



# Foreign Field Trip Guidelines

## **District Responsibilities:**

1. To insure the safety of all students, staff and volunteers
2. To follow Board Policy
3. To protect the district by effectively eliminating and/or reducing exposure and risks

District sponsored, out-of-country field trips can be handled with or without outside organizations providing travel, housing, curriculum plans, and insurance protection.

*When the district makes the choice to include an outside sponsoring organization (I.E. Foreign Exchange Programs), many of the risks and liabilities are automatically transferred to that organization. As the sponsoring organization has a vast amount of experience in the preparation, planning and participation in out-of-country activities, they are well versed in the potential "pit-falls" that can result in injuries, accidents, as well as travel delays and discomforts. They may have already secured protection from such risks by means of purchasing insurance for the student's and their activities. They have developed screening programs for host families, housing, travel, and agencies that they contract for other services. They have made connections that provide valuable assistance in making the foreign trip an enjoyable experience.*

If the district chooses to make the plans without the use of an outside agency, it is important they carefully plan ahead. There is the need to **consult the school board policy to assure compliance.**

## **Initial Action**

### ***1. Principal's Preliminary Approval:***

The teacher must first meet with the building principal to request approval to proceed with the planning of the proposed trip. The principal should be presented with information relating to the proposed trip, including the **educational benefit**. A copy of a letter outlining the following items should be given to the principal at this time: description of educational benefits to students, estimated number of student participants, proposed travel plan, proposed housing, number of proposed chaperones, estimated costs, proposed funding, and potential risks.

Any fund-raising for the trip should not commence until full approval is received. Approval should be obtained prior to talking to students and parents about the proposed trip.

**Approval is needed by district authorities (in accordance with the district's board policy) in advance of announcing plans to students and parents.**

### ***2. Parent Input:***

Pertinent information, regarding the proposed trip, must be shared with parents for their input.

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The principal and advisor must agree on a process for determining the level of support by the parents of students in the group. A high percentage of parental approval will be required in order to proceed with this process.

Keep records of the dates of meetings, number in attendance, and handouts/information given at these meetings.

### Upon Trip Approval

#### 3. *Plan Itinerary:*

The itinerary should include travel arrangements, including departure/return time and place, major events, and planned stops. **Students must be supervised at ALL times while at school sponsored events.**

A daily student itinerary should be prepared.

**High risk activities such as but not limited to para-sailing, surfing, water-skiing and white water rafting should not be allowed.** Swimming should be limited to areas where a lifeguard is on duty. Only boats with a captain and crew, under charter, may be used.

#### 4. *Plan Housing:*

Housing of students in private homes will be approved ONLY if organized and sponsored by a host organization. **Students must be supervised at ALL times while at school sponsored event.**

The cost of housing must be obtained.

Room arrangements for students and chaperones should be established. Make sure chaperones and room divisions are gender specific.

Housing information, including name, address and telephone number(s) of the proposed housing unit(s) must be communicated to both parents and students.

It is recommended that pre-inspection be made of the proposed housing, prior to the decision to use the facility. In lieu of pre-inspection, it is advised that a recommendation be obtained from an approved travel agency, the Automobile Club or another school, that have previously used the facilities.

#### 5. *Land Transportation:*

Students may never drive motorized vehicles during a trip or ride with a non-authorized individual.

All occupants in vehicle must use seatbelts.

*Prior to taking a vehicle to a foreign country, or renting a vehicle in a foreign country, information related to automobile insurance requirements should be obtained and arrangements must be made in advance to purchase proper automobile coverage. The district should purchase full coverage, including physical*

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*damage (comprehensive and collision coverage) through a rental agency for any vehicle that they are responsible for.*

Teachers shall indicate if charter carriers are to be used. If charter carriers are used, indicate the charter name and confirm they have insurance coverage.

### **6. *Air Transportation:***

All travel arrangements should be made in accordance with established district procedures.

### **7. *Other Insurance Considerations:***

Foreign General Liability Coverage. The district's current policy provides coverage for lawsuits brought in the United States. International Travel Liability Insurance could be purchased if you are concerned that a lawsuit against the district might be filed in a foreign country.

Student Medical Insurance: Student accident insurance companies can provide coverage for medical insurance claims that happen outside the United States. This is secondary coverage.

### **8. *Informational Meeting for Students and Parents: To Discuss....***

- ✓ Purpose of the trip and its relation to curriculum or activity program
- ✓ Review of steps being taken to secure administrative approval
- ✓ Present a detailed daily student itinerary
- ✓ Proposed housing arrangements
- ✓ Budget and fund raising, including review of policies
- ✓ Rules of conduct
- ✓ Rules for field trips are the same as required of students within the school confines. Student abuse of school conduct rules on a field trip are subject to the same disciplinary action as on school property
- ✓ No drugs or alcohol may be used by students, supervisors, or chaperones regardless of the customs of the country being visited
- ✓ Arrangements for chaperones
- ✓ Parent information and permission requirements
- ✓ Advisor/Chaperone responsibilities (provide them with a written list)
- ✓ Emergency procedures
- ✓ Address all potential personal safety risks
- ✓ Include all information related for foreign travel such as need for immunizations, identification, laws specific to that country regarding drugs (and prescribed medications) and appropriate conduct.

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### **9. *Select Adult Chaperones:***

Confirmation as to the number of staff and parents supervising on this trip. The appropriate number of chaperones is to be determined by the building principal and be subject to review by the superintendent or designee.

If the proposed trip includes both male and female students, provide chaperones for both genders. Advise them of their responsibilities. ***Students must be supervised at ALL times while at school sponsored events. No drug or alcohol use by supervisors or chaperones***

**One, or more, of the adult supervisors/chaperones must have a current First Aid/CPR card.**

Room arrangements for chaperones

### **10. *Emergency procedures:***

One or more of the adult supervisors/chaperones must have a current First Aid/CPR card.

Take a First Aid Kit.

Safety and emergency procedures, including potential risks, must be discussed with students, parents and chaperones.

In case of illness or accident, an adult must remain with the student at all times.

## **Finalizing Trip Plans**

### **11. *Parent Permission Forms:***

Parent Permission forms, which include health and emergency information, must be completed and signed by parent or guardian, and then **TAKEN ON THE TRIP BY THE FACULTY ADVISOR**. One copy should remain with the school office.

### **12. *Finalizing Plans:***

Secure housing, final arrangements for transportation, requests purchase orders. etc.

### **13. *Defined Communication Plan***

Identify a person as the trip communication liaison. Regular communication to school and parents through social media should be considered.

### **14. *Creating a Deepened Student Experience***

Reflective journal, establishing/maintaining correspondence, etc.

(Updated 8/16)