



AST TRAVEL HANDBOOK

2016-2017
AST

INDEX

Planning Your Trip	Page 3
Parents	Page 4
List of Traveling Forms	Page 5
Prior to Traveling	Page 6
Rules and Procedures	Page 8
Travel Policy	Page 11
Declaration	Page 12
Trip Commitment Payment Form	Page 13
Student Trip Medical Form	Page 14
Swimming Pool/Beach Waiver	Page 15
Student Trip Release Form	Page 16
AST Student Disciplinary Action Report	Page 17
AST Accident Report Form	Page 18
AST Activities MAKE UP FOR TEST QUIZZES PROJECTS	Page 19

Planning Your Trip

The Club/ Class Advisor must inform the Activities Coordinator (AC) in the Development Office and his/her area principal of the possibility of a trip.

- If it is a **traditional trip** scheduled on the School's calendar, with a preset budget for chaperones, the advisor must set a meeting date with the AC to discuss when during the school year he/she needs to provide the number of students participating, the list of names, travelling dates, event's dates, hotel and transportation information so that logistics work out properly.
- If it is a **new trip opportunity** for a specific club, the advisor **MUST PRESENT** a written proposal that specifies the trip's objectives, costs, place, date, etc. to both the Development Director and the Area Principal. The proposal will be discussed with the Superintendent. The Advisor **MUST AWAIT RESPONSE** and, if approved, must follow steps stated below.

The **Advisor** must be made aware of which students are eligible to go on the trip.

- The Advisor must send the list of students wishing to attend the trip to his/her area principal two months before the trip. The Principal will proceed to investigate whether the student is eligible to participate. He/She will do this by asking the Counselors and Assistant Principals to review grades, discipline records, and attendance. The principal will base approval on school policy and contact the advisor with the results. In addition, the advisor **must adhere** to the specific event's, tournament's or conference's specific admission policy.
- The advisor must then make available the list of students to the Activities Coordinator in order to begin making arrangements for busses and/or flights.
- A deadline will be set by the AC for each group as to what will be the last date to get the list of students travelling. **This deadline must be met** in order to ensure travel and hotel accommodations for the students as well as set the exact price of the trip.

- Any name change or addition after deadline is set will not be allowed. If extreme and unforeseen circumstances arise authorization must be given by the school's Superintendent.
- A deadline for student payment will be set by the AC once the parents sign the Declaration form. (See Appendix B)

Parents

- Once the trip has been scheduled and the student list has been approved by the Area Principal, the Advisor must send a hard copy and a virtual letter (previously approved by the AC) to the students' parents which must include all the relevant information on the trip: trip's objectives, travelling dates, places, costs, etc. plus the returnable *Trip Commitment Payment Form* to be signed by the parents (See Appendix C). This form is to be returned to the Advisor by date set by Advisor. Once the Advisor has all the returned forms, he/she gives them to the AC. This must be done before the travel reservations are made.
- The Advisor must invite parents to an informative meeting to be held at least two weeks before the trip. Make sure to give parents plenty of notification for this meeting. The time and place will be set jointly by the AC and Advisor.
- The trip's schedule/itinerary, rules of behavior and their consequences, and signature forms should be reviewed at this meeting. Students can be invited to this meeting or if needed, a (optional) meeting for students can be called depending on advisor's needs.
- All information from this meeting must be posted on the Advisor's website and e-mailed to all parents involved in the trip. A signature sheet must be passed around for attendance. Advisor should make parents aware of the parent's clause in this handbook regarding rules and policies for parents.

At this meeting parents must fill out, sign and return the following forms (See Appendix A-H):

1. ***Declaration Form:*** This form ensures the Advisor and Administration that the student and parents are aware of the rules, regulations, and consequences for school trips.
 2. ***Swimming Pool/Beach Waiver:*** This form allows or denies student use of the pool/beach while on the trip. Use of the pool / beach must be supervised by members of the school staff.
 3. ***Student Trip Medical Form:*** *This form give specific medical information for each student as well as emergency contact information for each student.*
 4. ***Student Trip Dismissal Form:*** This form is to be used if parents know ahead of time their child will not be traveling home with the group.
- Advisors should receive a chip for their cell phone for international calls before the informational meeting from the AC. Make sure parents receive this number.
 - Regardless of whether the parents attend this meeting or not, **ALL FORMS** must be completed and returned to the Advisor before the trip takes place. **STUDENTS MAY NOT GET ON THE BUS/PLANE WITH OUT ALL THE COMPLETED AND SIGNED FORMS.**

Parents are welcome to accompany the group but must abide to the following rules:

- Parents must arrange and pay for their own transportation and all costs before, during, and after the trip.
- Once on the trip, students are the school's responsibility and must travel with the group at all times (not with parents).
- Parents are not allowed on the students' bus (any exception to this rule must be approved by the school's Superintendent).

- Students must share a room with classmates of the same sex and approximate age. **Parents and students may not room together.**
- **PARENTS MUST ABIDE BY ALL RULES OF THE TRIP AND MAY NOT OVERULE SCHOOL STAFF’S AUTHORITY.**
- Students must travel to the conference, event or tournament with the school’s group/ team. Transportation back to the school will always be made available to students and chaperones regardless of the amount of students returning.
- If a student will return with someone else other than his/her parents, the *Student Trip Release Form* (See Appendix F) must be completed, signed, and presented to the Advisor prior to the trip stating the name of the person who will be bringing him/her back. For liability reasons, e-mails, faxes, text messages or phone calls cannot be accepted by the Advisor.

Prior to Traveling

- It is the student’s responsibility to notify teachers of their upcoming absence and take care of any work/lessons missed with the teacher. The Advisor should remind the students to do this as soon as they know they are traveling.
- The AC will send the final list of students traveling to all principals one week before travel. The principal will then make this list available to all teachers.
- Advisors must be sure all students are aware of the behavioral rules and consequences while traveling. This includes specific rules for the bus, hotel, and event (see Rules and Procedures).
- Advisors will be assigned an Administrator in Charge (AIC) and chaperones (1 Chaperone per group of 10 students is suggested). In cases where only 1 chaperone travels as both chaperone and AIC, he/she must establish a support mechanism with the organization hosting the event in the case of an emergency. Check with the AC to find out who they are and get contact information. If the Advisor has chaperones they would like to take, let the AC know.
- Advisors should get in contact with chaperones before the trip and invite them to the informational meeting with parents (or a separate meeting) to go over

duties and/or to give any specific details of the trip that might be helpful for the chaperone. The Advisor must make copies of the *Chaperone Duties* and make sure each chaperone receives one before the trip.

- Advisors are responsible for creating and copying the daily schedule and agenda for the trip. Each student should receive a virtual copy before the trip as well as a hard copy on departure day. This document should also contain contact information for the Advisor, the Administrator in Charge, and chaperones.
- Advisors are responsible for having all student's cell phone numbers
- Advisors are responsible for coordinating which students will go on which bus and who the chaperones will be for each bus. Chaperones are responsible for making sure all students are present on their bus before leaving any venue.
- Advisors must obtain and carry with them on the trip:
 - All student forms (emergency contact information for each student is found on the *Student Trip Medical Form*, see appendix D)
 - Medical kit (obtained from the school nurse by the AC)
 - Bus care kit (provided by the AC for local travel)
 - Daily agenda and schedule
 - Hotel rooming list
 - Contact info for all students, chaperones, Administrator in Charge and bus drivers
 - Copies of *Accident Report Forms* and *Disciplinary Action Forms* (See Appendix G and H)
 - Extra copies of the daily schedule and itinerary
 - Excel spreadsheet of Pool/ Beach Waiver students
- 1-3 days prior to travelling the Advisor will receive the following documents from the AC:
 - Flight itinerary and tickets
 - Hotel information

 - Advisor and students' insurance cards
 - Per Diem: A check will be given to each chaperone who must arrange cashing it on his/her own.

- A chip will be provided for by the school for emergency communication.
- Advisor Checklist

Rules and Procedures

NOTE: Students and parents realize that traveling is a personal choice. Please refer to the attendance policy in the Student / Parent Handbook.

- Eligibility

- A student earning a grade below a 70% in any subject, and a total average less than 75%, from the last recorded quarter grade is ineligible to travel.
- A student that has had any disciplinary issue or is currently in social probation must receive the Principal's approval in order to travel with the school.
- Any student that is suspended during the time of the trip will not travel regardless of payments being made, etc. Principals will not change the day of suspension so that the child can assist.
- Students that have breached traveling policy and have been denied traveling privileges by the school cannot travel until Principal authorizes it.
- All students must contact teachers to make arrangements for make-up work. Students are responsible for all work that is missed during the trip.

- General Rules

- No drugs, alcohol, tobacco/cigarettes permitted on trip
- No foul language or any type of bullying is allowed at any time

- Students must abide by curfew.
- Student conduct and social behavior must reflect the high standards of AST
- Adhere to school/event dress code if there is one, no T-shirts with double meanings or other suggestive words, appropriate attire at all times
- Students may not leave any venue without a school chaperone and the consent of the Advisor.
- Sudent Rules for Hotel
 - No student loitering/eating in hallways.
 - No student in other rooms of opposite sex, without a school chaperone present.
 - No excess noise in lobby or rooms
 - in rooms by 10:00 PM
 - lights out 11:00 PM
 - hotels reserve right to impose their own rules on the traveling group
 - only students with a signed waiver may swim in pools/beach
 - students may not leave the hotel at any time without a chaperone and the consent of the Advisor
- Consequence Procedure
 - An AST Student and Disciplinary Action report must be filled out by teacher and signed by students at time of incident (See Appendix G)
 - The form is then given to Administrator in Charge
 - Administrator in Charge informs Ms. Jenkins and/or Principal
 - Superintendent or Principal notifies parents
 - The form goes into the students file
 - A follow up meeting with admin and teachers involved will be set
- Consequences
 - Students choosing to break any of the rules may result in:
 1. Suspension from activities during rest of trip
 2. Sent home from trip at parents' expense

3. Suspension from further trips hosted by AST for the specific school year; as stated in the school's student handbook.
4. Other action(s) deemed appropriate by the school administration.

NOTE: Any problems on the trip must be addressed first with the Administrator in Charge- if there is one on the trip. The AIC will then contact the Principal or Superintendent.

APPENDIX A

Student Travel Policy for Activities / Política de Viajes de Actividades Estudiantiles

Students will be allowed to participate in activities involving additional expenses like travel, hotels, club fees etc., as long as all tuition payments are paid with a maximum delay of 30 days to the activity travel date.

The student, whose tuition is not paid with a maximum delay of 30 days, will be allowed to train and participate as a member of the activity excluding the travel.

At the beginning of the school year, a document will be signed by the parent and student regarding knowledge of the travel policy for all clubs, sports teams etc. that involve travel during the school year.

Los estudiantes podrán participar en las actividades que incluyan gastos adicionales como viajes, hoteles, cuotas de clubs, etc. siempre y cuando todos los pagos de colegiatura estén al día o con un retraso máximo de 30 días a la fecha del viaje.

Al estudiante, cuya colegiatura no esté al día con un retraso máximo de 30 días, se le permitirá entrenar y participar como miembro de la actividad excluyendo el viaje. Al comienzo del año escolar se firmará un documento por el padre y el estudiante con respecto al conocimiento de la política de viajes para todos los clubes, equipos deportivos, etc. que incluyen viajes durante el año escolar.

Approved June 12, 2013 Board of Directors / Aprobado 12 de junio de 2013 Junta Directiva

Please make sure you have read the AST TRAVEL HANDBOOK, in particular the ELIGIBILITY CLAUSE before signing this form. Signing of this form means that you have read, you understand and will abide by all AST Traveling Rules.

Por favor asegúrese de haber leído el Manual de Viajes de AST, en particular la cláusula de ELEGIBILIDAD, antes de firmar este formulario. La firma de este formulario significa que ha leído, entiende y cumplirá con todas las reglas al Viajar con AST.

NOMBRE DE ESTUDIANTE: _____ FIRMA: _____

NOMBRE DE MADRE/ GUARDIAN: _____ NOMBRE DE PADRE/
GUARDIAN: _____

FIRMA: _____ FIRMA: _____

FECHA: _____

APPENDIX B

DECLARACIÓN

Los suscritos (aquí los nombres completos y las generales), padre _____ con identidad # _____ y madre _____ con identidad # _____ respectivamente del (o la) menor _____, alumno (a) en la actualidad del _____ grado de la ESCUELA AMERICANA, en adelante LA ESCUELA, libre y espontáneamente declaramos:

a) Que con el debido permiso nuestro hijo (a) podrá realizar viajes por vía terrestre o aérea, dentro o fuera del territorio nacional, programados y supervisados por LA ESCUELA, para el cumplimiento de finalidades académicas, de estudio, deportivas, de confraternización con otras escuelas, recreo, o por motivos similares, ya que contribuirán a su formación integral de educandos.

b) Que cuando los viajes se realicen dentro del territorio de Honduras, generalmente pero no necesariamente, se harán por vía terrestre y en vehículos apropiados conducidos por profesores o autoridades de LA ESCUELA.

c) Que como padres de familia nos responsabilizamos por la conducta de nuestro hijo (a) durante el transporte y permanencia en el lugar de destino, tanto en los eventos que LA ESCUELA haya programado, como en hoteles o alojamientos de otra naturaleza, restaurantes, centros recreativos y los sitios privados o públicos que nuestro (a) hijo (a) visite con la autorización de la autoridad en quien LA ESCUELA delegue esa atribución.

d) Que facultamos a LA ESCUELA para que adopte las medidas disciplinarias que estime pertinentes si nuestro (a) hijo (a) incurre en actos de cualquier naturaleza que pongan en riesgo su propia seguridad o integridad física, psíquica o moral, la de sus compañeros o cuidadores delegados por LA ESCUELA, o que contribuyan a crear una mala imagen del centro en que se educan, debiendo estos últimos en casos graves contactarnos inmediatamente para notificarnos el suceso y que decidamos lo más conveniente para el (o la) menor, quedando autorizada LA ESCUELA para disponer el inmediato regreso de dicho (o la) alumno (a) por la vía más segura, sin perjuicio de las demás sanciones que resulten aplicables.

e) Que también asumiremos, de conformidad con la ley, la responsabilidad civil derivada de los actos de mal comportamiento cometidos por nuestro (a) hijo (a), individuales o en forma colectiva. Se asumirán responsables en este último caso en forma proporcional, siempre que causen daños o perjuicios a terceros durante el viaje o su permanencia fuera de la sede de La Escuela.

f) Que nos obligamos a leer a nuestro (a) hijo (a) esta declaración, y explicarle sus alcances, con el objeto de que su comportamiento durante los señalados viajes sea en que sus padres y LA ESCUELA esperan.

Firmamos para constancia esta declaración, en la ciudad de Tegucigalpa, M.D.C., a los _____ del mes de _____ del año _____ 20_____.

Firma Padre/ Guardian _____ Firma Madre/
Guardian _____

Firma del Alumno _____ VIAJE _____

APPENIX C

Trip Commitment Payment Form

Dear Parents:

Attached you will find information on the_____. The American School, as a member of _____, has been invited to participate in this conference, and our _____Club Advisor has selected your child (please read letter attached).

The Development Office has worked closely with the group's advisor in order to find the best group rates for hotel and transportation during this trip. We have heard wonderful reviews about the _____ CONFERENCE in general and believe your child will benefit tremendously from it. However, costs are high and we understand if any child is not able to attend this year.

Please sign the following to be returned on _____to Mrs/Mr. _____ . If not, your son's / daughter's space will be filled by members on the waiting list.

____ My son/ daughter will attend the conference and I agree to pay US\$_____ to cover the expenses of the trip (please see cost chart attached) by _____, 201 ____ . I understand that after I agree and sign, and my child is unable to attend the conference for whatever reason, I will have to pay the total cost of the trip.

____ My daughter / son cannot attend the conference this year. Please relinquish my daughter/ son's spot for another student.

Name of student _____

Name of parent/guardian _____

Signature of parent/guardian _____

Date_____.

APPENDIX D

STUDENT TRIP MEDICAL FORM

To be completed by Parent or Guardian

Trip to: _____ Date: _____

Student's Name: _____

MEDICAL INFORMATION

Name of Family Doctor: _____ Phone: _____

Medical Plan No.: _____ Dependant No.: _____

Date of most recent immunization against tetanus, if known: _____

Known sensitization (allergies) if any: _____

Chronic disability or illness (past or present): _____

Does the student have any health issues we should be aware of? _____

Please describe: _____
_____DIETARY RESTRICTIONS:

Describe: _____

MEDICATIONS:

I would like my child to be given the following medications:

Name of medicine: _____ What is it to be used for: _____

How is it to be given: _____

Quantity to be given: _____ Times to be given: _____

Medicine should be clearly labeled with the child's name, name of medication, what it is to be used for, quantity to be given and time to be given. In case of emergency, I hereby give permission to the physician named above, or, in his or her absence, to any other physician, to provide treatment for my child.

Signature of Parent/Guardian: _____ Date: _____

Parent's/Guardian's Home Phone: _____ Business Phone (if applicable): _____

Emergency number and/or contacts: _____

Email: _____

APPENDIX E

Swimming Pool/Beach Waiver/ Skate

While on AST Trips

I _____ allow my son/daughter _____
to go into the pool/beach/swimming/Skating Ring with adult supervision while on
the _____ trip to _____.

Being this an additional activity and not the reason for the school sponsored trip, I
wave/release all responsibility from The American School, its advisors and
administrators. I also understand that any student swimming without school
supervision will be breaking school rules and will have to abide to consequences
stated in the trip contract.

Student Name: _____

Parents' Signature_____
Student's Signature

Date: _____

The undersigned parent/guardian of _____ / ____ / ____
Student's Name Birth Date

Hereby grants permission of RELEASE for the above named student to RETURN HOME from the following trip:

Date: _____ Fee (if any): _____

Trip Description/Location: _____

Supervising Staff Member: _____

Trip or Activity: _____

STUDENT RETURN HOME WILL BE WITH:

Family Member:

Name: _____ Signature: _____ Cell phone Number:

Family Friend:

Name: _____ Signature: _____ Cell phone Number:

I HAVE SIGNED THIS PAPER AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTIONS FOR MY INJURY OR DEATH IN THE RETURNING OF THE STUDENT WITHOUT THE SCHOOLS DELEGATION.

Date Signed: _____

Signature of Parent/Guardian (circle one)

APPENDIX G

AST Student Disciplinary Action Report

Student Name _____ Grade Level _____

Infraction			
Date		Time	
Location			
Description			
Disciplinary Action			
Immediate Action			
Future Consequence			

Student Signature _____

Teacher/Chaperone Signature _____

Administrator In Charge Signature _____

Additional Comments

APPENDIX H

AST Accident Report Form
(To be filled out by Administrator In Charge)

Date of incident: _____ Time: _____ AM/PM

Location of incident: _____

Name of injured person: _____

Type of injury: _____

Injury requires physician/hospital visit? Yes ___ No _____

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

No hospitalization was required.

Signature of medical professional on-site

Date

Treatment On Site: _____

Details of Accident: _____

APPENDIX I

AST Activities MAKE UP FOR TEST QUIZZES PROJECTS



AST Activities

MAKE UP FOR TEST/QUIZZES/PROJECTS

STUDENT: _____		GRADE: _____		TRIP/TOURNAMENT/FESTIVAL: _____		DATE: _____	
Class	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Teacher: SIGNATURE	Student:	
Class	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Teacher: SIGNATURE	Student:	
Class	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Teacher: SIGNATURE	Student:	
Class	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Teacher: SIGNATURE	Student:	
Class	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Teacher: SIGNATURE	Student:	
Class	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Assignment/Test/Quiz Date: _____	Teacher: SIGNATURE	Student:	

Principal/Assistant Principal

Athletic Director or Advisor