Parent/Legal Guardian Signature

Date _____

Parent/Legal Guardian Signature

Date _____

NOTE: Both parents or guardians must sign (unless only one parent has legal custody of the student) or the student may not be able to participate in the trip.



Medical Information Form Attachment #3

I. Health History

I give my permission for my child _____
to attend and participate in the Hackley School trip to _____

She/he/they are in good mental and physical health and is capable of undertaking an academic/recreational program that may be strenuous. I understand that if any health or medical situation or emergency should arise, or if any medical procedure or treatment is required during the trip, I will be notified as soon as possible. In an emergent situation, medical treatment may be sought for my child before I am able to be reached by phone; I consent to the trip chaperones arranging for the provision of competent medical personnel to attend to my child. I agree to assume any responsibility for the payment of such medical treatment.

1. Are there any medical restrictions or limitations to the student's physical activities? (please be specific and complete)

2. Are there any medical or emotional issues that trip chaperones should be aware of? If yes, please indicate how these issues are managed (i.e. medications, therapies, devices).

3. Are there any religious beliefs that impact the administration of medical care to your child? (please be specific and complete)

4. Do any of the conditions detailed above require the permission of a physician for the student to be able to participate in the activities involved with this trip?

If yes, please attach written permission to this form.

For overseas travel: We understand the importance of reviewing *The Centers for Disease Control and Prevention* recommendations for travel (<http://www.cdc.gov>) and consulting with an appropriate specialist, such as travel clinic or travel specialist, regarding any and all recommended medical immunizations and other precautions.

Medical Insurance carrier: _____

Insurance policy #: _____

Name of primary policy holder: _____

Insurance company helpline, National and International:

_____ national

_____ international

Date of child's most recent tetanus shot: _____

5. Please detail below and other information that you want the School and/or the chaperones to be aware of regarding the student's health, medical situation, or other condition or situation.

II. Transportation, Disbursement, and Administration of Medication

STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICATION FOR SELF-ADMINISTRATION except for bronchodilators (for which permission, completed by parent/guardian and physician, must be on file in the Hackley School Nurse's Office).

Trip chaperones will carry all medications for your child. These must be in the original prescription bottles with proper pharmacist's labels attached. The label should list the student's name, medication name, and physician's name.

I hereby request that the appointed school employee administer medication as prescribed by my child's physician.

Patient _____

Diagnosis _____

Medication _____ Dosage _____

Frequency _____

From _____ Through _____

Possible side effects _____

Signs and symptoms for administering medication (where applicable)

Print M.D. address and telephone number _____

M.D. Signature _____ Date _____

PLEASE SPECIFY BELOW WHAT OVER THE COUNTER MEDICATIONS CAN BE ADMINISTERED TO YOUR CHILD BY TRIP CHAPERONES AND ALSO PLEASE STATE THE REASONS FOR ADMINISTERING THEM. SOME COMMON OTC MEDICATIONS HAVE BEEN LISTED FOR YOUR CONVENIENCE. PLEASE NOTE THAT TRIP CHAPERONES WILL KEEP A LOG OF MEDICATIONS ADMINISTERED TO STUDENTS DURING THE TRIP.

Common OTC Medications (Please Add Others As Needed)	Permission to Administer?	Special Considerations?
Tylenol, Advil, Motrin, etc.		
Imodium		
Pepto-Bismol		
Benadryl		

The health information detailed above is accurate insofar as we know. I have understood and agree to the provisions stated in this document.

Parent/Guardian printed name _____

Parent/Guardian signature _____

Date _____

Student printed name _____

Student signature _____

Date _____



Behavior Notice to Students and Parents Regarding Hackley Trips Attachment #4

On all School trips, Hackley's expectations for student behavior remain as outlined in the Upper School Student Handbook, and all School rules are in effect. Hackley students are expected to be honest, responsible and fair in all their undertakings and to conduct themselves with courtesy and kindness at all times. Any infraction of Major Disciplinary Rules – possession or use of weapons, possession or use of illegal drugs, possession or use of alcohol, theft, vandalism, harassment, or repeated disregard for authority – will result in the student's being sent home from a school trip immediately, with the expense for altered airfare or other transportation changes borne by student's family. On the student's return to School, a disciplinary review will take place as outlined in the Handbook, possibly resulting in a School disciplinary action. In other words, separation from the trip may not be the only consequence of misbehavior.

In cases involving a student's alleged use of alcohol, the School reserves the unconditional right, determined in its sole judgment, to require a negative result on an alcohol test to allow the student to remain on the trip. Hackley chaperones will be equipped with a breathalyzer and will ask students to take a breathalyzer test if there is reason to believe a student may be under the influence of alcohol. If a student tests positive for alcohol use or refuses to take a breathalyzer test, the student will be sent home at the expense of the family. Where national or local laws differ from those pertaining to the U.S., as is the case of alcohol consumption in some countries, we will hold Hackley students to the observation of New York State laws. In other words, we will not countenance use or possession of alcohol by Hackley students contrary to New York State laws and to the School's disciplinary code.

For student's own safety and to make it possible for the chaperones to supervise effectively, students on School trips are required to adhere to the rules outlined by the trip chaperones as to curfew, meal times, meeting places, and meeting times, and where not to go or what not to do. Chaperones will clearly articulate their expectations for behavior, as well as the likely consequences of misbehavior, but some expectations and consequences may not be articulated where covered by the Student Handbook or common sense. Consequences for misbehavior that is short of infraction of major disciplinary rules may include, but are not limited to, room confinement and/or not allowing a student to engage in a group

activity. Repeated minor infractions that impair the chaperones' ability to provide a safe environment for students, or impede the educational purposes of the trip, may lead to a student's being sent home at parents' expense.

Chaperones will carry: 1. emergency contact information for each student 2. information about medication and allergies 3. permission for the lead chaperone to admit a student to a hospital and to consent to treatment for the student in the event of an emergency, if the parents cannot be reached. A chaperone will remain at all times with a student who is seriously ill or receiving other than routine medical attention, whenever necessary in the sole judgment of the chaperone, consistent with other obligations of the chaperone. The lead chaperone will contact parents and inform the Assistant Head for Academic Affairs, the Director of Global Education, the relevant Division Director, or the Head of School of any emergent situation. **(Please see additional release pertaining to administration of medications)**

In the unlikely event that the student causes or contributes to damage or loss to any bus or other transportation vehicle, place of lodging or dining, museum, or any other personal or real property while on this trip, I agree to assume responsibility for the cost of such damage or loss.

Hackley School has a long and proud tradition of taking its students to locations both in the US and overseas to the benefit of the individual students and faculty who embark on such trips and also to the benefit of the Hackley community. It is in the spirit of that tradition, and in the hope that it will long continue, that the School asks you to acknowledge your acceptance of the School's expectations as outlined above.

"I understand and agree to the terms and expectations as outlined in this notice and give permission for my child to travel with the designated chaperones on the itinerary outlined elsewhere on this form."

Student Name _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Permission to travel with a minor child (for international overnight trips ONLY)

I/We, the parents/guardian(s) of _____(child's name)

hereby confirm that I/we agree that our child may travel to and participate in the Hackley School trip _____ (description of trip) to _____ (destination) from _____ (start date) to _____ (end date). I/we hereby authorize our child to travel in the company of chaperones

_____ (names of chaperones), Hackley School employees, and the staff of _____ (name of host organization) and their designees (where applicable). I/we hereby authorize that Hackley School may make changes in the arrangements or destinations for reasons of health and safety, practical necessity, or as new information makes clear is developmentally or programmatically appropriate.

Signature of Parent/Guardian (1): _____

Date: _____

Print Name: _____

State of New York

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____ personally known to me or proved to me on the basis of satisfactory evidence to be the person (s) who appeared before me.

Signature of Notary Public: _____

(seal)

Printed Name: _____

My Commission Expires: _____

State of New York

County of _____

Signature of Parent/Guardian (2):

_____ Date:

Print Name: _____

State of New York

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of
_____, 20____, by _____ personally known to
me or proved to me on the basis of satisfactory evidence to be the person (s) who
appeared before me.

Signature of Notary Public:

_____ (seal)

Printed Name: _____

My Commission Expires: _____

State of New York

County of _____



Guidelines and Expectations for Behavior in a Home Stay Situation Attachment #5

Please remember that you are a guest in someone's home, not a tourist in a hotel. You are representing not only Hackley School but also the United States.

- Be polite and pleasant; use appropriate manners; always offer to help.
- Keep your room/area neat and clean.
- Join in and respect family activities when invited.
- Offer to pay for your own meals, entertainment, etc. when outside the home
- Abide by the authority of your host parents.
- Abide by Hackley School overnight trip policies, particularly regarding alcohol and drugs.
- Abide by curfews established by trip chaperones.
- Do not engage in inappropriate behavior with host students.
- Hackley's *Responsible Use Social Media Policy* is in effect on the trip; please post pictures and information only on the trip's media account(s), managed by the trip chaperones.
- *N.B. Trip leaders may distribute a list of customs and expectations of behavior for your specific destination in addition to this form.*

Safety

- Carry your host family's name, address, and number(s) with you at all times.
- Carry cell numbers of trip chaperones at all times.
- Understand the emergency plan as designated by trip chaperones.
- Know the location of the group gathering place and how to arrive there via public transportation.
- Report immediately any concerns or inappropriate behavior by anyone in host family to lead chaperone.
- Do not travel alone.
- Do not operate any motor vehicle (car, scooter, motorcycle, etc.).

"I have read and I understand and agree to these guidelines and expectations."

Student signature _____ Date: _____

Parent/Guardian _____ Date: _____