

PROCEDURE FOR APPROVAL OF EDUCATIONAL TRIPS
TO FOREIGN COUNTRIES

- 1.0 The Superintendent will utilize the following procedure for review and approval of educational trips to foreign countries.
- 2.0 Sequence of Review and Approval Process
 - 2.1 The trip organizer must complete the appropriate Trip Request forms and provide all required information no later than six months prior to the proposed trip.
 - 2.2 The Superintendent and/or designee will review the request and accompanying documentation and request or obtain any additional information necessary.
 - 2.3 If the Superintendent approves the trip request, he/she will include the trip request on a School Board business agenda no later than four months prior to the proposed trip. The Superintendent will request the trip organizer (and any other necessary personnel) to be present at the School Board meeting.
 - 2.4 If the Superintendent does not approve the trip request, he/she will notify the trip organizer and the School Board of the reasons.
 - 2.5 The School Board will review the trip request and approve or deny the request. The School Board may, at its discretion, defer a decision to a subsequent meeting if more information is needed or if the School Board requests changes in the proposed trip.
- 3.0 Superintendent Review Process
 - 3.1 The Superintendent will utilize the following guidelines to screen requests for educational trips to foreign countries before bringing a request to the School Board. Any request that does not meet the following guidelines to the satisfaction of the Superintendent will not be brought to the School Board for approval.
 - 3.1.a Educational Objectives/Expected Learning Outcomes
 - 3.1.a.1 Specific information about what Learning Results content standards and/or other educational objectives will be covered by the trip and how students will be assessed after the trip.
 - 3.1.b Learning Activities
 - 3.1.b.1 Description of learning activities to be undertaken in connection with the trip (before, during, after).

3.1.c Trip Itinerary

- 3.1.c.1 Detailed itinerary must be provided, including all locations to be visited with dates and estimated times.
- 3.1.c.2 Check U.S. Department of State web site to see if any Travel Warnings or Public Announcements have been issued for any locations on trip. [http://travel.state.gov/warnings_list.html]
- 3.1.c.3 If there is a current Travel Warning or Public Announcement, the trip request will be denied.
- 3.1.c.4 The U.S. Department of State web site will be checked regularly up to the date of departure.

3.1.d Insurance Coverage

- 3.1.d.1 Review School Department policy for possible exclusions/gaps in coverage.

3.1.e Dates of Trip

- 3.1.e.1 Check dates of trip against school calendar. If school days will be missed, appropriate arrangements for student make-up work and staff absences must be included in trip planning.

3.1.f Number, Grade Level(s), and Gender of Students

- 3.1.f.1 Number, grade level(s), and gender of students.

3.1.g Trip Costs/Cost per Student

- 3.1.g.1 Total cost of trip.
- 3.1.g.2 Breakdown of all trip costs (transportation, lodging, meals, entrance fees, etc.).
- 3.1.g.3 Cost per student.
- 3.1.g.4 Cost per chaperone

3.1.h Trip Funding

- 3.1.h.1 Expected contribution per student.
- 3.1.h.2 Expected contribution from chaperones.
- 3.1.h.3 Any School Department funds requested or appropriated.
- 3.1.h.4 Any other sources of funding.
- 3.1.h.5 Fundraising activities planned (must be in compliance with School Board policies).

- 3.1.i Mode(s) of Transportation
 - 3.1.i.1 Specific information regarding all transportation to be used on trip, including name(s) of airlines, train or bus companies, rental car agencies, etc.
- 3.1.j Lodging and Meals
 - 3.1.j.1 Specific information about hotels or other lodging arrangements, including names and addresses of hotels; number of students/chaperones per room; plans for supervision of students in hotels, etc.
 - 3.1.j.2 If lodging is to be provided in private homes, information must be provided on how families were chosen, etc.
 - 3.1.j.3 Plans for meals on trip.
- 3.1.k Chaperone Information
 - 3.1.k.1 Number of chaperones by gender
 - 3.1.k.2 Number of staff member chaperones
 - 3.1.k.3 Names of all chaperones.
 - 3.1.k.4 Relationship of non-staff chaperones (i.e., parents, community members, translator, etc.).
 - 3.1.k.5 Any requirements for chaperone training/pre-trip meetings.
 - 3.1.k.6 Expectation for chaperones during trip.
 - 3.1.k.7 Status of background check per chaperone
- 3.1.l Trip Communications
 - 3.1.l.1 Copies of all communications to be provided to parents, students and chaperones.
 - 3.1.l.2 Planned meetings of parents, students and/or chaperones prior to trip and planned topics (must include itinerary, educational and behavior expectations/consequences, security issues, etc.).
 - 3.1.l.3 Permission/release forms to be signed by each participant.
- 3.1.m Emergency Plans
 - 3.1.m.1 Medical, insurance and emergency contact information for all trip participants.
 - 3.1.m.2 Plans for medical emergencies.
 - 3.1.m.3 Contingency plans for travel delays, weather, terrorist activity, changes in State Department Travel Warning status.
 - 3.1.m.4 School official not traveling who is the contact during the trip.

3.1.n Special Needs

3.1.n.1 Any accommodations needed for students with disabilities.

3.1.o Student Behavior Expectations

3.1.o.1 Communications must include notice that all School Board policies and school rules are in effect on trip.

3.1.o.2 Plans for student supervision (around the clock).

3.1.o.3 Plans for how disciplinary issues will be handled on trip (including sending students home if necessary).

Adopted: November 4, 2004