

354 TRAVEL AND EXCHANGE PROGRAMS

The Board recognizes that intercultural and international education is an important part of a school program. To this end, the District may conduct exchanges of teachers or students or both as well as provide opportunities for extended travel for students between various countries or within the United States for prescribed periods of time.

All proposals for international field trips must be submitted to and approved by the building principal or his/her designee at least three months prior to travel, using the appropriate request forms for travel. The building principal or his/her designee shall submit building approved international trips to the Director of Curriculum & Instruction who will provide an update to the board about the planned trip, including the itinerary, number of travelers, including chaperones and the proposed cost.

All proposals for overnight travel within the United States must be submitted to and approved by the building principal or his/her designee using the appropriate request forms for travel. The Director of Curriculum & Instruction will provide periodic updates to the Board regarding student travel within the United States.

In approving field trips, the principal or his/her designee will consider the impact of the trip on the overall education of students and the financial impact on students and families.

No fundraising activities for trips abroad may begin before final trip approval of the building principal or his/her designee.

Travel and/or exchange programs organized and conducted by staff members and promoted through the school system are subject to this policy.

Extended Field Trips or Foreign Study Tours

Before any extended field trip or foreign study tour is approved, sponsors must verify with the Business Services Director, relevant liability insurance coverage. Additionally, the District will verify that the transportation is safe, the operator is licensed and competent, and that emergency nursing services are available as required by Sec. 121.02(g) Wis. Stats. Students will be adequately supervised and background checks will be performed on chaperones, volunteers, and host families where possible and appropriate.

Prior to the extended field trip or foreign study tour, the student and parents will sign an agreement that the student:

- ✓ Will conduct him/herself in a lawful manner consistent with the school's rules of conduct and any specific program rules, and that s/he will be dismissed from the program for failing to do so.
- ✓ Is responsible for consulting with a doctor, and will report to the school whether s/he will require medical attention during the program.
- ✓ Will be covered by health and accident insurance. (This is particularly important for program involving international travel).
- ✓ Understands the specific risks relating to the program. The District will consider providing the student/parent/guardian with specific security information from a reliable source such as the U.S. State Department.
- ✓ Releases the District from liability for any injuries or illnesses the student might sustain and any property damage the student might cause.
- ✓ Will indemnify the District from any liability for the student's conduct.

- ✓ Understands that the District reserves the right to modify or cancel the program, and that the District will not be liable for loss to the student because of such action.

LEGAL REF.: Sections 120.13(7) Wisconsin Statutes
 120.44
 121.84(1)(c)

CROSS REF.: 422, Admission of Nonresident Students
 539.2, Exchange Teaching
 443, Student Conduct

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