

FILE: IICAA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	January 25, 1983	FILE SECTOR:	INSTRUCTION
DATE REVISED:	February 16, 1989	POLICY TITLE:	STUDENT FOREIGN
DATE REVISED:	August 17, 1995		AND OUT-OF-STATE TRAVEL
DATE REVISED:	December 20, 2001		
DATE REVISED:	October 20, 2005		
DATE REVISED:	May 17, 2007		
DATE REVISED:	December 19, 2013		
DATE REVISED:	August 26, 2019		

Medford Area Public School District (MAPSD) Board of Education (BOE) recognizes the importance of inter-cultural and international education and other field trips as meaningful parts of the school program. MAPSD may have study tours and/or exchanges of students and teachers between various countries and within the United States for limited periods of time.

CROSS REFERENCE: EEA, EEBA, IICA, IICAA-R, JFCG, JFCH, & JFCHA, KGC-R
LEGAL REFERENCE: 121.54 (7) and 895.437 Wis. Stat.

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DEFINITIONS AND PROCEDURES FOR APPROVAL

- The BOE may approve extended out-of-state or foreign travel within the constraints of this policy. Extended travel is defined as those trips which last more than 24 hours. Sponsors are those who assume responsibility for a trip. A sanctioned trip is one which has been authorized/approved by the BOE.
- Sponsors shall review proposed trips with the building principal prior to preliminary discussion with the student group, and no public announcement or fund-raising activities may take place prior to approval by the BOE. Any group which is associated with MAPSD shall comply with this policy. This does not, however, preclude the music or foreign language teachers from notifying parents a year in advance about the possibility of a trip so that parents may begin to do the necessary financial planning.
- The organizer and traveling supervisor must be a professional employee of MAPSD. Their name and the names(s) of any other personnel who accompany the trip must be provided to the building principal and a background check must be conducted.
- Sponsors and traveling supervisors are required to take actions that prevent the possession, consumption or use of alcoholic beverages, tobacco products, controlled substances or controlled substance analogs. Students are expected to abide by district policies regarding conduct and discipline.
- No staff member promoting school sponsored trips may receive for their 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 their 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 MAPSD to be disposed of as provided in school policy and/or administrative procedures. The building principal may provide the promoting staff member with any free or reduced price travel in return for their chaperoning or supervisory responsibilities.

FOREIGN LANGUAGE CLASS RELATED TRAVEL

The proposal must include the following:

- The educational purpose and local teacher-sponsor of the event.
- Tentative information regarding cost, itineraries, length, time/dates, and modes of travel. This information will include a statement regarding reimbursement of teacher chaperons.
- Assurance that all travel is by bonded carrier.

Student Eligibility Criteria:

- Students must have completed two years of high school foreign language study.
- Teacher-sponsors will establish additional eligibility criteria for trip participants. These may include: minimum overall grade point average, grade point in a particular subject, character, maturity, cooperativeness, ability to function as part of a group and to adapt to the rigors of foreign travel.

Follow-up Information Required:

Thirty days prior to departure, the teacher-sponsor shall supply to the BOE:

- A list of the names of participants.
- The list of all chaperons and any free transports provided.
- Finalized travel plans to include costs (and what these include), itinerary, departure and return dates and modes of transport.

OTHER EXTENDED OUT-OF-STATE OR FOREIGN TRAVEL

The proposal must include the following:

- The same information as the proposal for foreign language class related travel. However, other transportation may be substituted for bonded carrier, subject to district policies.
- An explanation of all financial arrangements. If the activity is to be financed in whole or part via fund-raisers, the plan for all fund-raising activity.

Excused Absence

In the case of those out-of-state trips which are part of a required class activity (versus those trips which are optional), parents must submit signed permission and medical slips to the principal's office for the student to receive excused absence status once a trip has been approved by the BOE.

OTHER CONSIDERATIONS

Every attempt should be made to schedule approved trips during student non-school periods. If travel arrangements necessitate that school days are missed, the BOE may approve faculty and student absences provided that, in its judgment, the school time missed is within acceptable limits; preferably, it should not exceed five days. An accurate account of class time lost is to be given in the original proposal.

If the travel will exceed five days of school time, students who do not accompany their teacher on the trip must be given instruction by a teacher qualified in the course being studied.

There will be no cost incurred by MAPSD beyond that budgeted except for hiring a qualified substitute teacher. Whenever reasonable, chaperons should consist of both males and females if the student group is of mixed gender. The number of students per chaperon on the trips shall not exceed 15 to 1, without district administrator approval.

Performing music groups will rotate with not more than one group traveling per year. There may be times, however, when more than one performing organization will travel in the same year. This could occur when a group receives a special, noteworthy invitation to perform at an important convention, etc., and one of the other groups has already made plans for an important appearance elsewhere.

The BOE may consider requests that do not meet the application time line and may grant approval of those requests, provided the requests meet the following standards:

- The proposed trip has clear merit and educational value.
- A strong degree of parent support exists for the trip.
- A well thought out financial plan exists and minimizes out of pocket costs to students and district expense.
- The request is made early enough before the planned trip to allow for proper planning and decision making.
- The trip does not unduly interrupt or negatively affect the remaining educational program.