

Foreign and Extended Travel Domestic Student Trips

The Board of Education recognizes the potential educational value to students of foreign travel and of travel to other regions of the United States. The Superintendent or designee will consider such travel and designate travel plans as “district-approved” only when a significant educational opportunity is presented that would not otherwise be obtainable without school sponsorship of the travel experience. The added educational value of the experience should strongly outweigh any perceived risks associated with the travel.

Approval by the Superintendent or designee of a foreign or extended travel domestic student trip is required

1. if any portion of the travel time requires either the student or staff chaperone to be absent from any school attendance day or portion of a day;
2. if funds to pay for costs come from a school budget or are raised through a school fund-raising activity or money deposited in a school activity account;
3. if students are recruited during the instructional day or during a school-sponsored club or organization;
4. if any kind of school liability or workers’ compensation coverage is desired;
5. if school vehicles or vehicles paid for with school funds or funds collected and maintained at the school are used for any portion of the trip.

An individual, even if employed by the school district, who wishes to organize a foreign or extended travel domestic trip without seeking Superintendent or designee approval must do so as an entirely independent agent, and will not be allowed to use the school as the means for recruiting, raising and maintaining funds, providing liability or workers’ compensation insurance, or transportation. The Superintendent will establish administrative procedures for implementation of this policy.

Adopted: August 9, 2010
Revised: June 13, 2011
Revised: January 23, 2012

Cross Reference: #6200

FOREIGN/EXTENDED TRAVEL DOMESTIC STUDENT TRIP PROCEDURES

Approvals

Requests for student travel outside of the building should be completed on “School Trip Request Form” obtained from either the Associate Superintendent’s office or the Transportation office.

- Completed “School Trip Request Forms” should be filed with the Associate Superintendent’s office. After approval, copies of the “School Trip Request Form” are filed and sent to: 1) the business office 2) transportation 3) school building.

All requests for approval for student travel outside the continental United States or to a destination which will require an overnight stay must be made on the “Foreign/Extended Travel Proposal” and submitted to the building principal for her/his review and secondly, approval by the Superintendent.

- Requests must be submitted at least six (6) months prior to the proposed dates of travel.
- No commitments may be made or fund-raising initiated until all required approvals have been secured.
- In recommending approval for a student trip, the principal shall consider the educational benefit of the activity, the financial costs, and the inherent risks or dangers of the activity.
- Upon approval by the principal, the “Foreign/Extended Travel Proposal” must be submitted to the Superintendent (or designee) for district level approval.
- Following notification of Superintendent’s approval, the sponsor of the travel must complete and submit to the Superintendent — no later than twelve (12) weeks prior to travel — the following reports:
 - Standards and Criteria Checklist for the identified travel agency
 - Trip Plan Checklist
 - Trip Detail Summary/Safety Plan
- All trip details, including itinerary, emergency telephone numbers, and a complete roster of all participants with parent contact information must be filed with the principal prior to departure.
- Administrative staff and the teacher/coach/advisor will monitor conditions in the country or region of intended travel and will cancel the trip if either the travel agency or the State Department determines that travel is unsafe. If, during the time students and staff are abroad, conditions are determined by the teacher/coach/advisor, travel agency, or State Department to have become unsafe, the trip will be terminated and all students and advisors will return home as quickly as possible. Additional costs associated with trip cancellation will be the responsibility of trip participants, who must secure their own trip cancellation insurance if desired.

Limitations of Foreign and Extended Domestic Travel

All foreign and extended travel domestic trips must be supervised by no less than two (2) school personnel. Parent assistance as chaperones is encouraged. The age of the students, regulations involving special needs students, and the need for ensuring safety should dictate the number of chaperones required for a particular trip. For foreign trips, a minimum ratio of one (1) chaperone for every five (5) students is recommended. Chaperones must have access to a cellular phone during the entire trip.

A trip will be given final approval only when the minimum number of students has been recruited as determined by the touring company. In other words, interested adults other than chaperones should not be recruited for a district-sponsored trip to make up for low numbers.

If students in the district do not show an interest, planning for the trip should not move forward.

Background checks are required for all non-staff chaperones prior to being considered as a chaperone. Costs associated with background checks are assumed by the sponsoring school or club.

Extended foreign trips where students are divided and then assigned as individuals or small groups to host families will not be approved.

Approved trips outside the continental United States or to a U.S. destination requiring an overnight stay are limited to students currently enrolled in the Dubuque Community School District and to graduates from the district during the summer immediately following their graduation from high school, unless the Superintendent approves an exception to this policy.

Student participants must present the following prior to participating in the trip: parent/guardian approval on District Informed Consent forms; Signed parental and student acknowledgement of the Dubuque Community School District Good Conduct policy and possible subsequent consequences; sign a release prior to travel.

School administrative staff will have authority to withhold permission to participate from students who are in violation of the district's Student Conduct Policy or who, upon the advice of the trip sponsor, are likely to create supervision problems. The trip sponsor and principal will continue to review proposed participants up to the day of the departure.

Board of Education policies governing student and staff conduct shall be in force for all approved foreign and extended travel domestic trips. The sponsor must make clear to both students and parents prior to the trip the kind of conduct which will result in the consequence of removal from the trip. In the event that a student's conduct requires immediate removal from the trip and a return trip home, the sponsor shall make arrangements for the student's supervision with either the student's parent/ guardian or the airline(s). All expenses in this situation will be the responsibility of the student and her/his parents or guardians.

Trips conducted during the summer holiday period may commence following the close of school before the holiday and must be ended prior to the resumption of school, unless the Superintendent approves an exception. Trips which would require a lengthy absence from school should be scheduled during the summer.

All arrangements for travel must be made by the sponsor of the trip. Approval of use of district vehicles or equipment for these trips must be secured from the principal and Transportation Manager.

The sponsor of the trip must disclose in writing if student cost associated with the activity will subsidize the sponsor's travel costs.

All financial arrangements for travel must be made by the sponsor of the trip in accordance with the district's approved business procedures.

Insurance

School district employees, trip sponsors, chaperones and students (including out-of-district approved students) are covered by the district's liability insurance policy when participating in approved trips; however, such coverage is only available when lawsuits are brought in courts subject to U.S. jurisdiction. Also, coverage is provided only for those trips approved in accordance with this policy and Board Policy #6200. Liability insurance coverage defends covered persons against claims for bodily injury caused to other people or damage to their property.

Trip sponsors, chaperones and students are covered by the district's medical-payments coverage for injuries resulting from accidents involving District vehicles. District employees, operating within the scope of their employment, are covered by workers' compensation insurance, not medical-payments insurance coverage. This information should be made available to all chaperones by the building principal approving the trip.

District medical-payments coverage is not provided for trip sponsors, chaperones or students. Trip sponsors should advise parents to secure appropriate insurance coverage for their children prior to participating in foreign or extended travel domestic trips.

FOREIGN/EXTENDED TRAVEL DOMESTIC STUDENT TRIP PROPOSAL

Dubuque Community School District
Proposal must be submitted six (6) months prior to travel dates.

School: _____

Submit form to principal for preliminary approval.

Date submitted: _____

Group:		
Teacher/Coach/Advisor:		
Event:		
Number of Students:	Number Handicapped:	Number of Staff:
Other Chaperones (list):		
Destination:		
Purpose:		
Educational Rationale: <i>Attach curriculum standards addressed through this activity.</i>		
Dates of Trip:		
Departure Date/Time:		Return Date/Time:
Transportation Needed: <i>Check all that apply</i>	Air	Charter Bus
	School Van	Rental Van
	School Bus	Other (specify)
<i>Note: If school vehicle is needed, complete & submit Field and/or Activity Trip Request Form.</i>		
Will this be a combination trip with another school?	Yes (Indicate school)	No
Cost of trip per student:		
Will school funding of any kind be used?	Yes (Explain)	No
Name/address of agency (if any) involved in trip arrangements:		
Financial benefit to sponsor for participation in this trip:		

Principal Approval: _____

Date: _____

Superintendent or Designee Approval: _____

Date: _____

Director of Secondary Education Approval: _____

Date: _____

Dubuque Community School District

Request for Transportation Services ONLY - School Trip Request Form (Revised 7/5/17)

Processing Steps:

1. Requests **MUST** be submitted AT LEAST fourteen (14) days prior to the date of the scheduled trip.
2. Requests **MUST** be on this form or will NOT be considered. Telephone requests will **NOT** be taken.
3. Please attach form to an E-mail to: Principal and/or Secretary/Business Manager for approval.
NOTE: Once Principal and/or Secretary/Business Manager approves, the school trip IS approved.
4. Principal or designee (DCSD and Holy Family) will forward to: trans@dbqschools.org and jsteffen@dbqschools.org. **NOTE:** Forward van requests ONLY to: jsteffen@dbqschools.org.

PLEASE NOTE: Notification to the schools by Transportation is no longer necessary.

1. School: _____ Staff Member: _____ Date Submitted: _____

A. Number of students to be transported: _____ B. Number of adults to be transported: _____

C. Number of students/adults requiring an accessible/lift/wheelchair bus: _____

D. Total number to be transported: _____ E. Number of belts needed for vests: _____

Approximately 55, K-5 students/staff per bus. Approximately 44, 6-12 students/staff per bus.

2. District Transportation: # of buses requested: _____ # of lift buses requested: _____

3. Other Transportation (School Vans): STUDENTS MAY NOT BE TRANSPORTED IN VANS DESIGNED TO CARRY MORE THAN NINE (9) PERSONS (Driver plus 8 passengers).

Rental Van Rental Agency Charter Service Other: _____

4. Trip Information:

F. Is this trip **ONLY** for special education students: Yes No

G. Date of trip: _____ H. Destination: _____

I. Describe trip purpose: _____

PLEASE NOTE: Earliest load time @ schools is 9:15 AM.

J. LOAD time: _____:_____ Ka. Pick-up @ (location): _____

L1. Depart from school at: _____:_____ L2: Drop-off @ (location): _____

M1. Pick-up time from destination site: _____:_____ M2: Pick-up @ location: _____

PLEASE NOTE: Buses must be back to Transportation by 1:30 PM.

N. Return to school at: _____:_____

O. Please note if equipment or supplies are to be taken on this trip: Yes No

If "Yes," please explain: _____

P. Requesting an undercarriage storage compartment bus (if available): Yes No

5. School **MUST** Complete Payment Section

If being paid w/school budget code – Code to: _____

If school/club obligation – Send invoice to: _____

NOTE: _____

6. Approval Section

Principal: _____ Date: _____/_____/_____

TRIP DETAIL SUMMARY AND SAFETY PLAN
FOREIGN/EXTENDED TRAVEL DOMESTIC STUDENT TRAVEL
Dubuque Community School District
Must be submitted at least 12 weeks prior to departure.

School:	
Group:	
Departure Date/Time:	Return Date/Time:
Teacher/Coach/Advisor who is Primary Contact:	Cell phone # during travel:
Destination — Attach	
<input type="checkbox"/> Departure and return flight information <input type="checkbox"/> Detailed itinerary showing dates and means of travel, overnight stay locations, etc.	
Participants — Attach	
<input type="checkbox"/> Roster of students with age, grade level, parent name and contact information <input type="checkbox"/> Roster of staff members and other chaperones accompanying students, along with local contact information and individual cell phones for contact during travel	
Tour/Travel Company (provide address, phone #, e-mail and name of contact):	
Additional Required Documentation — Attach	
<input type="checkbox"/> Previously approved <i>Trip Proposal</i> showing Board approval <input type="checkbox"/> Completed <i>Trip Plan Checklist</i>	

Submit this form with required attachments to Superintendent's Office at least 12 weeks prior to departure.

TRIP PLAN CHECKLIST
FOREIGN/EXTENDED TRAVEL DOMESTIC STUDENT TRAVEL
Dubuque Community School District
Must be submitted with Trip Detail Summary and Safety Plan at least 12 weeks prior to departure.

Action	Date accomplished	Notes
Student/parent meeting(s) regarding trip		
Parent/guardian approvals secured		Maintain copy with principal
Parent/guardian/student release of liability secured		Maintain copy with principal
Itinerary and roster of all participants and contact information on file		Maintain copy with principal; file with <i>Trip Detail Summary & Safety Plan</i>
All funding collected		
Passports secured and verified		
Medical information collected		Maintain record with principal
Transportation details finalized		
Lodging details finalized		
Other		
Other		

Submit this form with Trip Summary/Safety Plan to Superintendent's Office at least 12 weeks prior to departure.

Standards and Criteria for Travel Agencies
FOREIGN/EXTENDED TRAVEL DOMESTIC STUDENT TRAVEL
Dubuque Community School District

School:		
Group:		
Departure Date/Time:		Return Date/Time:
Teacher/Coach/Advisor who is Primary Contact:		
Name of Selected Tour Company:		
Yes	No	
		Listing of What Tour Fees include
		Listing of what the Tour Fee does not Include
		Procedures for enrollment
		Enrollment deadlines
		Cancellation policies
		Payment schedules and process for payment
		Information on travel protections plans
		No Alcohol Policy
		Information on liability protection provided by the agency

Submit this form to Superintendent's Office at least 12 weeks prior to departure.