

**FILE: IICAA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

The Medford Area Public School District Board of Education recognizes the importance of inter-cultural and international education and other field trips as meaningful parts of the school program. To this end, the school district 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**

1. The board of education 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 from time of departure from the Medford Area Public School District to time of return to the Medford Area Public School District. Sponsors are those who assume responsibility for the trip. A sanctioned trip is one which has been authorized/approved by the board of education.
2. 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 board of education. Any group which is associated with the Medford Area Public Schools 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.
3. The organizer and traveling supervisor must be a professional employee of the Medford Area Public School District. His/her 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.
4. Proposals for extended travel must be submitted to the building principal two weeks prior to the regular October board of education meeting. The principal, in turn, will submit the requests at the regular October board of education meeting. Only extended travel trips which receive board of education approval will be considered school-sanctioned trips.
5. Sponsors and traveling supervisors are required to take actions which prevent the possession or consumption of alcoholic beverages, possession or use of tobacco products and possession or use of controlled substances or controlled substance analogs. Students are expected to abide by district policies regarding conduct and discipline.

6. No staff member promoting school sponsored trips may receive for his/her personal benefit anything of value, including a free or reduced price trip from any person other than his/her employing school district as a result of his/her 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 the Medford Area Public School District 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 his/her chaperoning or supervisory responsibilities.

### **FOREIGN LANGUAGE CLASS RELATED TRAVEL**

The proposal must include the following:

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

Student Eligibility Criteria:

1. Students must have completed two years of high school foreign language study.
2. 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 board of education:

- a) A list of the names of participants.
- b) The list of all chaperons and any free transports provided.
- c) 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:

1. 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.
2. 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 board of education.

### 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 board of education 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 the Medford Area Public Schools 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 board of education 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:

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