

Kalispell Public Schools
International Travel Planning Guide/Approval Process

	Activity	Approval
Phase 1	Read through KPS Lead District Chaperone and Student Traveler Requirements for clarification on expectations as a lead chaperone and for our student travelers before considering travel.	
Phase 1	Complete KPS International Travel Application Form	The Department Leader and School Principal/Supervisor must approve or the proposal doesn't move forward.
Phase 2	Submit the application form to Assistant Superintendent <u>prior to allowing students to sign up for the tour and at least 6 months before departure</u>	
Phase 2	Assistant Superintendent will confirm details related to the trip and may ask for revision or clarification prior to any decision.	Please view the KPS International Travel Approval Rubric used by Assistant Superintendent to approve international travel.
Phase 2	Revise any necessary forms and resubmit through department head, principal/direct supervisor and to Assistant Superintendent if necessary	The Assistant Superintendent must approve or the proposal doesn't move forward.
Phase 2	After approval, the Assistant Superintendent will submit application/forms for approval by the School Board.	
Phase 3	Following Board approval, Travelers sign ups may begin. Complete KPS International Trip Pre Departure Requirements forms and documents.	It is the expectation of the district that families are made aware of KPS Lead District Chaperone and Student Traveler Requirements and tour company <u>before</u> signing up for international travel through KPS.
Phase 3	Implement Recruitment Plan/Information Meetings	Administrators/Activities Directors available to support if needed
Phase 3	Submit required KPS International Trip Pre Departure Requirements documents and forms (Physical and/or digital copies) to principal/direct supervisor <u>at least one week</u> prior to departure	Refer to KPS Best Practices Before, During, and After a Trip for ideas on successful international travel with students
Phase 4 (While on Tour)	Lead District Chaperone must have physical and/or digital access to all KPS International Trip Pre Departure Requirements forms and documents during the duration of the trip	
Phase 4 (While on Tour)	Lead District Chaperone must have an international cell phone number that will be active throughout the duration of the tour	
Phase 4 (While on Tour)	Lead District Chaperone must keep principal/direct supervisor aware of changes to tour than what was original proposed or any significant issues	

KPS Lead District Chaperone Requirements

Physical or digital copies shared with principal/direct supervisor at least one week prior to departure
Lead District Chaperone must have physical or digital access to all documents during the duration of the trip

- ____ Copy of detailed trip itinerary. Include tour company (phone numbers, tour number if applicable), lodging (addresses, phone numbers), airline info (flights numbers, times, etc.)
- ____ List of students, district employees and non district chaperones traveling on the trip. Include home phone numbers and emergency contact names and phone numbers.
- ____ International phone number for group leader that will be active and available by the district for the duration of the tour. Lead chaperone's personal cell phone should be used. Any international charges are the responsibility of the Lead Chaperone and the charges may be subsidized by the travelers.
- ____ [Completed KPS Non District Chaperone Agreement](#) for all non district chaperones. All non district chaperones must also complete a [Tier 3 background check](#) prior to approval for travel. This is in addition to the background checks required by the tour company.
- ____ Recent color headshot photos of each traveler and chaperone from the shoulders up labeled with first and last name ([See example](#))
- ____ Copy of tour companies general liability insurance. It needs to show that we are an additional insured to their policy.
- ____ Documentation that the companies the tour sponsors are doing business with have insurance. This includes the transportation companies.
- ____ Documentation of tour company's COVID policies at time of departure (Cancellation, Insurance Coverage Plan, Quarantines, etc.)
- ____ Confirm that you have read the [KPS Best Practices for Before, During, and After International Trips](#)
- ____ Confirm travel details with KPS Business Office at least 6 months ahead of time to ensure appropriate insurance coverage.

Requirement for Every Student Traveler

Physical or digital copies shared with principal/direct supervisor at least one week prior to departure
Lead District Chaperone must have physical or digital access to all documents during the duration of the trip

- ____ Copy of signed [KPS International Travel Student Parent Guardian Required Form](#)
- ____ Color Copy of passport (and front and back COVID vaccine card if applicable)
- ____ Copy of Birth Certificate
- ____ Documentation from a health provider verifying their "clean bill of health" - (MHSA Physical paperwork or equivalent)
- ____ Documentation from their health insurer that explains how their insurer will respond in a foreign country (Copy of both sides of insurance card and number to contact if insurance is available abroad). **Note: All travelers are required to have valid health insurance in the US.**
- ____ Copy of trip insurance information **Note: All travelers are required to purchase international trip insurance offered by the travel company provided by the current trip.**
- ____ Copy of [KPS International Trip Parental Authorization Form](#)
- ____ *Parent/Guardian acknowledgement of tour company's COVID policies/expectations that were signed prior to sign up ([See example](#)) *If applicable

Optional for Lead District Chaperone to have Parents/Guardians/Students Complete Prior to Signing Up for Trip

- Application and Teacher Recommendation Form ([See example](#))
- Signed Parent/Guardian/Traveler Code of Conduct ([See example](#))

**Kalispell Public Schools
International Travel Application Form**

School Requesting Travel:

Today's Date

Name of Person Requesting:

Class/Organization/Group:

Departure Date:

Return Date:

Number of School Days Missed by Students:

Number of Students:

Transportation Method(s):

Estimated Costs: District

Student

Description of Trip:

How does the trip fit into your curriculum?

What is the educational value?

Must the trip be out of the country?

How much fundraising is involved?

Can everyone participate? What about students who need financial assistance?

District Chaperone Names (Two minimum required who are currently employed during the trip by the district)

Is there an opportunity for non district chaperones ie parents/guardians to participate? (All non district chaperones must complete appropriate Tier 3 background check and KPS Chaperone Form to participate)

Will any students/district chaperones be traveling there ahead of time and meeting with the trip and/or staying behind once the trip is complete?

How many days do district chaperones miss school?

Does the trip avoid travel "black out dates" i.e. during finals weeks, graduation, testing, etc.?

Does the trip support the "only one day out of school" expectation i.e. students/district chaperones will miss only one day of instruction?

Can this trip be done in the summer or during school breaks?

Submit this application form to Assistant Superintendent along with the following documentation prior to allowing students to sign up for the tour and at least 6 months before departure:

- a. Detailed Itinerary including locations, sites, etc.
- b. District Chaperones and planned Non District Chaperones
 - i. To receive approval, there must be at least two chaperones currently employed during the trip by the district who will travel
 - ii. If district chaperones and/or students are staying behind or going ahead, please detail any policies you have in place
- c. Tour Company Credentials including liability insurance
- d. Tour Company's Traveler (Student and Chaperone) International Trip Insurance Policy
 - i. All travelers (district and non district) will be required to purchase international insurance coverage through the tour company. This is in addition to their required US insurance.
- e. Tour company's COVID policies (Cancellation, Insurance Coverage Plan, Quarantines, etc.)
- f. Recruitment Plans/Schedule of Group Meetings and Topic Outlines
 - i. It is the expectation of the district that families are made aware of the [KPS Lead District Chaperone and Student Traveler Requirements](#) and tour company requirements before signing up for international travel through KPS.
 - ii. Please include traveler application forms and any behavior, academic, etc. expectations expected of the group that you plan on using

Site Approvals (#1):

☐ approved ☐ denied

Department Head: _____

Date:

Site Approval (#2):

☐ approved ☐ denied

Principal/Supervisor: _____

Date:

District Approval:

☐ approved ☐ denied

Rubric Score (must receive at least 21/28 to be approved) ____/28

Assistant Superintendent or designee: _____

Date:

BOARD APPROVAL:

☐ approved ☐ denied

Date of Board Meeting _____

**Kalispell Public Schools
International Travel Approval Rubric**

District Lead Chaperone _____

School _____

Departure Date _____ Arrival Date _____

Number of Students _____

Location(s) _____

Number of Chaperones District _____ Non District _____

Criteria					Points
	1	2	3	4	
Insurance Policies/COVID*	Selected travel company provides severely limited or no insurance coverage and clear COVID policies related to cancellations, quarantines, etc.	Selected travel company provides either insurance coverage or clear COVID policies related to cancellations, quarantines, etc.	Selected travel company provides insurance coverage and COVID policies related to cancellations, quarantines, etc.	Selected travel company provides comprehensive (travelers and chaperones) insurance coverage and clear, supportive COVID policies related to cancellations, quarantines, etc.	
Chaperones	Does not meet minimum of two currently employed district chaperones. Does not meet expectation of 1:6 chaperone/traveler ratio	Meets minimum of two currently employed district chaperones. Does not meet expectation of 1:6 chaperone/traveler ratio	Meets minimum of two currently employed district chaperones. Meets expectation of 1:6 chaperone/traveler ratio	Meets minimum of two currently employed district chaperones. Meets or exceeds expectation of 1:6 chaperone/traveler ratio	
Educational Value	Selected tour provides limited experiences that can be replicated in a traditional classroom. Students are not expected to be engaged in educational activities.	Selected tour provides some experiences that cannot be replicated in a traditional classroom. Students are rarely engaged in educational activities with freetime provided often.	Selected tour is focused on providing an experience that cannot be replicated in a traditional classroom. Students are often engaged in educational activities with some freetime.	Selected tour is exceptionally focused on providing an experience that cannot be replicated in a traditional classroom. Students are continually engaged in educational activities with limited freetime.	

***COVID Policies If Applicable**

Equity	No fundraising options or scholarship opportunities available	Lead Chaperone has made an effort to select/prepare a trip with limited fundraising options, scholarship opportunities, etc. that are accessible to a select group of travelers	Lead Chaperone has made every effort to select/prepare a trip with multiple fundraising options, scholarship opportunities, etc. that are accessible to some travelers	Lead Chaperone has made every effort to select/prepare a trip with multiple fundraising options, scholarship opportunities, etc. that are accessible for all travelers	
Preparedness/Safety Plan	Selected trip has no application process, optional meetings for parent/guardian and travelers, and limited expectations that are not based off of KPS Best Practices	Selected trip has an application process, required meetings for parent/guardian and travelers, and limited expectations for travel based off of KPS Best Practices	Selected trip has an application process, multiple planned required meetings for parent/guardian and travelers, and expectations for travel based off of KPS Best Practices	Selected trip has a rigorous application process, multiple planned required meetings for parent/guardian and travelers, and high expectations for travel based off of KPS Best Practices that are clearly communicated prior to sign up.	
Stay Behinds/Go aheads	Lead District Chaperone has made no effort to avoid travel outside of the tour (ie stay behinds and go aheads) and has no clear policies and expectations related to these scenarios	Lead District Chaperone has made some effort to avoid travel outside of the tour (ie stay behinds and go aheads) and has some policies and expectations related to these scenarios	Lead District Chaperone has made every effort to avoid travel outside of the tour (ie stay behinds and go aheads) and has clear policies and expectations related to these scenarios	No chaperones and/or travelers are travel outside of the tour (ie stay behinds and go aheads)	
Scheduling	Trip takes place on black out dates and students/chaperones will miss more than one day of school	Trip takes place on black out dates or students/chaperones will miss more than one day of school	Trip potentially will take place on black out dates and students/chaperones will miss one or less days of school	Trip avoids all black out dates and students/chaperones will miss one or less days of school	
Total					/28



KPS International Trip Parental Authorization Form

_____ (STUDENT'S FULL NAME) has our permission to travel to
_____ (COUNTRY/COUNTRIES) under the supervision of
_____ (GROUP LEADER'S FULL NAME) on an educational tour in conjunction
with _____ (TOUR COMPANY NAME) from _____
(DEPARTURE DATE) to _____ (RETURN DATE)

Signature _____

Print Name _____

Address _____

Telephone _____

Relationship to student _____

Date _____

Signature _____

Print Name _____

Address _____

Telephone _____

Relationship to student _____

Date _____

Notarization Section

On _____ (DATE) before me, the undersigned, a notary public in and for said state, personally appeared _____ (PARENT/GUARDIAN), personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged that _____ (HE/SHE/THEY) executed the same. Witness my hand and official seal.

Signature _____ (NOTARY PUBLIC FOR IN SAID STATE)

KPS International Trip Non District Chaperone Agreement

It is a privilege for you to participate in the District-sponsored trip abroad. Because this trip is part of the District's educational program, it is imperative that you adhere to the Code of Conduct for international trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- ☐ not possess or be under the influence of drugs, tobacco, and/or alcohol. Adults are not to consume alcoholic beverages when supervising students on international trips so as not to risk having impaired judgment should they need to make a decision on a student's behalf. For purposes of this regulation, adults are considered to be supervising students at all times on international trips;
- ☐ be responsible for the safety and assistance of all students. Chaperones shall also conduct a headcount and/or roll call of students when asked to by a SD5 employee and be aware of their whereabouts at all times;
- ☐ model appropriate verbal and physical conduct while serving as a chaperone to all students, staff, parents and members of the public;
- ☐ wear appropriate attire to set a good example for students;
- ☐ adhere to and not deviate from scheduled itinerary including being punctual for all meet ups and participating in all activities;
- ☐ advise the SD5 staff member in charge of the trip of any intervening circumstances which would prevent a student from being transported back to the school.
- ☐ acknowledge that the goal of student international trips is for the students to see, learn, and experience as much as possible. Tours are physically demanding and the students' needs come first. In addition to cultural differences, it is important for adults to know that free time/shopping is limited, dinners are pre set, and air-conditioning/elevators/wifi are rare;
- ☐ be flexible when rooming in hotels;
- ☐ be self aware, keep my complaints to a minimum, and always look on the bright side as I know that an adult's positive attitude can influence the entire group's attitude and ultimately affect the success of the tour.

I have read the above Chaperone Agreement document and agree to follow the procedures and policies outlined and referenced in it.

I understand that any personal student information to which I have been made privy as part of fulfilling chaperone responsibilities is to remain strictly confidential. I understand that my chaperone status may be revoked for failure to follow the above stated policies.

Printed Name: _____

Signature: _____

Date: _____

**Kalispell Public Schools
International Travel
Required Student/Parent/Guardian Form**

Today's date:

Student Name:

Parent/Guardian Name (s):

Current Grade:

Age:

Date of Birth:

Departure date:

Return date:

Trip Location(s)

School:

District Chaperones:

Non District Chaperones:

Student's Personal Medical/Health Insurance Information:

The undersigned parent/guardian and student verify that personal health and medical insurance is in place for the undersigned student. Please provide the following information:

Insurance Company:

Policy Number:

Telephone Number:

Student's Trip Insurance Information:

The undersigned parent/guardian and student verify that trip insurance is in place for the undersigned student. Please provide the following information:

Insurance Company:

Policy Number:

Telephone Number:

We, the undersigned participant and the undersigned parent/guardian of the participant, acknowledge and agree to the following terms and conditions for the undersigned student's participation in the trip.

1. Acknowledgment and Consent

The undersigned parent and student understand the nature of the trip and the general travel plans. We understand that participation in this program is entirely voluntary. We understand that the above-mentioned district employees and non-district employees will be traveling with the group and acting as chaperones for the group.

2. Inherent Risk

The undersigned parent/guardian and student understand that this program entails travel to a foreign country, and that such travel entails certain inherent risks regardless of all feasible safety measures that may be taken by the district. The school district does not carry insurance coverage for matters beyond reasonable control. These matters include such "acts of God" or force majeure events as actual or threats of: epidemics or pandemics, or other public health issues or emergencies (such as but not limited to the current COVID-19 pandemic); severe weather events or natural disasters such as but not limited to hurricanes, earthquakes, tsunamis, tornadoes, fires, floods, volcanic activity, or landslides; war (whether declared or undeclared); terrorist activities; instability in a destination location; incidents of violence, riot, sabotage, civil commotion, or nationalization; strikes or labor disputes or lockouts; government orders, sanctions, actual or potential quarantines, or other restrictions affecting travel in, to, or around a location; disruption to transportation; chemical or radioactive contamination; or any other reason that makes it actually or potentially impossible or illegal for a tour to be conducted as original planned.

3. Trip Cancellation

The undersigned parent/guardian and student understand that the trip may be canceled at any time in the planning process, including the date of departure, if district officials deem safety or other concerns outweigh the need to travel. Forfeiture of deposits or loss of other expenses prepaid by the student are the undersigned parent and student's responsibility. The parent/guardian also has the right to withdraw the student from the trip at any time for any reason. Any losses incurred due to trip cancellation are incurred by the parent/guardian and student.

4. Release and Indemnification

The undersigned parent/guardian and student indemnifies and holds the School District and its' employees harmless from responsibility for any and all losses, damages, or injuries resulting from the actions of any foreign government, or of any company, organization or agency providing transportation, schedules, lodging, food, or activities of any kind in connection with this program. The undersigned further releases the District from responsibility for any losses, damages, or injuries to the undersigned student that arise out of, during or in connection with the student's participation in the program and related activities that are not the result of fraud, willful injury to person or property, or violation of law, whether willful or negligent, of an employee of the School District.

5. Conduct Rules

All school rules apply, regardless of the laws in the foreign country or state. This includes the school rules on alcohol, illegal drugs, and tobacco. The undersigned parent/guardian and student agree to the terms governing this program, including appropriate standards of conduct, and agree that the undersigned student will follow the terms and standards for the program and the directives of the chaperones. The chaperones will enforce rules of conduct and the terms of the program. Failure of the undersigned student to follow the rules of conduct and terms of the program or the directives of the chaperones at any time may result in the student's immediate termination from the program. In such an event, the chaperones are authorized to arrange transportation back to the United States at the undersigned parent/guardian's expense. In addition, students are not allowed to drive a vehicle under any circumstances.

6. Student Responsibility

The undersigned parent/guardian and student understand that the chaperones are not responsible for the undersigned student's well-being during times that the student may be absent from the group during independent travel or travel the undersigned student may elect to do with relatives, friends, or other group members outside the travel plans of the trip, or at any other time that the student may be on his or her own. It is the student's responsibility to stay with the group and to keep the chaperones advised at any time the student leaves the group. It is also the student's responsibility to inform the school official/chaperone when they feel ill or if something unpleasant happens.

7. Needed Accommodations

If the student is disabled or requires any special accommodations, please describe. This would include medical issues such as asthma, seizures, and allergies. It is the parent/guardian and student's responsibility to make sure adequate supplies and appropriate medications are with the student on the trip.

Is your child allergic to any medication, food, etc.? What should be done in case of a reaction? (EpiPen, etc.)

Does your child suffer from any pre-existing medical conditions (seizures, diabetes, mental health issues, eating disorders, etc.)? What are the warning signs that the District Chaperone should be aware of, and what should be done in case of emergency?

Does your child take any prescription medications? If so, all prescriptions must be up-to-date and in the original packaging, and should be packed in your child's carry-on bag with copies of the prescription paperwork. Please list prescriptions and dosage information.

The District Chaperone may administer certain over-the-counter medications to your child/you if necessary. Are there any restrictions that the District Chaperone should be aware of?

8. Medical Procedure Consent

If any emergency medical procedures or treatment are required during the trip, the undersigned parent/guardian and student agree to the trip chaperone(s) taking, arranging for, and consenting to the procedures or treatment. Decisions will be made using the chaperones' discretion. The undersigned parent/guardian will pay the costs of any such medical procedures. It is the student's responsibility to understand how their personal health provider will respond in a foreign country.

We, the undersigned participant and the undersigned parent/guardian of the participant, acknowledge, understand, and agree to the terms and conditions for the undersigned student's participation in the trip.

Name of Student Participant:

Signature of Student Participant:

Date: _____

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date: _____

Name of Parent/Guardian:

Signature of Parent/Guardian: _____

Date: _____

Emergency Contact Person:

Emergency Contact Phone Number:

KPS Best Practices Before, During, and After International Trips

Groups of four during independent time

Students should carry own passport/vaccine card/emergency copy of important numbers (company and leader), hotels, etc. wherever possible (See example)

No checked bags

No stay behinds or go aheads options

Required meetings at least 5-6 times prior to travel with parents/guardians and travelers. Include cultural expectations, packing tips, avoiding being a target for theft, etc. (See examples)

Clear expectations of attendance, behavior, etc. and consequences reiterated at meetings, via email, etc.

All chaperones must have access to all important documents related to medical, insurance, etc. at all times in case of emergency (virtual or paper version)

Group leader(s) should have a clear understanding of policies related to insurance, cancellation, COVID, etc. and it should be shared with families prior to signing up if possible as well as throughout the planning process.

Group leaders should remain in constant communication with families and travelers both before and during the trip via email, social media, phone calls, etc.

Assign roommates ahead of time and provide options different scenarios

Group leader should have at all times emergency documents, phone reachable by US, and first aid kit complete with two EpiPens

Principal should be present to discuss at final meeting expectations of Code of Conduct

Do not allow students to wear school spirit gear

Stress group mentality, flexibility, positive attitude, and concern for others.

Require students to not use their phones during dinner

Group leader should be first aid/CPR trained/certified