

***School Sponsored Foreign Travel
Guidelines and Requirements***

While foreign travel can enhance curriculum and provide an unforgettable learning experience, we need to remember that travel in foreign countries can pose a greater risk exposure than domestic travel. With this in mind, the District has set forth some guidelines to help trip coordinators reduce their risk of exposure.

It is highly recommended that an outside company be used to make all out-of-country arrangements. There are several companies that specialize in student travel out-of-country, who will make the arrangements and assume responsibility for the trip.

In the event the district does sponsor a trip, the following guidelines should be in place:

Trip Coordinators

- ❑ Submit to the Superintendent's Office a Request for Approval for In-State and Out-of-State/Overnight Field Trip/Excursion (Form 2320F1a), as well as a detailed itinerary at least three months prior to the trip date.
- ❑ Submit to parents an Out-of-State/Out-of-Country Field Trip Excursion Consent (Form 2320F1d).
- ❑ Submit to parents a detailed itinerary for them to review, sign and return a copy.
- ❑ Request parents to submit proof of medical insurance (with out-of-country coverage) and a statement of medical needs/conditions of the student.
- ❑ Give a copy of the consent form and proof of medical insurance/needs/condition to the school office, prior to the trip.
- ❑ Take a copy of the records on the trip to be used as needed.
- ❑ Take steps to ensure that the risk to the staff, students, chaperones and district is minimized.

Students

- ❑ Recognize that the school rules of conduct apply while on the trip.
- ❑ Acknowledge they have received and are familiar with the rules of student conduct and the disciplinary actions that will result from failure to comply with those rules.
- ❑ Sign the Out-of-State/Out-of-Country Field Trip/Excursion Consent (Form 2320F1d) with their parents.

Parents

- ❑ Review the detailed itinerary and return a signed copy to the trip coordinator
- ❑ Submit a signed copy of the Out-of-State/Out-of-Country Field Trip/Excursion Consent (Form 2320F1d).
- ❑ Submit proof of medical insurance (with out-of-country coverage) for the student to be eligible for the trip.
Coverage can be either a private family coverage plan or the school accident coverage plan,

however; it needs to include medical coverage, accidental death/dismemberment and repatriation. These *minimum* limits need to apply:

Medical Expense:	\$ 5,000
Accidental Death/Dismemberment:	\$10,000
Repatriation:	\$10,000

Volunteer Chaperones

- ❑ Complete a Washington State Patrol check and have a completed Criminal History Disclosure form on file prior to the trip.
- ❑ Submit proof of medical insurance (with out-of-country coverage). Same minimum limits as the students should apply.
- ❑ Submit a signed copy of the Volunteer Trip Consent form.

District

- ❑ Provide foreign liability coverage for the participants of the trip.
- ❑ Provide mandatory workers compensation and executive assistance for all employees involved in the trip.
- ❑ Provide an avenue for students to purchase medical coverage and executive assistance appropriate for the trip.