

**Series 5000 – Instructional Programs**

**Section 5300 – Student Activities**

**Policy 5301 - Travel Study**

- 5301.1 Travel study is defined as any foreign travel outside the continental United States or that meets the definition of "extended field trips" in Policy 5301.
- 5301.2 Every travel study trip must have the prior approval of the principal and the Harrison County Board of Education.
- 5301.3 The teacher who originates the trip shall be responsible for all planning, coordinating, and collecting of all funds.
- 5301.4 Any teacher may propose a trip which he/she feels will be of educational or cultural value to the pupils.
- 5301.5 A trip that is particularly beneficial in a certain subject area shall be open to pupils in this order: First, the teacher's own pupils; second, other pupils in the teacher's school; third, other Harrison County pupils who are enrolled in the same subject area; and fourth, all Harrison County pupils.
- 5301.6 A teacher-chaperone shall complete the following forms which shall be provided by the administrator of the school and file them with the proper persons:
- Request for Permission for Travel Study  
Parents' Consent and Authorization for Travel  
Emergency Medical Treatment
- 5301.7 Teachers shall plan extended trips outside the continental United States to include the calendar vacation days of Thanksgiving, Christmas, and Easter when feasible.
- 5301.8 A teacher-chaperone shall be responsible for the good conduct of all the pupils on the trip. He/she shall not permit the pupils any liberties that are not permitted them at school.
- 5301.9 A teacher-chaperone shall not be required to accept a trip application from any pupil who has a documented discipline issue, or documented use of drugs or alcohol, or who refuses to complete the "Statement of Student" section of Form B, Parent's Consent and Authorization for Travel.
- 5301.10 No trips outside the continental United States shall exceed thirty-five (35) students in number or the number of students in the proposing teacher's program, whichever is larger. Travel study trips shall require one (1) teacher-chaperone for every ten (10) pupils or fraction thereof.

- 5301.11 Trips taken on school time or under the auspices of the Harrison County Board of Education shall be limited to bona fide pupils and employees of Harrison County Board of Education, except by special written permission of the Board of Education.
- 5301.12 For trips outside the continental United States, the financial aspect of a trip shall be the responsibility of the pupil's family.
- 5301.13 For trips outside the continental United States, trip insurance shall be part of the pupil's financial responsibility. School insurance is not designed to replace trip insurance.
- 5301.14 A teacher-chaperone shall supply the pupils' parents with a detailed itinerary that includes contact information for the teacher-chaperones and all locations on the trip.
- 5301.15 Requests for Board of Education approval of travel study trips **must** be submitted to the superintendent's office at least one month in advance of the trip.
- 5301.16 For trips outside the continental United States and after a trip has been approved and sufficient applications have been returned, the teacher-chaperone(s) shall hold a conference to be attended by the principal(s), the parent(s), and the pupil(s). At this time he/she shall explain fully the following:
- a. What expenses are covered by the price of the trip including
  - b. What expenses are not included in the price of the trip, such as trip insurance, passports, spending money, and fares to the city of departure.
  - c. Students' privileges and responsibilities.
  - d. Rules for conduct.
- 5301.17 A copy of the emergency medical treatment form will accompany the teacher-chaperone on the travel study.

Approved by Harrison County Board of Education

Effective Date: June 25, 2002

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