

## FIELD TRIPS AND FOREIGN TRAVEL

### Travel Study Abroad

“Travel study trip” is defined as any foreign travel outside of the continental United States or that meets the definition of “extended field trips” in Part I of this policy. Every travel study trip must have the prior approval of the principal, the superintendent, and the Pleasants County Board of Education.

“Sponsor” is defined as the teacher or other professional employee who is responsible for the travel study trip.

- A. Sponsors may propose a travel study trip which he/she feels will be of educational or cultural value to students. Such proposals must be made in writing and submitted to the office of the superintendent at least 6 months in advance of the proposed trip. Such proposals shall be made on a form prepared by the office of the Superintendent. The sponsor shall be responsible for all planning, coordination, and collection of funds necessary for a travel study trip.
- B. A travel study trip that is specifically designed for students enrolled in classes of a particular subject area shall be open to students in this order:
  - 1. Students enrolled in the sponsor's classes within that subject area;
  - 2. Other Pleasants County students enrolled in classes within that same subject area; and
  - 3. All other Pleasants County students.

The foregoing notwithstanding, a trip sponsor may limit the number of students participating in a travel study trip in his/her trip proposal and may refuse a travel study trip application from any student whose disciplinary, academic, and/or attendance records reasonably indicate that he/she is not well-suited to participate. Unless the superintendent grants an exception for good cause, the number of students on a travel study trip shall not be permitted to exceed ten (10) students.

- C. A sponsor shall distribute and collect the following forms and then file them with the proper persons for an approved travel study trip:
  - 1. Parents' Consent and Authorization for Travel Forms
  - 2. Student Emergency Medical Treatment Forms
- D. Whenever feasible, sponsors shall plan travel study trips to occur during non-instructional days.
- E. Students shall abide by the Student Code of Conduct and all other Board of Education policies applicable to students at all times while on a travel study trip.
- F. School employees shall abide by the Employee Code of Conduct and all other Board of Education policies applicable to employees at all times while on a travel study trip.
- G. Travel study trips shall be required to have at least one (1) adult chaperon for every five (10) students.
- H. For trips outside of the continental United States, the students and their parents shall be entirely responsible for all costs associated with the student's participation in such trips, including any related trip insurance.
- I. A sponsor shall supply each participating student's parents with a detailed itinerary including, but not limited to a list of names, addresses, and phone numbers for all hotels on the itinerary.
- J. For approved travel study trips, the sponsor shall hold a conference to be attended by the affected principal(s), parent(s), and students. At this conference, he/she shall explain fully the following:

1. What expenses are covered by the price of the trip including emolument.
  2. What expenses are not included in the price of the trip, such as trip insurance, passports, spending money, and fares to the city of departure.
  3. Students' privileges and responsibilities.
  4. Rules for Conduct.
- K. The sponsor shall keep a copy of each student's emergency medical treatment form during any travel study trip.

Adopted: February 9, 2017