

## **FOREIGN TRAVEL: SCHOOL SANCTIONED**

**NEPN/NSBA Code: IICA RSU #78**

Regional School Unit 78 recognizes the educational program for students can be enhanced through the wise use of foreign travel. However, it is expected that the reasons for the travel are to be clearly defined and consistent with the learning outcomes of the content area(s) sponsoring the trip.

### **Guidelines**

#### **1. Parental Involvement**

1.1 Parents/guardians must give written approval to students under the age of 18.

1.2 Students and parents are to be involved in all phases of trip planning. Informational meetings shall be held on a regular basis for parents and students.

#### **2. Trip Approval**

2.1 All foreign travel requests must be presented to the Principal for his/her approval no later than September 30 of the school year in which the trip is taking place. (See File IICA-R)

2.2 The Principal must recommend the trip to the Superintendent by October 15 of the school year in which the trip is to be taken.

2.3 The Superintendent must approve the trip by October 31 of the school year in which the trip is to be taken.

2.4 The Superintendent shall then ensure that the proposal is on the agenda for Board action at the next Board meeting.

#### **3. Supervision**

3.1 There shall be adequate adult supervision. At a minimum, there shall be a ratio of one adult chaperon to each eight students.

#### **4. Planning and Participation**

4.1 School employees may not solicit students to participate in any non-school sanctioned, commercial trip or excursion.

4.2 Planning is to be started as far in advance as possible, no later than September 30 of the school year of the trip, in order that participants may secure adequate funds to offset the costs. However, no deposits will be accepted before the trip is approved.

4.3 Participation is limited to students in the content area(s) sponsoring the trip or excursion. If space allows, immediate family of students participating may travel as part of the group but shall be responsible for all costs associated with the trip related to them. Official chaperons may bring immediate family members, at their own expense.

4.4 No school group shall participate in more than one international trip per academic year, (This applies to groups, not individual students who may be involved in multiple groups) not to include summer vacation, nor miss more than two school days due to the trip. (Emergency exception to the two-day rule may be approved by the Superintendent.) 4.5 No student shall be subjected to undue pressure to participate. Non-participation shall not result in withholding academic credit, reduction in grade, or any other negative consequence.

### **5. Cost of Travel**

5.1 The cost of the travel is to be kept as reasonable as possible without compromising the health or safety of those involved.

5.2 No district funds may be used to finance foreign travel for students, faculty or administration

### **6. Fundraising**

6.1 Fundraising conducted to support foreign travel for students must be approved in accordance with district policy.

6.2 Monies earned through fundraising activities may only be used to offset travel costs for students only.

### **7. Student Eligibility and Conduct**

7.1 Academic and behavior standards shall be established prior to trip approval, published by the sponsoring content area teacher and attached to the permission form, and related to parents and students at the first informational meeting.

7.2 Students must be in good standing re school rules and regulations governing student behavior in the year of the trip. A suspension in the year of the trip shall render the student ineligible to participate.

7.3 Students removed from the trip due to behavior shall not be entitled to reimbursement from the school sponsoring content areas or chaperons.

7.4 Students who violate the expected behavioral standards outlined as per “7.1” above while on the trip shall be sent home immediately and at their own or parents’ expense.

- Parents shall provide to the head chaperon, prior to the trip, a copy of their credit card numbers.
- Prior to the student being sent home, parents will be called by the lead chaperon and informed of the reason for dismissal and of travel arrangements for the offending student(s).

## **8. Travel Conditions**

8.1 Travel shall not be approved if unsafe conditions exist.

8.2 If unsafe conditions arise after travel has been approved, travel may be cancelled or changed accordingly. 8.3 The superintendent reserves the right to conduct a safety review and cancel the trip if conditions warrant.

## **9. Insurance**

9.1 The company through which trips are planned must provide adequate health and safety insurance plan for all travelers.

9.2 The district's cost of providing liability insurance, if necessary, shall be borne by the trip participants.

9.3 Trip cancellation insurance is recommended for all travelers and at their expense.

## **10. Use of School Facilities**

10.1 Sponsors of trips may use school facilities to meet with students and parents involved in the trip.

Cross Reference: JICH: Drug and Alcohol Use by students  
JICIA: Weapons, Violence and School Safety  
JK: Student Discipline  
JKD: Suspension of Students  
JKE: Expulsion of Students  
IICA-R: Request for Foreign Travel

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