

Policies Regarding Youth Exchange Trips (Adopted on November 11, 2009)

- The Chair of the board shall schedule, both in the fall and in the spring, meetings jointly involving the board, and trip coordinators and chaperones/teachers for each trip. Items to be reviewed shall include an overall review of the previous year's exchanges, a report on revenue and expenses for the exchanges, a review of the selection process for that year, and any other matters of mutual interest.
- Trip coordinators and the board should continue to strive to develop wider distribution and accessibility of trip exchange information for parents and students, especially through the use of the web.
- An opportunity for feedback from trip exchange participants and parents should occur each year. The method should allow for anonymity. Results should be shared with the board and the trip coordinators.
- All student participants should be required to complete a post-trip essay about their trip experiences. Trip coordinators shall collect \$50 from each participant which would be refunded upon completion of this requirement.
- Signed liability waivers should be obtained from all trip participants, including chaperones or teachers.
- Trip application materials should clearly establish any codes of conduct expected of students prior to their application for an exchange, and after selection to participate in the exchanges.
- In the event of a discipline problem of a student selected to go on an exchange, which would result in the student being removed from a trip, the trip-coordinators should be required to inform and consult with the Board before any such action is taken. The Board, trip-coordinators, and chaperones/sponsors shall meet jointly to review the issue and formulate a decision. Only after such joint consultation has occurred, and a decision reached, should the parents be notified of such decision.
- Youth eligible to participate in a youth exchange program must be attending a physical USD #497 facility, any private school in Lawrence; or must be a Lawrence resident attending a home-school or virtual school.