

STUDENT FOREIGN AND DOMESTIC TRAVEL PROGRAM
(Field Trips and Excursions)

Those wishing to participate in such programs must adhere to the following:

1. Inform the building principal and the Superintendent in writing of their intent to organize a trip or exchange program at least six (6) months in advance.
2. If the staff member and/or members of his/her family receive remuneration of any type, such shall be declared in writing to all participants and their families. Such declaration shall be provided with the initial introduction of the trip to prospective participants.
3. Staff members shall furnish information regarding travel agents, individuals and/or firms promoting such trips. This shall include liability and fiscal responsibility and letters of reference from other schools or professional organizations.
4. The staff member shall provide, at least 30 days prior to departure, a signed waiver of responsibility of the Board and the District by the parent or legal guardian of each participant. Since such trips are not to be during the time school is in session, said waivers shall absolve the Board from any responsibility for injury or conduct of those participating.
5. The staff member shall develop a written code of conduct for students while on the trip and submit same to the principal and Superintendent for approval within three (3) months of departure. This shall be provided in writing to all participants and their parents.
6. The staff member shall provide in writing to the Superintendent and principal a complete itinerary, including addresses of all places of lodging and names and telephone numbers of contact persons at least one (1) month prior to departure. This shall be provided to all participants and their parents.
7. Staff members shall not use instructional (classroom) time to promote such travel. Meetings may be held before and after school with the permission of the principal.
8. The staff member shall provide any and all information deemed appropriate by the principal and/or Superintendent.
9. When necessary to limit the number of participants, every effort will be made to make selections on a fair and equitable basis.

NOTE: In summary the following information checklist shall be submitted to the principal and presented to the Superintendent.

- a. Educational Reasons (co-curricular or extra-curricular)
- b. Destination

- c. Complete Itinerary
- d. Insurance Issues
- e. Chaperone Issues
- f. Funding Source
- g. After acquiring administrative support, the plan may be requested to be presented at a Board of Education meeting by the supervisor of the class, instructor, activity advisor, and/or coach. Failure to follow proper procedures may result in a lack of support for the field trip.

Adopted 1/27/97
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