

SUBJECT: EXCHANGE TRIPS INVOLVING FOREIGN TRAVEL**Definitions:**

The Pittsford advisor will be responsible for providing a comprehensive written proposal containing all documentation necessary to assure that the criteria listed below will be met. All written plans and supporting documentation will be provided no less than three (3) months prior to the date of ticket purchase or agency contract and no less than six (6) months in advance of the beginning date. All proposals will be forwarded to the principal(s) of the participating school(s) for initial consideration. The principals will make a recommendation to the Superintendent. If approved, the Superintendent will take the proposal to the Board of Education for their consideration.

Goals and Objectives

The program will have clearly established written goals and learning objectives for visiting students, host students and the Pittsford School District.

Participant Selection/Supervision - Foreign Students

Participants from abroad will be selected on the basis of their suitability for the program in terms of learning objectives and character. The sponsoring home country organization will provide the Pittsford advisor with written assurances that all participants have been appropriately screened and are recommended.

The sponsoring home country organization will select and provide adequate chaperones who will accompany the students and bear full responsibility for their travel from and to the home country, and who will provide supervisory support during their stay in Pittsford.

The sponsoring home country organization will guarantee in writing, six (6) months prior to the trip, that all expenses related to sending a student home for any reason prior to the end of the program will be covered in full by parents or program funding.

The sponsoring home country organization will guarantee that the chaperone accompanying the students will be given written authority by the sponsoring home country organization and the student's parents to sign any medical forms that may be required by any physician or hospital to provide medical care to the student.

Placement in Pittsford

The Pittsford advisor will screen and select host families, match students with families, and provide families with appropriate orientation.

Participant Selection/Supervision - Pittsford Students

Participants from Pittsford will be selected on the basis of their suitability for the program in terms of learning objectives and character. The Pittsford advisor will provide the District with written assurances that all participants have been appropriately screened and are recommended.

(Continued)

SUBJECT: EXCHANGE TRIPS INVOLVING FOREIGN TRAVEL (Cont'd)

The Pittsford advisor will select and provide adequate chaperones who will accompany the students and bear full responsibility for their travel from and to the home country, and who will provide supervisory support during their stay abroad.

The Pittsford advisor will guarantee in writing that all expenses related to sending a student home for any reason prior to the end of the program will be covered in full by parents or program funding.

The Pittsford advisor will guarantee that the chaperone(s) accompanying the students will be given written authority by the student's parents to sign any medical forms that may be required by any physician or hospital to provide medical care to the student.

Placement Abroad

The sponsoring home country and foreign country organizations will guarantee that selected host families have been screened, matched with students, and provided with appropriate orientation.

Operations

The Pittsford advisor will develop a written itinerary for the visit in keeping with learning objectives of the program and connection to education as part of the program proposal. The written itinerary is subject to the approval of both the principal and the Superintendent. The itinerary will minimize disruption to the Pittsford educational program so that lost instructional time in other subject areas will be minimal. The advisor will provide a detailed calendar of activities, indicating their impact on both students' and teachers' schedules to the principal(s) and the Superintendent.

There will be a demonstrated attempt to schedule foreign visitation during Pittsford students' vacation time, and a minimal disruption to Pittsford students' instructional time during foreign students' visit to Pittsford. (Pittsford students would, for example, remain in class while foreign visitors were viewing sites such as Niagara Falls) It is expected that foreign students will spend time in Pittsford classes to experience American education in a classroom setting.

The Pittsford advisor will establish clear, written expectations for conduct, following the Pittsford Code of Conduct, for students when abroad. Foreign visitors will be provided with appropriate orientation to the District, the school(s) to host families, and to the program.

The Pittsford advisor will establish a written plan and procedures for addressing travel-related needs, medical care needs, educational needs, language problems, passport/visa questions, financial problems, etc. for Pittsford students and/or foreign visitors.

(Continued)

SUBJECT: EXCHANGE TRIPS INVOLVING FOREIGN TRAVEL (Cont'd)**Student/Visitor Insurance**

The sponsoring home country organization and the Pittsford advisor will provide written assurance that every student and chaperone is covered by adequate health and accident insurance. This information should be provided to the district one month prior to the start of the trip, and should be acceptable to the Pittsford Superintendent and the School Attorney. Detailed written information regarding the terms and limits of insurance coverage and procedures for filing a claim will be provided. Such insurance shall:

- Protect students during the time they are away from home;
- Provide for the return of each student to his/her home in the event of serious illness, accident, or death during the program.

The written assurance from the sponsoring home country organization should also provide that the organization will save harmless the Pittsford Central School District from any and all claims arising out of the illness, accident, or death of a student during the program.

Costs and Transportation Expenses

The district will not be responsible for food, transportation, or other costs related to the trip, or individual participant expenses for both students and chaperones.

Public Information

Any necessary Public Relations will be handled through the Pittsford Public Information Office.

9/26/07; 3/1/10