

ADMINISTRATIVE PROCEDURE

STUDENT FIELD TRIPS INVOLVING FOREIGN TRAVEL

6153.1
Procedure No.

July 1, 2013
Date

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- I. **PURPOSE:** To provide information to school system personnel for implementing student foreign travel field trips.
 - II. **BACKGROUND:** There is a need to have uniform procedures for schools to follow in arranging student foreign field trips to insure their safety and welfare and to insure the educational value of these experiences. These procedures apply to all class and student organization foreign field trips. These procedures do not circumvent the requirements under Administrative Procedure 6153 related to field trips.
 - III. **PROCEDURES:** In order to insure that foreign travel is related to educational goals and provides the necessary safety and security for all participants, the following procedures shall be followed:
 - A. The sponsoring teacher shall select a reputable travel agency or travel company.
 - B. Proposals for foreign travel shall be submitted to the Chief of Academics at least six (6) months prior to departure. Before submitting the proposal, the sponsoring teacher shall review the U. S. Department of State's public announcements regarding foreign travel to determine whether the Department has advised against travel to a location to be visited on the trip.
 - C. Foreign travel shall be considered approved when signatures are obtained in the following order:
 1. Principal.
 2. Area Associate Superintendent.
 3. Chief of Academics.
 4. Chief Executive Officer.
 - D. Once the Foreign Travel Proposal has been approved, the following forms shall be completed:
 1. By the teachers and chaperones: Foreign travel planning timeline.
 2. By the student and/or parent/guardian:
 - a. Foreign Travel Parent/Guardian Permission Form.

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- b. Student health history for foreign travel field trips.
 - c. If applicable, authorization to administer medications/treatments.
- E. Pre-travel orientation session(s) shall be scheduled to inform students, chaperones, and parents/guardians about the travel plans as needed. At least one of the orientation sessions shall be mandatory for students who plan to participate and their parents/guardians. At the mandatory orientation session, the following information shall be disseminated:
- 1. Student behavior expectations,
 - 2. The travel company's trip cancellation policy, availability of travel insurance, and the refund schedule, and
 - 3. Those expenses, not included in the costs, such as required inoculations, passport/visa expenses, and personal expenses.
 - 4. The sponsoring teacher shall request that the travel company send a representative to the mandatory orientation session. It is highly recommended that the company representative or company materials address items 2 and 3. The sponsoring teacher shall review item 1.
- F. Prior to departure, the sponsoring teacher periodically shall consult with the U. S. Department of State's public announcement advisories for foreign travel. If the State Department advises against travel to a country on the foreign travel itinerary, the sponsoring teacher shall contact the travel company to ascertain whether the travel company intends to cancel or reroute the trip to avoid the location that is the subject of the advisory. If not, the principal shall consult with the Area Associate Superintendent to determine the appropriate course of action. The principal shall notify students, parents/guardians, and the travel company of the decision immediately. In no event shall the trip actually proceed to the location that is the subject of the advisory while the advisory is in effect.
- G. The sponsoring teacher shall devise a contingency plan for maintaining communications with participants in the event of an emergency during the field trip.

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- H. Within one (1) week of the date of departure, the sponsoring teacher shall obtain the final approval from the Area Associate Superintendent. The sponsoring teacher shall notify the school nurse of the foreign travel trip in sufficient time to review the list of participants in terms of student health information, and to develop a plan for administration of medications or medical treatment, if required.
- I. The sponsoring teacher shall maintain an additional copy of the Foreign Travel Parent/Guardian Permission Form, with emergency contact information, and student health history for overnight or foreign travel field trips for each participant for the duration of the trip. The original of these documents shall be maintained at the school.
- J. Upon conclusion of the foreign travel, the sponsoring teacher shall complete the Foreign Travel Final Report and submit copies to the principal and the Area Associate Superintendent.
- K. Copies of all completed forms shall be retained in school files until the conclusion of the school year.
- IV. **RELATED PROCEDURES:** Administrative Procedure 6153, Student Trips; Board Policy 6153, Field Trips; Board Policy 6153.1, Field Trip Charges and Cost Elements; and Board Policy 6153.2, Use of Travel Agencies in Arranging Field Trips.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Curriculum and Instruction and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6153.1, dated July 1, 2005.
- VII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9, and 10