

EDUCATIONAL TRIPS TO FOREIGN COUNTRIES

School-Sanctioned Trips

- 1.0 The Board of Education recognizes that educational field trips are important authenticated experiences that contribute to a strong program of instruction in many areas of curricula. All educational trips outside of the United States must be approved in advance by the Board.
- 2.0 In addition, approval of educational trips to foreign countries is contingent upon demonstrated relevance to curricular objectives, a showing of adequate adult supervision (as determined by the Superintendent), written parental consent and release for the student's participation on a form supplied by the District, and the country or countries being visited not being on the U.S. Department of State Travel Warning or Public Announcement list. Regularly, up to the date of departure, the U.S. Department of State Travel Warning or Public Announcement list is required to be checked for changes in status of countries being visited.
- 3.0 Organizers, sponsors, parents, and students shall not make binding commitments for travel, lodging, and/or incur other expenses until the Board has approved the trip. Such activity will be the sole responsibility of the organizers, sponsors, parents, and students. No money will be raised and/or collected from students until the Board has approved the trip. Requests for trip approval must be made six months before the date of departure.
- 4.0 All requests for consideration of foreign educational trips must include the following:
 - 4.1 Objectives for the proposed trip and the expected learning outcomes
 - 4.2 Learning activities to be experienced and exercised during the trip
 - 4.3 The estimated number of and grade level for each participating student
 - 4.4 The estimated cost per pupil and per chaperone
 - 4.5 The expected source(s) of funds, including estimated student contributions and/or
 - 4.6 Means of transportation
 - 4.7 Itinerary, including the start and ending dates of the trip detailed by the time of departure and anticipated time of return
 - 4.8 Arrangements for meals and lodging
 - 4.9 Names of proposed chaperones. Chaperones are subject to approval by the Principal and the Superintendent
 - 4.10 Plans for providing information to parents and chaperones
 - 4.11 Plans for emergencies
 - 4.12 Plans for inclement weather
 - 4.13 Behavioral expectations for all participants, including staff, chaperones, and students
 - 4.14 Student accountability for behavior must include all District rules that are ordinarily applicable to all students in school and during school activities

- 4.15 Staff, chaperones, and all other participants' accountability for behavior must include all District rules that are ordinarily applicable to all staff and participants.
- 5.0 Recruiting and organizing school trips are prohibited during instructional time and during the employee's workday.
- 6.0 The Board recognizes that educational field trips impact other programs, services, and the general operation of the schools. To minimize the impact, the Board strongly encourages organizers and/or sponsors to schedule sanctioned trips during weekends and/or vacation periods.

Non-Sanctioned Trips

- 7.0 Foreign travel that has not been approved by the Board will be considered a non-sanctioned trip.
- 8.0 All responsibilities for non-sanctioned trips and/or excursions lie with the individual(s) or group(s) sponsoring and organizing such activities.
- 9.0 Furthermore, non-sanctioned trips are trips and/or excursions that act independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the Board, and are not associated with the curricula, co-curricular, and/or extra-curricular activities.
- 10.0 The Board recognizes that educational field trips impact other programs, services, and the general operations of the schools. To minimize the impact the Board does not approve absences for non-sanctioned trips that require students or staff to miss school and/or work days.
- 11.0 Individuals, including employees, or groups who wish to use the schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with Policy KG – Use of School Facilities.
- 12.0 Recruiting and organizing school trips are prohibited during instructional time and during the employee's workday.
- 13.0 For non-sanctioned trips, use of school equipment, including but not limited to fax machines, photocopiers, telephones, computers, letterhead, and other supplies is prohibited.

14.0 Non-sanctioned trips may not be represented as school functions or as related to, or an extension of the school's instructional, co-curricular, and/or extracurricular activities. To minimize any misrepresentation, school employees or other persons who organize non-sanctioned trips must state the following, in organizational meetings and literature:

14.1 "This trip is not sponsored or approved by the Scarborough Board of Education and/or Scarborough School Department. Authorized school administrators have not reviewed or sanctioned the trip's itinerary or trip supervision."

Adopted: June 6, 2002

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November 4, 2004