

**SUBJECT: FOREIGN TRAVEL FIELD TRIPS**

The Board of Education recognizes that there are certain educational and social gains derived from foreign travel. Foreign travel by high school students will be considered by the Board of Education only when an extraordinary educational opportunity is presented that would not otherwise be obtainable without the travel experience. All foreign travel field trips must serve an educational objective by enriching the instructional program.

A foreign travel field trip is a trip which results in students leaving the United States of America for any period of time and must ordinarily occur when school is not in session, i.e., during fall, spring or summer breaks, so as not to interrupt the school academic curriculum. Foreign travel field trips are not mandatory and participation shall not be a requirement of any District academic coursework. All expenses related to a student's participation in a foreign travel field trip will be the responsibility of the individual student.

Foreign travel field trips must be approved by the Building Principal, the Superintendent, and the Board of Education.

A Foreign Travel Field Trip Proposal (Appendix A) must be completed, submitted to the Assistant Superintendent for Instruction, and approved by the Superintendent and the Board of Education at least four (4) months prior to the anticipated travel and before any planning for a foreign field trip travel can begin. No commitments for any foreign travel field trip shall be made or monies for the trip collected until the Proposal for Foreign Travel Form is approved.

After the Board approves the Proposal for Foreign Travel Form, the Foreign Travel Field Trip Application (Appendix B) along with the completed Foreign Travel Field Trip Checklist (Appendix C) must be submitted to the Department of Instruction and approved by the Superintendent and Board of Education no later than ten (10) weeks before the planned departure date. No exceptions to this timeline will be made. The Foreign Travel Field Trip Checklist must be completed and attached to the Foreign Travel Field Trip Application.

All approved trips to foreign countries are subject to cancellation for reasons, including but not limited to, the issuance, by the Department of State, of a travel advisory/warning posted for any destination on the trip's itinerary. The District and the Board of Education will not be liable for any monetary losses in the event of a cancellation.

All foreign travel field trips must be supervised by school district personnel. At least one school administrator shall be required to supervise any foreign travel field trip.

A mandatory pre-trip meeting for parents, guardians, chaperones and students will be held. The rules and itineraries will be reviewed, along with the ramifications of breaking the rules and the penalties for violations. Parents will be advised that they will be required to bear the cost of additional travel expenses should the student be sent home for an infraction.

(Continued)

**FOREIGN TRAVEL FIELD TRIPS (Continued)**

The age of the students, regulations involving special needs students, and the need to ensure safety on the foreign travel field trip shall dictate the number of chaperones that will be required for a particular trip; however a minimum ratio of one (1) chaperone for every six (6) students is required. A minimum of two (2) chaperones must accompany each trip.

A Safety Plan for the foreign travel field trip must be developed and approved by the Building Principal before the final request for foreign travel is submitted to the Superintendent and the Board of Education for approval. The Safety Plan should include a complete list of all participants, signed permission to travel forms, medical information pertaining to trip participants, list of chaperones with assigned student groups, a detailed trip itinerary, current emergency telephone numbers for all participants, carrier information, parent/guardian phone chain, and student accommodation information.

Students shall not be permitted to take part in a foreign travel field trip without first presenting written consent/release on Board approved forms (Appendices D&E), which must be completed and signed by the student and the student's parent(s) or legal guardian(s). All participants must submit a fully executed consent/release and emergency form prior to travel.

The Safety Plan, consents/releases to participate, must be attached to the Foreign Travel Field Trip Application.

The administrator in charge of the trip shall be responsible for obtaining monthly advisories from the United States Department of State prior to the planned foreign travel field trip. The administrator shall submit a monthly report in writing to the Assistant Superintendent for Instruction detailing any travel advisories/warnings with respect to the destination(s).

At least ten (10) days prior to the commencement of travel, the administrator shall submit a final written report detailing any travel advisories/warnings issued by the United States Department of State. The Superintendent shall have the authority to cancel the foreign travel field trip at any time prior to departure if, in his or her opinion, the political or security climate has changed since the Board's approval of the foreign travel field trip. The District will not be liable for any cancellation costs.

A follow-up report for all foreign travel field trips shall be submitted by the trip administrator to the Board of Education through the Assistant Superintendent for Instruction within two weeks after returning from the trip.

Adopted: January 14, 2009

**Re-Adopted: October 12, 2011**