

AMEND BOARD REPORT 07-0725-PO1
STUDENT TRAVEL POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend the 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 chaperones; and (2) establish a uniform set of procedures that govern the travel approval process.

POLICY TEXT:

I. DEFINITIONS

Chaperone: Chaperones are assigned to a trip by the principal to assist with the supervision of student behavior and group activities. Chaperones may include certified teachers, educational support personnel, or parents or other volunteers. Chaperones must be at least 18 years old, in order to be eligible to serve

on an overnight student travel trip, all chaperones must meet the requirements in the Board's Volunteer Policy (Board Report 06-0027-PO2) as may be amended, which includes a criminal background

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

C. Domestic child and release forms - The principal must verify that there is a signed parent/guardian



III. SPECIFIC REQUIREMENTS

A. Requirements for Category 1 Trips - Trips 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.

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 countries;

5. For home stay arrangements, have available the name, address, telephone number, and

3. Supervision

- a. The principal must appoint a School Tour Supervisor and identify trip chaperones in a ratio of one (1) adult to every six (6) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified teacher employee.
- 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

The principal must submit the Student Travel e-Application to the Manager for review at least

five (5) workdays prior to the trip.

- b. The Manager is responsible for reviewing the Student Travel e-Application for compliance with this policy and giving final approval. The Manager's determination is final.

IV. COSTS AND FEES

A. [Redacted]

and parents.


B. [Redacted]

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.

LEGAL REFERENCES: 105 ILCS 5/29-3.1; 105 ILCS 5/34-18; 105 ILCS 5/10-20.13


Approved for Consideration:


Barbara Eason-Watkins
Chief Education Officer

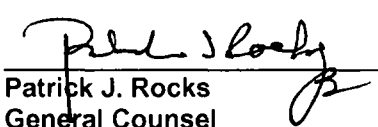
Respectfully Submitted:


Ron Huberman
Chief Executive Officer

Noted:

Approved as to Legal Form 


Diana S. Ferguson
Chief Financial Officer


Patrick J. Rocks
General Counsel