

ISR POLICIES

14. TRAVELS

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Approved by: Hortensia Prieto, *General Director*

i. History of Amendments

Version	Amendments	Section
2020	<ul style="list-style-type: none">• Apply the new template (logo and font).• Remove the content from obsolete NAE Policies and make reference to current NAE Policies and other documents in Section III.• Re-arrangement of most sections to make it more understandable and avoid redundancy.	All sections

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I. Purpose

San Roberto International School believes that well-planned student travel affords an experiential learning opportunity that cannot be duplicated in the classroom or on campus. The safety of students and staff is of paramount importance in all student travels. This is followed closely by the need to assure that in all cases each travel experience is rewarding, enjoyable and educational. To assure the attainment of each of these objectives, ISR has established this travel policy and all referenced documents to provide the minimum standards required on school trips.

II. Scope

This travel policy shall apply to all school trips on which a student travels under the supervision of any member of the school's staff off-campus, regardless of duration, content and group size. Compliance is mandatory to ensure that ISR school is creating and participating in a safe, secure and educationally valid program with consistent standards being followed. Exceptions must be approved by the ISR General Director. This policy is in full force also for trips where an external travel agency is subcontracted.

Any travel by any staff member not in full compliance with this policy is expressly forbidden and would constitute grounds for immediate sanctions including termination of employment. Any student who violates either the terms of this policy or the school rules or honor code during a school trip will be subject to discipline up to and including expulsion. At a minimum, staff and students who violate these will automatically lose the privilege of participating in any future travel with the school.

III. Reference Documents

- [NAE Guidance Educational Visits and Trips](#)
- ISR Guidelines and Expectations
- [Travels Procedures Manual](#)
- [ISR Chaperone Handbook](#)
- [Finance Policy and Procedures](#)
- [Instituto Nacional de Migración](#)
- [H&S Guidance - NAE Health Safety Policy Guidelines](#)

IV. General Guidelines

14.1 Planning and Authorization

All trips must be arranged through the San Roberto International School designated travel office without exception. San Roberto International School has established its own travel office to assure that all school trips meet the minimum standards of safety and service acceptable and to avail itself of the economies of scale to provide a better value for its families.

All trips must be approved by the ISR General Director before any reservations or financial commitments are made. Upon approval, the trip must be included in the School Year Calendar.

14.2 Educational Merit

- All ISR school trips should be designed with an educational perspective in mind. Even in the case of recreational trips, they should be planned and executed with a set of educational objectives. These can include cultural exposure, nature experiences, physical development, athletic experiences, self-discovery, character development, confidence building and more.
- The essence of this requirement is that each school trip must have a defined purpose that results in the growth and development of the participating students in a positive way. The trip organizer and School Principals must articulate this purpose and present a plan on how it is to be achieved.
- Each trip should be evaluated afterwards as to how well it accomplished its objectives and how it can be improved in the future.

14.3 Eligibility for Travel

- ISR school is responsible for determining every student's eligibility to travel based on financial, academic and behavioral grounds.
- The applicant student shall have his/her migratory status and documents in order, according to requirements established by the Mexican migration authority ([*Instituto Nacional de Migración*](#)) and the country to be visited.
- The Division Principals must approve for travel only the students that meet the criteria established in the *ISR Guidelines and Expectations*.
- Parents shall fill out and submit all the required student travel documentation, which is listed in the [*Travels Procedure Manual*](#).

14.4 Health and Safety

14.4.1 Risk Assessment

- a. ISR conducts a risk assessment prior to every school trip. The actions to be taken are intended to prevent and/or reduce the effect of those potential risks and to plan in advance how to manage specific situations. (Please refer to form *EV3 in NAE- [Guidance Educational Visits and Trips](#)*).
- b. ISR must be aware in order to adhere to the NAE Health and Safety news and bulletins published at any time, should local or global relevant circumstances arise that could affect and imply a significant risk for the planned trips. i.e. Emerging health outbreaks, such as epidemics or pandemics.

14.4.2 Medical Requirements

- a. All teachers and students shall comply with Safety and Health requirements as described in [Travels Procedures Manual](#) and [H&S Guidance - NAE Health Safety Policy Guidelines](#).

14.5 Student Responsibilities and Conduct Expectations

14.5.1 Students are expected to conduct themselves with proper manners and deportment at all times while traveling.

14.5.2 The behavioral expectations of this policy are a matter of applying common sense to the very highest expectations, as follows:

1. Students are required to adhere to all *Official Travel Regulations for Students* (Appendix A), *ISR Guidelines and Expectations* and any other school rules.
2. Students are required to take an active role in the trip activities, and adhere to schedule and time constraints.
3. Cell phones are permitted, but its usage is limited to times designated by the lead chaperone and /or Trip Organizers.
4. Major infractions will result in automatic and immediate dismissal from the trip at parent's expense.
5. The following are examples of major infractions:
 - a. Possession or use of alcohol or drugs or related paraphernalia;
 - b. Cigarette smoking or possession of tobacco products;
 - c. Breaking curfew by leaving one's room;
 - d. Breaking any municipal, state, or federal laws;

- e. Disruptive, harassing, or unsafe behavior;
- f. Piercing or getting a permanent tattoo;
- g. Repeated minor infractions.

14.5.3 Prior to commencing any trip the Travel Coordinator, Chaperones and Principals shall meet with all of the students and parents to communicate the *Official Travel Regulations for Students* (see Appendix A), behaviour expectations and discipline consequences (see 14.6.3).

14.6 Supervision

14.6.1 Chaperones

- a. Chaperone ratios may need to vary either upward or downward based upon individual trip factors (consult the [NAE- Guidance Educational Visits and Trips](#)). Target ratios will be used unless an alternate is approved by the General Director. For ISR the preferred ratio is 1:8 (1 chaperone every 8 students).
- b. All Chaperones shall be approved by the General Director and Middle School Committee. The school administration reserves the right to verify the qualifications of all chaperones, who are subject to a background review. All Chaperones shall participate in a chaperone annual workshop.
- c. Parents who are staff members should not be chaperones on trips on which their child is a student.
- d. All Chaperones must sign a compliance agreement and strictly adhere to the Travel Policies outlined in this document, [Travels Procedure Manual](#), and [Chaperones Handbook](#).
- e. Chaperones are on duty, they must remain with the group and supervise students at all times. There is NO time off on a school trip.

14.6.2 Lead Chaperones

- The lead chaperone must be a senior staff member approved by the General Director.
- The lead Chaperone is in charge of all student related issues on any trip.
- Any violation to this policy, Official Travel Regulations for Students (Appendix A) or the *ISR Guidelines and Expectations*, is to be reported to the lead chaperone immediately, who shall notify the school administration.
- Lead chaperones who are staff members may lead trips their child attends only if the General Director approves (see Waivers section 14.12).

14.6.3 Discipline

The lead chaperone is the final authority for discipline on school trips and must act within the scope of the school's approved disciplinary practices at all times. In the event that a student does not comply, at the discretion of the lead chaperone, the student should be sent home. ISR school must designate potential escorts to handle any disciplinary situation that might arise.

14.7 Accommodations

14.7.1 Hotel Requirements

- a. Hotels shall be clean and modern facilities located in safe areas. All rooms must have private baths.
- b. When possible, have interior corridors, non-smoking rooms and no balconies (or with clausurated access to it).
- c. Where possible, all rooms should be contiguous on the same floor. Male and female rooms should be separated with chaperone rooms in between. In addition, chaperones' rooms should be located on the ends of room blocks.
- d. Student rooms should, whenever possible, have two double or queen size beds, allocating one student per bed. Students will be assigned to their rooms on a gender and age basis. The number of students per room will be based upon room availability provided by the trip organizer and quantity of students enrolled. Adults will never share rooms with students.
- e. Pay TV, long distance calls and pay internet service is to be turned off on all rooms. Mini-bars are to be removed or locked.
- f. Security guards do not replace the obligation of chaperones to remain on duty and vigilant until all student rooms are quiet and settled.
- g. If a chaperone needs to enter a student's room for any reason, the door must remain open. Chaperones should only enter a student's room with another chaperone present.
- h. Chaperones must manage students' safety routines. Refer to *Travels Procedures Manual and Chaperone Handbook*.

14.7.2 Host Family Stays

- a. In programs that warrant the use of host families, the host school is responsible for selecting families to accommodate visiting students in their home.

- b. The host school must conduct a background check for each adult family member residing in the household.

14.8 Meals

- a. Students must be provided a minimum of three meals per day which costs must be included in the price of the trip.
- b. Dietary restrictions and food allergies shall be noted and accommodated.
- c. Itineraries must be designed to allow sufficient time for meals and chaperones must assure that all students eat.

14.9 Transportation

All transportation must be provided by public and/or commercial conveyance, transportation arranged through an approved travel agency or by ISR Travel Coordinator. Transportation may not be provided by private vehicles of faculty, family, or friends. Overnight transportation is generally disfavored for comfort reasons and must be approved by the General Director, with the exception of overseas flights.

14.9.1 Bus Transportation

- a. All buses should be fully insured and proof of insurance must be provided.
- b. Whenever possible, all buses must have seat belts, air conditioning and a restroom (for more than 1 hr trips).
- c. Bus companies should be selected based on the following criteria: past history on student travels with ISR school, safety record, modernization of fleet, status in the industry and cost.

14.9.2 Air Transportation

- a. All air transportation must be provided by major commercial airlines.
- b. Direct non-stop flights must be used where possible.
- c. All student group flight arrangements must be made through Trip Organizers or ISR Travel Coordinator and be approved by the General Director prior to booking.
- d. If connections are required there must be a minimum of one and a half hour layover.
- e. When possible early morning flights should be used and the last flight of the day should be avoided.
- f. In the event of flight schedule problems, the lead chaperone must maintain the whole group together and communicate with the ISR Travel Coordinator, who will seek alternate flight options.

14.9.3 Rental Vehicles

- a. All rentals shall be done through the ISR Travel Coordinator.
- b. All vehicles shall be returned in a clean and undamaged condition.

14.9.4 Other Modes of Transportation

In the event other modes of transportation are required (trains, subways, boats, etc.) chaperones must follow the instructions provided by the trip organizer or travel agency. In case of doubt, contact the ISR Travel Coordinator for assistance.

14.10 Drop Off and Pick Up

All drop-offs and pick-ups at the origin and conclusion of trips shall be at the school or the airport. Only under exceptional circumstances, drop-off and pick-up may be scheduled at an alternative location for the entire group, with the prior consent of the General Director.

14.11 Parents

Parents may NOT travel on school overnight trips unless a written authorization is granted by the school's General Director. In the event of an exception a complete background check MUST be done prior to the trip departure. Such parents may stay in the same locations and accompany the trip but may not interfere with the trip or separate their student (or any others) from the group at any time and for any reason.

14.11.1 Parent Updates

- In an effort to provide parents with a daily update, a mobile phone application (such as whatsapp) must be set up. This will allow communication with parents during the trip and prior to picking up their child at the designated time and location.
- The lead chaperone (or a designated chaperone) is allowed to send group pictures to the Travel Coordinator or to the parents mobile phone application (i.e whatsapp group). The Marketing department is responsible for publishing any group picture at the school's website/social media.

14.12 Waivers

Trip organizers and/or lead chaperones may request a waiver from any the requirements outlined in the present policy in writing for good cause shown. A written approval by the General Director is required for any waiver. The scope of any waiver is specifically limited to the terms of the waiver and shall apply to the trip for which it is issued, only.

14.13 Travel Agency

14.13.1 Approval of Travel Agency

ISR must select and approve an external travel agency based on past history data of service and quality provided to ISR, if applicable, recommendation letters from other recognized institutions and cost.

14.13.2 Travel Agency commitment agreement

ISR school trips where an external travel agency services are subcontracted shall fully comply with the present Travel Policy and *Travels Procedures Manual*.

The external travel agency shall sign a commitment agreement confirming acknowledgment and adherence to the ISR Travel Policy.

The liaison between the travel agency and the ISR school is the ISR Travel Coordinator.

14.13.3 Travel Agency scope of services

ISR school must provide the external travel agency the preliminary information to make a proposal for the school trip, i.e. specific locations, content and program. Only after final approval by ISR General Director and Principals, is the trip authorized for student sign-ups.

14.14 ISR Employee Trips

- Employee travels must be approved by the line manager, validating the purpose of the trip and the budget allocated.
- Staff that are required to travel for work must carry out their duties effectively to achieve the aims of the journey safely.
- All trips must be arranged through the ISR Travel office and comply with ISR *Travels and Finance Policies and Procedures*.
- ISR will provide cash to the employee for trip stipends according to the length of the trip and costs involved. Viatic could include, as applicable: ground transportation, meals, tolls, gasoline. Viatic shall not include personal phone calls, laundry, alcoholic beverages, cigarettes, entertainment.
- ISR personnel shall comply with the airlines baggage policies and regulations. One checked baggage is allowed for trips lasting 6 days or more, unless otherwise authorized by the line supervisor.
- Purchasing of priority pass is not allowed.
- The employee shall present an expense report and receipts upon return from the trip. Refer to the *Finance Policies and Procedures*.

V. Appendices

Appendix A. Official Travel Regulations For Students

The objective of this regulation is to present the main rules of behavior that every student of the San Roberto International School and special guests must comply with on official trips of the School.

Article 1. They are considered official trips of the students of the San Roberto International School, all those that are supported by some entity of the school, for example: academic departments, support department, sports diffusion, cultural diffusion, values, etc.

Article 2. These regulations must be complied with at all stages of the trip.

Article 3. The way in which the expenses incurred as a result of the trip will be paid must be defined and disclosed in advance to all participants by the department that organizes the trip.

Article 4. In every trip there must be at least one employee of the San Roberto International School who will be responsible for the group and therefore the highest authority of the same. The group must be aware, before the trip, who this person is.

Article 5. It is a requirement to fill out the forms required for travel. Said forms must be duly filled out and signed by the parents.

Article 6. It will be clearly specified in events where medical insurance for each student is required as an essential requirement.

Article 7. It is essential to carry your current school credentials.

Article 8. All members of the group must wear at all times, the uniform or badge indicated by the person in charge of the group.

Article 9. For land trips, all students must be at the starting point as indicated, at least half an hour before the departure time. In the case of domestic air travel, it is necessary to be at the point of departure an hour and a half in advance; for International trips, three hours. Only students who will officially participate in the event can travel in the group.

Article 10. All participants must comply with the rules of conduct of the school and the particular guidelines of the trip to be made.

Article 11. The person in charge of the group has the power to ask any member of the group to abandon the trip, due to lack of discipline or any other failure that, in their opinion, merits this sanction. It may also, if the lack warrants it, suspend the trip. In any of these cases, it will send a report to the campus management and to the general management of the school. The costs generated by this event must be covered by the student's parents.

Article 12. The use of alcohol, cigarettes and any type of toxic substance during the trip is prohibited.

Article 13. In hotels, rooms will be distributed by the organizer. Making changes to this distribution is prohibited.

Article 14. Visits by women in men's rooms and vice versa are prohibited. Socializing is not allowed in the hallways. Students must maintain a respectful attitude throughout their stay. This includes: running, yelling, behaviors that may disturb other guests.

Article 15. No one shall steal objects from the room in which they have been lodged (Example: towels, lamps, alarm clocks. In the event that this occurs, the student must cover the expenses that this originates.

Article 16. No person outside the group may visit a member of the group in their room. All visits will be received in the room or lobby of the place of lodging with the prior authorization of the person in charge of the trip.

Article 17. The group leader will define the time at which all participants must be in their rooms.

Article 18. No person may sleep outside the place assigned by the person in charge of the group. The place of lodging cannot be abandoned without the consent of the person in charge of the group.

Article 19. All meals will be made in the place indicated by the person in charge of the group.

Article 20. The San Roberto International School is not obliged to cover expenses made in telephone calls, meals or activities outside the officially scheduled.

Article 21. San Roberto International School is not responsible for the loss of personal items, money, cameras, etc.

Article 22. Communication. Students may carry cell phones, these must be turned off and may be used only at times and places established by the teacher in charge. He may remove the cell phone if it is used in an unauthorized manner.

Article 23. Any physical discomfort or illness must be notified to the person in charge of the group at the moment in which it appears, regardless of the time it occurs.

Article 24. No student may be transported separately from the group, except for force majeure, at the discretion of the person responsible for it. When this happens, the student must sign a letter excluding San Roberto International School from all responsibility.

Article 25. Given the nature, knowledge and observance of these regulations are mandatory for all students and parents of students participating in official school trips. Their ignorance can never be invoked as an excuse to avoid the corresponding sanctions.

Article 26. The sanctions that could be originated by the violation of this regulation, will be dictated by the Coordination and / or Direction of the Campus to which the offending student belongs.

Article 27. This regulation was approved by the San Roberto International School Board of Directors and is applicable to both campuses.