

May 27, 2003

**AMEND BOARD REPORT ~~02-0828-PO04~~ AMEND BOARD REPORT 01-0926-PO1
AMEND BOARD REPORT 97-1217-PO1
POLICY ON STUDENT TRAVEL**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING ACTION:

Amend Board Report ~~01-0926-PO1~~ 02-0828-PO04 and adopt the following Chicago Public Schools'
~~Amended Policy on Student Travel:~~

PURPOSE:

To provide updated information on requirements for students traveling outside the borders of the United States.

PRESENT POLICY:

"~~Amended~~ Policy on Student Travel" ~~01-0926-PO1~~ 02-0828-PO04.

HISTORY OF BOARD ACTION:

~~"Policy on Student Travel" (00-0005-PO01) "New Amended Policy on Student Travel" (Policy 70-70-0) Adopted April 10,~~

Requirements for Student Travel Outside the United States

1. The principal must submit the "Application for Student Travel" to the Area Instructional Officer ("AIO") or designee sixty (60) calendar days before the monthly meeting of the Board preceding the trip or sixty (60) calendar days before the disbursement of any funds, whichever is earlier.

2. The AIO or designee will prepare a Board Report and forward it to the Office of Schools and

Regions.

3. The Office of Schools and Regions will route the Board Report to the Office of Language and Cultural Education for review then to the Chief Education Officer for approval.

4. Once the Chief Education Officer approves the Board Report, the Office of Schools and Regions,

- Identify and specify emergency procedures for School Tour Supervisor.
- Have available the address and telephone number of the nearest American consulate and/or embassy.
- Review school tour supervisor's plan for completion of student-participants' classroom assignments.

School Tour Supervisor

- Secure international pager through the Office of Language and Cultural Education.
- Develop and implement a plan to ensure that student-participants' classroom assignments

are met.

Hold all emergency information for all participants (especially video-medical information

including allergies and medications and contact person in case of an emergency).

- In case of an emergency, contact one of the following as soon as possible in the order given and subject to availability: school principal, Area Instruction Officer, Office of Language and

The Board and/or the ~~Area Instruction Officer~~ AIO or designee reserve the right to rescind approval of trips when, in the judgment of the Board and/or the ~~Area Instruction Officer~~ AIO or designee, ~~circumstances may jeopardize the safety of students and chaperones~~

Category 2.

~~(A) Overnight or out-of-state trips which are paid from student fees, school fund, or other efforts~~

under \$10,000, and (B) trips using Discretionary Funds under \$10,000.

Trips in this category do not require Board Reports. The principal must submit the "Application for

III. REQUIRED FORMS

The school must file the "Application for Student Travel" and a signed "Release Form" from each participating student and from each participating adult chaperone. The school must retain originals of

of the release forms and a copy of the Board Report and/or the "Application" on file. Signatures on

these documents shall be actual signatures, i.e., no stamps and no initials

VIII. INSURANCE

Principals must arrange for medical insurance coverage for all students on all overnight or out-of state

Information on insurance can be found on the "Application for Student Travel" form. For further information, contact the Department of Risk Management at 553-3310.

IX. USE OF DISCRETIONARY FUNDS

Discretionary funds such as State Chapter 1 funds may be used only under certain circumstances within the parameters established by the "Revised State Chapter 1 Guidelines" (Policy 96-0124-PO3).

Under the guidelines for State Chapter I spending, buses for field trips may be used for trips within

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

Barbara Eason Watkins

Approved:

Arne Duncan

Arne Duncan

Noted:

Peggy A. Davis

Peggy A. Davis
Chief of Staff

Approved as to Legal Form:

Ruth M. Moscovitch /r.h.

Ruth M. Moscovitch
General Counsel