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

	THE OTHER EXCOURTS OFFICE PERSONS THE POLICY AND ACTIONS
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	Amend Board Report 01-0926-PO1 02-0828-PO04 and adopt the following Chicago Public Schools'
	Amended Delice on Okudent Travel.
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	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:
	Specific transfer to the Control Book Book Book Book Book Advisor and Field Total Deliver 70 70 0. Advisor of Advisor 40
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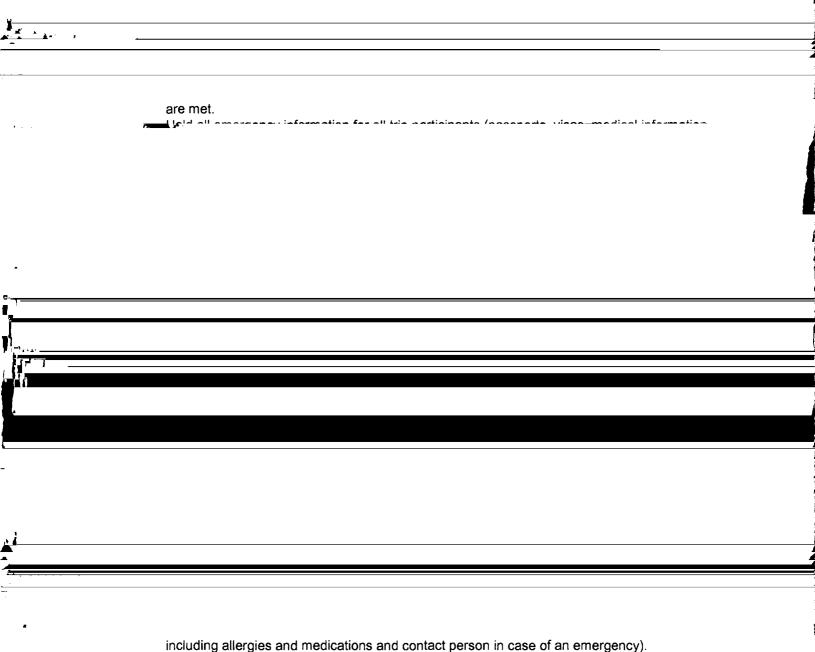
Requirements for Student Travel Outside the United States

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<u>1.</u>	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.
3	The Mean figures will process a Pearle Report and tenund it to the Affice of Schools and
<u>. </u>	Regions. The Office of Schools and Regions will route the Board Report to the Office of Language and
<u></u>	The Office of Schools and Regions will route the Board Report to the Office of Language and
4_	Once the Chief Education Officer approves the Board Report, the Office of Schools and Regions.
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- 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



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,
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	Category 2.
	(A) A remainht or out of state taken which are acid from the deat force and for local front existing offerto
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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
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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 <u>funds</u> 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:

General Counsel

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

Approved for Consideration: Approved: Barbara Eason Whitlers Parkara Essen Mellina loteci: Approved as to Legal Form: