

## Foreign Travel

### Introduction

The School District of Bonduel recognizes and appreciates the value of travel to foreign countries. School-sponsored student foreign travel trips may be approved if they are deemed to be of educational value to the students. School Board approval of such trips will be determined primarily on the basis of student safety issues and the educational value.

No person will be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, recreational or other program or activity on the basis of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability.

### Procedures and Guidelines

#### Organization and Planning

1. The organizer and traveling supervisor of the trip must be an employee of the school district and will be designated for purposes of this policy as the foreign travel advisor. The School Board will be provided the names of the foreign travel advisor and all other people planning to accompany the students.
2. The foreign travel advisor will be responsible for the completion of all trip details including travel arrangements, insurance coverage explanations, behavior contracts, payment responsibilities, communications with parents, chaperoning and student supervision during the trip, and all other activities associated with the trip.
3. Any foreign travel trip shall be limited to students enrolled in the Bonduel School District, the foreign travel advisor, additional chaperones, if needed, and parents of students participating in the trip. There will be a minimum of one chaperone for every fifteen students. The School Board may approve other participants based on extenuating circumstances.

4. Every attempt shall be made to schedule foreign travel during periods when school is not in session. If travel arrangements necessitate that school days are missed, the school board may approve employee and student absences provided that, in their judgment, the school time missed is within acceptable limits. In the event that school time is missed, students will be responsible for arranging with their classroom teachers to make up all missed work.

#### Administrative Approval

1. The foreign travel advisor must submit a detailed plan to the building principal at least twelve months prior to the trip. The plan must include: the educational purpose of the trip, the location(s) of the trip, a detailed trip itinerary, an explanation of the financial arrangements of the trip including a listing of items included in the cost and items not included, sources of funding including planned fund raising activities, verification that the travel is by a bonded carrier, and evidence of liability insurance coverage. Upon the approval of the building principal, the plan must then be submitted to the School Board for approval within 30 days.
2. Within thirty days of receiving the building principal's recommendation the school board will either approve or deny the foreign travel request. The foreign travel advisor will provide the school board with a list of the names of participants, the list of all chaperones, finalized plans including costs, itinerary, departure and return times and modes of transportation.

#### Student Behavior and Discipline

1. Students are expected to abide by all district policies regarding conduct and discipline including the Student Athletic and Activity Code. Students are also expected to maintain a "C" average for all classes the semester prior to the trip and during the semester in which the trip is scheduled, if the trip occurs during the school year.
2. The foreign travel advisor, chaperones and accompanying parents are required to take actions that prevent the consumption of alcoholic beverages, tobacco products, and other controlled substances. The foreign travel advisor, chaperones, and accompanying parents are expected to abide by the same rules of conduct as the students.

3. Prior to making any financial commitment students and their parents will be required to attend an informational meeting during which rules of conduct and the consequences for violating those rules will be explained.
4. Students, accompanying parents, and chaperones violating any rule of conduct while on the trip may, at the discretion of the foreign travel advisor in consultation with the building principal and district administrator, be sent home. Any student sent home early will be accompanied to the airport by the foreign travel advisor and will be required to have a parent present at the arrival destination. In addition anyone sent home early for violating any rule of conduct will be responsible for any resulting additional costs related to his/her early departure including his/her travel.

#### **Financial Considerations and Fund Raising**

1. A school employee receiving compensation for a contracted position specifically as a co-curricular foreign travel advisor may not receive for his/her personal benefit anything of value, including a free or reduced price trip from any person other than their employing school district as a result of his/her involvement in the trip and/or arrangements for the trip. Any free or reduced price trips, refunds, rebates or discounts that result from the trip or its promotion become the property of the district and will be disposed of as provided by district policy.
2. A school employee not specifically contracted and compensated by the school district as a co-curricular foreign travel advisor may accept free or reduced price travel in return for their chaperoning or supervisory responsibilities of the trip, as well as subsequent free or reduced travel, based on the number of students traveling or other criteria. The foreign travel advisor shall notify and receive clearance from the district administrator before accepting any compensation or remuneration related to the student foreign travel experience.
2. Any fund raising activities conducted for foreign travel purposes must be approved by the building principal and must comply with all district fund raising policies and guidelines.

Cancellation Procedures

1. In the event of an international crisis, the district administrator may cancel the trip at any time during the trip preparation. The district will not be held responsible, financially or otherwise, in the event a trip is canceled.

Cross Reference: 118.12(2)(a) Wis. Statutes  
118.13 Wis. Statutes  
125.09(2)(b) Wis. Statutes  
895.437 Wis. Statutes

Approved: November 11, 2003

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