

**SUBJECT: TRIPS INVOLVING FOREIGN TRAVEL****Definitions and Timeline**

The Pittsford advisor will be responsible for providing a comprehensive written proposal for any trip involving foreign travel. All written plans and supporting documentation will be provided no less than six (6) months in advance of the beginning date. All proposals will be forwarded to the Principal(s) of the participating school(s) for initial consideration. The Principals will make a recommendation to the Superintendent. If approved, the Superintendent will take the proposal to the Board of Education for their consideration and approval. Once Board of Education approval is obtained, trip plans can be continued.

**Goals and Objectives**

Any foreign travel will have clearly established written goals and learning objectives.

**Supervision**

The Pittsford advisor will select and provide adequate chaperones who will accompany the students to and from the foreign country and who will provide supervision during their stay abroad.

The Pittsford advisor will guarantee in writing that all expenses related to sending a student home for any reason prior to the end of the trip will be covered in full by parents/guardians.

The Pittsford advisor will guarantee that the chaperone(s) accompanying the students will be given written authority by the student's parents to sign any medical forms that may be required by any physician or hospital to provide medical care to the student.

**Operations**

The Pittsford advisor will develop a written itinerary for the trip in keeping with learning objectives of the program and connection to education. The written itinerary is subject to the approval of both the Principal and the Superintendent. The itinerary will minimize disruption to the Pittsford educational program so that lost instructional time in other subject areas will be minimal. The advisor will provide a detailed calendar of activities, indicating impact on both students' and teachers' schedules to the Principal(s) and the Superintendent.

There will be a demonstrated attempt to schedule foreign trips during Pittsford students' vacation time, and a minimal disruption to Pittsford students' instructional time.

The Pittsford advisor will establish clear, written expectations for conduct, following the Pittsford Code of Conduct, for students when abroad.

(Continued)

## Instruction

**SUBJECT: TRIPS INVOLVING FOREIGN TRAVEL (Cont'd.)**

The Pittsford advisor will establish a written plan and procedures for addressing travel-related needs, medical care needs, educational needs, language problems, passport/visa questions, financial problems, etc., for Pittsford students.

**Public Information**

Any necessary Public Relations will be handled through the Pittsford Communications Office.