

**I. Policy Statement**

The Board of Education of Howard County recognizes that international educational travel provides unique opportunities for students to broaden their knowledge of other cultures. Therefore, the Board supports school system endorsement of and student participation in international educational travel as long as the travel opportunities are balanced against national and international standards in risk management.

**II. Purpose**

The purpose of this policy is to establish criteria for the planning, the approval, and the actual student participation in international educational travel.

**III. Definitions**

Within the context of this policy, the following definitions apply:

- A. Howard County Public School System (HCPSS) International Educational Travel Handbook – A manual for use in applying for, planning, and leading international travel. It includes all responsibilities for travel leaders, students, and parents.
- B. International Educational Travel – Any student travel outside the United States.
- C. International Educational Travel Committee (IETC) – A group comprised of at least one Maryland State Department of Education (MSDE) teaching certified representative from each comprehensive high school, a representative from the Office of Safety, Environment and Risk Management, and a committee chairperson representing the Office of School Administration that makes recommendations to the Superintendent/Designee on all proposed international travel.
- D. International Educational Travel Committee Chairperson – The member of the IETC who convenes and chairs the committee and serves as the Superintendent’s designee.
- E. Parent – Any one of the following, recognized as the adult(s) legally responsible for the student:
  - 1. Biological Parent – A natural parent whose parental rights have not been terminated.

2. Adoptive Parent – A person who has legally adopted the student and whose parental rights have not been terminated.
  3. Custodian – A person or an agency appointed by the court as the legal custodian of the student and granted parental rights and responsibilities.
  4. Guardian – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and responsibilities.
  5. Caregiver – An adult resident of Howard County who exercises care, custody, or control over the student but who is neither the biological parent nor legal guardian, as long as the person satisfies the requirements of the Education Article, §7-101 (c) (Informal Kinship Care).
  6. Foster Parent – An adult approved to care for a child who has been placed in their home by a state agency or a licensed child placement as provided by the Family Law Article, §5-507.
- F. Travel Leader
1. Travel Leader – A HCPSS employee holding a valid Maryland State Department of Education (MSDE) teaching certificate who has met IETC requirements to be the principal leader of proposed international educational travel.
  2. Assistant Travel Leader – A HCPSS employee holding a valid MSDE teaching certificate who has met IETC requirements to accompany and to assist the travel leader with all responsibilities.

#### **IV. Standards**

- A. International educational travel must be a natural outgrowth of the instructional program and have a direct relationship to one or more HCPSS curricular fields.
- B. International educational travel will be conducted in accordance with the rules, regulations, and policies related to health, safety, and conduct of students and employees and with the procedures set forth in the HCPSS International Educational Travel Handbook.
- C. For all travel, there must be at least one travel leader and at least one assistant travel leader.
- D. International educational travel will be scheduled so that students and teachers miss no more than five (5) days in the approved school calendar.
- E. International educational travel is voluntary and grades will not be assigned.

- F. Participation in international educational travel is limited to HCPSS students enrolled in grades 9–12 for the duration of the travel.
- G. A student will be eligible to participate in international educational travel after all requirements set forth for the student in the HCPSS International Educational Travel Handbook have been met.
- H. All international educational travel must be recommended for approval by the International Educational Travel Committee and approved by the Superintendent/Designee.
- I. Information regarding international educational travel will be communicated to all employees, students, and parents through multiple, acceptable channels of communication at the school and county levels.

## **V. Responsibilities**

- A. The International Educational Travel Committee will review all proposed international educational travel and will recommend approval to the Superintendent/Designee those travel opportunities that comply with HCPSS policies and procedures and the requirements of the HCPSS International Educational Travel Handbook.
- B. The Superintendent/Designee will review applications for international educational travel recommended by the International Educational Travel Committee and approve those that comply with national and international standards of risk management and with the provisions of this policy.
- C. Travel leaders will fulfill all duties before, during, and following international educational travel as defined by the HCPSS International Educational Travel Handbook.

## **VI. Delegation of Authority**

The Superintendent is authorized to develop procedures for the implementation of this policy.

## **VII. References**

- A. Legal  
The Annotated Code of Maryland, Education Article §7-308
- B. Other Board Policies  
Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation  
Policy 2020 Policy Development and Adoption  
Policy 3010 Emergency Preparedness and Response  
Policy 8080 Responsible Use of Technology and Social Media  
Policy 9010 Attendance

Policy 9020 Students' Rights and Responsibilities  
Policy 9200 Student Discipline  
Policy 9230 Alcohol, Other Drugs, Prescription Medication, and Over-the-Counter  
Products  
Policy 9240 Student Use and Possession of Tobacco Products  
Policy 9260 Student Search and Seizure

- C. Relevant Data Sources
  
- D. Other
  - HCPSS Student Code of Conduct
  - HCPSS International Educational Travel Handbook
  - Risk Management Report

### **VIII. History**

ADOPTED: January 28, 1975  
REVIEWED:  
MODIFIED:  
REVISED: February 22, 1990  
June 20, 2006  
March 13, 2014  
EFFECTIVE: July 1, 2014

**STUDENT INTERNATIONAL**  
**EDUCATIONAL TRAVEL**

Effective: July 1, 2014

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- I. An International Educational Travel Committee (IETC) will be comprised of at least one Maryland State Department of Education (MSDE) teaching certified representative from each comprehensive high school, a representative from the Office of Safety, Environment and Risk Management, and a committee chairperson representing the Office of School Administration.
- II. During the first week of the school year, the IETC chairperson will notify each committee member and high school principal of the submitting international educational travel applications.
- III. Members of the IETC will inform the certificated employees of their high school of the opportunity to lead international educational travel and of the deadlines for submitting international educational travel applications.
- IV. The International Educational Travel Committee Chairperson will:
  - A. Call meetings of the committee at least twice a year following application deadlines to review and evaluate the proposed international educational travel.
  - B. Provide committee members with information related to all international educational travel submitted for review.
  - C. Submit the committee's recommendations for approval of international educational travel to the Superintendent/Designee.
  - D. Disseminate information about approved international educational travel to committee members, high school principals, and travel leaders through Howard County Public School System (HCPSS) community resources and countywide communication sources.
  - E. Provide list of confirmed international travel to the Board bi-annually.
- V. The International Educational Travel Committee will convene to:
  - A. Establish criteria for qualifying prospective travel leaders.
  - B. Determine travel application deadlines for the upcoming school year.

- C. Review applications for international educational travel.
- D. Train travel leaders and assistant travel leaders.
- E. Serve as a conduit for international educational travel information within the county.
- F. Serve as a resource and advisor for travel leaders and assistant travel leaders.
- G. Update the HCPSS International Educational Travel Handbook, detailing requirements, duties, and procedures for international educational travel.
- H. Evaluate proposed travel to ensure the comprehensiveness of the following:
  - 1. Relationship of travel to approved HCPSS curriculum
  - 2. Travel leaders
  - 3. Itinerary
  - 4. Sponsoring travel company
  - 5. Cost and additional fees
  - 6. Bonding, insurance and escrow accountability
  - 7. Transportation both in air and on ground
  - 8. Travel dates
  - 9. Ratio of leaders to students at minimum 1:10
  - 10. Type of lodging
  - 11. Plan for supervision of students throughout travel
  - 12. Gender representation on the travel leadership team
- I. Review applications to ensure the following costs are included:
  - 1. Lodging
  - 2. Meals
  - 3. Travel within the United States, if applicable
  - 4. Inter-Country and Intra-Country travel
  - 5. Airport related fees
  - 6. Customs
  - 7. Passports and visas
  - 8. Optional excursions
  - 9. Admissions
  - 10. Incidentals
- J. Recommend a list of international educational travel for review by the Office of Safety, Environment and Risk Management and approval by the Superintendent/Designee.
- K. Disseminate information regarding approved travel to make it available to all interested students attending Howard County public schools.

- L. Review the HCPSS International Educational Travel Handbook annually and ensure that all high schools receive handbook updates.

VI. Travel leaders will:

- A. Make their international educational travel available to students in all Howard County public high schools.
- B. Follow all procedures stipulated in this policy, in these implementation procedures, and in the HCPSS International Educational Travel Handbook.
- C. Ensure plans are in place to address emergencies, illnesses, and/or accidents.
- D. Inform parents that because HCPSS does not provide health services during international travel, students will be required to provide a doctor's medical order regarding storage and self-administration of medications throughout travel.
- E. Advise students participating in international educational travel that they have the opportunity and the responsibility to complete missed schoolwork.
- F. Acquire training and the designation statement from their principal to conduct searches as an "acting administrator" during the period of travel, pursuant to section 7-308 of the Education Article, Annotated Code of Maryland.
- G. Return all required forms to the IETC chairperson at least two (2) weeks prior to departure.
- H. Forward leader and student evaluation forms to the IETC chairperson within two (2) weeks of return from travel.

VII. History

ADOPTED: June 20, 2006 (Formerly addressed in Policy 8100)

REVIEWED:

MODIFIED:

REVISED: March 13, 2014

EFFECTIVE: July 1, 2014