

**RESCIND BOARD REPORT 03-0527-PO01  
AND ADOPT A NEW STUDENT TRAVEL POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

Student Travel Policy.

**PURPOSE:** The objectives of this policy are to: (1) establish requirements for student travel and trips to

ensure the safety and well-being of students and themselves; and (2) establish a uniform set of

B. Applications for Student Travel. The principal must file a Student Travel Application for each travel

event.

C. Permission slips and release forms. The principal must verify that there is a signed parent/guardian

permission slip for each participating student and, when applicable, a signed release form for each

### III. SPECIFIC REQUIREMENTS

~~Requirements for Category 4 Travel - Travel outside the borders of the U.S. or its territories~~

#### 1. Approval Procedures

- a. The principal should complete and submit the Student Travel e-Application to the Manager for initial approval no less than sixty (60) calendar days prior to the date of travel.
- b. The Manager will review and, upon finding it compliant with this policy, route the Student Travel e-Application to the Officer for final approval.
- c. The Officer is responsible for granting the final approval of the Student Travel e-Application and reporting it to the Board in a monthly student travel report.

#### 2. Appeal

2. Have readily available emergency information and copies of travel documents for all students and chaperones (e.g. copies of passports, copies of visas, medical information including allergies and medications, and contact persons and numbers);
3. Have available the name and telephone number of the tour operator or travel agency;
4. Have available the address and telephone number of the nearest U.S. consulate and/or embassy in the destination country;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Supervision

- a. The principal must appoint a School Tour Supervisor and identify trip chaperones in a ratio of

- b. For ROTC trips, an Officer may approve a Manager's request for an exception to the chaperone ratio requirement noted above and allow a ratio of one (1) adult to every ten (10) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified teacher employee.

**C. Requirements for Category 3 Trips - One-day field trips (with a total value of less than \$10,000)**

1. Approval procedures

- a. The principal must submit the Student Travel e-Application to the Manager for review at least five (5) workdays prior to the trip.

~~III. COSTS AND FEES~~

~~A. Registration - A written description of all costs of the trip must be provided in advance to students.~~

B. Fee waiver - Schools shall adhere to the Policy Regarding Waiver of School Fees (Board Report 94-1026-PO2), as may be amended, and provide a waiver of trip fees for Category 3 trips, if applicable.

- B. Non-applicability - This restriction does not apply to interscholastic swimming and diving competitions, nor to trips specifically arranged for swimming instruction taught by Red Cross-certified or comparably-certified personnel as part of the physical education curriculum.
- C. Under no circumstances are students allowed to use sailboats, rowboats, canoes or other recreational boats; this prohibition does not apply to student transport on U.S. Coast Guard approved ~~commercial boat charters~~

Approved for Consideration:

Respectfully Submitted:

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