

Travel Study – Prior to leaving

The Teacher-leader will:

- Inform parents/legal guardians, students and Division office of all aspects of the proposed program in writing including
 - a) Purpose or educational goal
 - b) Complete trip itinerary
 - c) Description of the activities or events proposed
 - d) Safety precautions in place to deal with activities involving risk
 - e) Emergency procedures to be followed in the event of injury, illness or unusual circumstances
 - f) Requirement for students to purchase additional medical coverage for out-of-country trips
 - g) Method of transportation to be used
 - h) Cost to the student
 - i) Expectations for student conduct while on the trip
- Ensure all participants are enrolled in appropriate CTS modules
- ensure the travel-study program is endorsed by the principal and submitted to the superintendent before the end of the preceding year
- Ensure each travel study program has a designated teacher leader in charge
- Ensure there are both male and female supervisors present and must be either staff members or members of the Board
- Ensure adult supervisors are made aware of their role and responsibilities
- Determine ahead of time what they will do if a student needs to leave the trip and an adult has to accompany them
- Carry appropriate cell phones good for international travel with the number given to their school administrator and to division office for emergency purposes
- Carry appropriate contact information so they can reach their school administrator and designated office contacts in the event of an emergency
- Carry copies of participants health insurance information, copies of each participants passport, photocopies of all airline tickets and baggage claims, parent/guardian information including home and cell #'s, email and other designated emergency contact names/numbers and copies of all must be sent to division office

Students must:

- **Comply with the rules of the school and the requirements of the schools student code of conduct.**
- **Fulfill all the preparatory requirements at an appropriate level of performance**
- **Participate in a responsible and cooperative manner**
- **Respect the rights of others**
- **Carry out all follow-up procedures**