

## **International Student Travel**

**JQA**

Field trips and/or tours that involve school district sponsored international student travel (“IST”) shall adhere to the following guidelines:

### **School Sponsored International Student Travel**

1. Field trips involving IST must be specifically approved by the board and superintendent. The superintendent shall provide the board with a recommendation concerning proposed IST. The recommendation shall take into account any foreign travel warnings or cautions of the US State Department. In addition, before making any recommendation, the superintendent may seek advice concerning foreign travel from the district’s insurance carrier and/or legal counsel. The superintendent may require registration of the trip with the local US Embassy via the State Department’s Smart Travel Enrollment Program (STEP).
2. Field trips involving IST must be planned to accomplish a reasonable educational objective. Requests for IST shall include the essential outcomes/educational standards for the trip. All school district policies, including those pertaining to student conduct shall apply to IST.
3. IST trips shall utilize an education travel agency that carries full liability insurance to minimize district risk and liability. The education travel agency shall submit a certificate of liability to the district prior to the student travel. The educational travel agency shall also provide a policy that allows for a full refund or trip rescheduling in the event of natural disaster, political unrest, or other unforeseen circumstances that could potentially jeopardize student safety.
4. All students participating in IST must provide parental consent on such forms as may be required by the superintendent. The school district may hold one or more mandatory information meetings with parents and students. All trip documents shall be retained by the school district. The trip sponsor and the school district shall notify the students and parents’ medical insurance secured by parents of a participating student may not be effective in a foreign country, and all participants and parents should consult with their medical insurance providers regarding international coverage.
5. Parents and students shall be provided with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and an itinerary.
6. Adequate supervision, based on the number of students and the travel involved, shall be provided by the school district as directed by the superintendent or designee. All staff members acting as chaperones shall receive such training as necessary.

7. School district staff shall review acceptable standards of conduct with the students in advance of the trip.
8. Student safety will be a primary consideration. School district staff sponsoring IST shall establish or procure written safety, crisis, and risk management plans.
9. Any fundraising for the trip must be approved by the superintendent or designee.
10. Pre-approval, in writing from the district's insurance company, must be obtained by the school district prior to departure.

### **Non-School Sponsored International Student Travel**

The school district does not sponsor, provide or facilitate non-school-sponsored international travel. School district employees shall not participate in or make arrangements for international travel involving school district students that may appear to be school sponsored but are not approved by the board and superintendent. School district employees shall not:

1. Distribute or publish tour information or other materials concerning non-school sponsored international travel in school or through school websites, email, or interschool correspondence;
2. Permit fundraising for non-school sponsored international travel to occur in or through the school district schools.
3. Hold meetings for non-school-sponsored international travel on school property during school hours.

Adopted: April 20, 2015

Revised: June 19, 2017