

I. Policy Statement

The Board of Education of Howard County recognizes that foreign travel study trips provide unique opportunities for students to broaden their knowledge of other cultures through a firsthand experience. To the extent that they support the mission and goals of the school system and provide for the safety and welfare of participants, the Board supports school system sponsorship of and student participation in foreign travel study trips.

II. Purpose

The purpose of this policy is to establish criteria for school system sponsorship of and student participation in foreign travel study trips.

III. Definitions

- A. Approved trips - Those trips reviewed and recommended by the Foreign Travel Study Committee and approved by the Superintendent.
- B. Foreign travel – A trip which includes any travel outside the United States.
- C. Foreign Travel Study Committee - A group appointed by the Superintendent/designee charged with making recommendations to the Superintendent on all proposed foreign travel study trips. The committee includes at least one certificated employee from each comprehensive high school.
- D. Parent – Any one of the following, recognized as the adult(s) legally responsible for the student:
 - 1. Biological parent – A natural parent whose parental rights have not been terminated.
 - 2. Adoptive parent – A person who has legally adopted the student and whose parental rights have not been terminated.
 - 3. Custodian – A person or an agency appointed by the court as the legal custodian of the student and granted parental rights and privileges.
 - 4. Guardian – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and privileges.

5. Caregiver – An adult resident of Howard County who exercises care, custody or control over the student, but who is neither the biological parent nor legal guardian.
 6. Foster parent – An adult approved to care for a child who has been placed in their home by a State agency or a licensed child placement as provided by section 5-507 of the Family Law Article.
- E. Trip leader
1. Trip leader – A Howard County Public School System (HCPSS) tenured teacher who has been approved to lead a proposed foreign travel trip and has previously traveled with students on a foreign travel trip as an assistant trip leader.
 2. Associate trip leader – A HCPSS teacher who has been approved to assist the principal trip leader with all responsibilities.

IV. Standards

- A. A foreign travel study trip must be a natural outgrowth of the instructional program and have a direct relationship to a curricular field. Foreign travel study trips may be used to serve as introductory devices to stimulate or motivate interest, provide direct sources of information and opportunities to broaden understanding through firsthand experiences, extend and enrich programs, and/or serve as culminating activities.
- B. Participation in foreign travel study trips is limited to HCPSS students in grades 9-12.
- C. All foreign travel study trips in which high school students enrolled in the HCPSS will participate must be recommended for approval by the Field Trip Study Committee and approved by the Superintendent. The recommendation and approval process must include review by employees with responsibility for curriculum, school administration, contracting, safety and insurance, and security.
- D. Information regarding foreign travel study trips shall be communicated to all employees, students, and parents through the normal channels of communication.
- E. Foreign travel study trips shall be scheduled so that students and teachers miss no more than five (5) days in the approved school calendar.
- F. A student may not participate in a foreign travel study trip unless all required forms have been submitted.

- G. Foreign travel study trips are to be conducted in accordance with rules, regulations, and policies related to health, safety, and conduct of students and employees.
- H. Students and employees involved in foreign travel study trips must have signed approval from their school-based administrator.
- I. There must be at least one leader for every 12 students.
- J. Foreign travel study trips are voluntary and grades will not be assigned.
- K. All conditions of travel, including the following, will be communicated in writing to parents and participants:
 - 1. Expectations for conduct consistent with all HCPSS policies, local, state and federal laws
 - 2. Safety and security provisions
 - 3. Logistics and specific itineraries
 - 4. Health and medical provisions
 - 5. The Howard County Public School System reserves the right to cancel a trip at any time in order to ensure the safety of both students and staff members and that if such a cancellation occurs, the school system is not responsible for any financial loss incurred by the parent..
- L. The Foreign Travel Study Committee will develop duties and procedures for foreign travel study trips, subject to the approval of the Superintendent's designee.

V. Compliance

- A. The Superintendent's designee is responsible for reviewing applications for foreign travel trips and ensuring that those approved comply with the provisions of this policy.
- B. The Foreign Travel Study Committee is responsible for reviewing all proposed foreign travel study trips and recommending approval to the Superintendent of only those foreign travel study trips which comply with HCPSS policies and procedures.
- C. Trip leaders are responsible for fulfilling all duties before, during, and following trips as defined by the Foreign Travel Study Committee.
- D. Employees are responsible for ensuring that foreign travel study trips are conducted in accordance with the provisions of this and all HCPSS policies.

VI. Delegation of Authority

The Superintendent is authorized to develop procedures for the implementation of this policy

VII. References

- A. Legal
- B. Other Board Policies
 - Policy 9010 Attendance
 - Policy 9020 Students' Rights and Responsibilities
 - Policy 9200 Discipline
 - Policy 9230 Alcohol, Other Drugs, Prescription Medication, and Over-the-Counter Products
 - Policy 9260 Student Search and Seizure
- C. Other
 - Student Code of Conduct

ADOPTED: January 28, 1975
AMENDED: February 22, 1990
June 20, 2006
EFFECTIVE: July 1, 2006

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- I. The Foreign Travel Study Committee shall be established and a chairperson appointed prior to the beginning of each school year by the Superintendent/designee.
 - II. During the first week of the school year, the chairperson shall notify each committee member and high school principal of the September 30th deadline for submission of foreign travel study trips for the spring and summer of the current school year and of the April 30th deadline for fall and winter trips for the following school year.
 - III. Each teacher who is a member of the Foreign Travel Study Committee shall inform the certificated employees of his/her high school of the opportunity to lead foreign travel study trips and the deadlines associated with those trips.
 - IV. The chairperson of the Foreign Travel Study Committee shall:
 - A. Call a meeting of the committee to review and evaluate the proposed trips.
 - B. Provide committee members with information related to all trips submitted for review.
 - C. Submit the committee's recommendations for approval of trips to the Superintendent.
 - D. Disseminate information about approved trips to committee members, high school principals, and trip leaders.
 - E. Arrange meetings with students and parents to present information about approved trips.
 - V. The Foreign Travel Study Committee shall:
 - A. Meet to review and evaluate the proposed travel study trips according to the following:
 1. Relationship to approved HCPSS curriculum
 2. Trip leader
 3. Itinerary
 4. Sponsoring organization
 5. Cost and additional fees
 6. Bonding, insurance and escrow accountability

7. Transportation both in air and on ground
 8. Dates/school calendar (no more than 5 school days)
 9. Student/trip leader ratio
 10. Lodging
- B. In addition, trips should clearly state to what extent the following are included:
1. Meals
 2. Inter-country travel
 3. Airport taxes
 4. Customs
 5. Passports and visas
 6. Optional excursions
 7. Admissions
 8. Incidentals
- C. Recommend a list of foreign travel study trips for approval by the Superintendent pending contract approval by Risk Management and General Counsel.
- D. Disseminate information regarding approved trips to all interested students attending Howard County public schools.
- VI. Trip leaders will ensure plans are in place to address emergencies, illnesses and/or accidents. Trip leaders will:
- A. Inform school-based health services employees of dates of trip and students attending as soon as known and at least two weeks prior to scheduled trip.
 - B. Ensure that students with specific health needs or physical limitations have equipment/medicine they may need and that those requiring medication have written medication orders. Arrange for storage and administration of medication during the field trip unless a student's written medication order specifies that he or she may self-administer. A parent of these students may be invited to accompany them on the field trip.
- VII. Trip leaders shall return all completed forms to the committee chairperson at least two (2) weeks prior to departure.
- VIII. An evaluation form developed by the committee shall be completed by each student and trip leader at the end of the foreign travel experience and forwarded to the committee chairperson.

ADOPTED: June 20, 2006 (Formerly addressed in Policy 8100)

AMENDED:

EFFECTIVE: July 1, 2006