

School-Related Foreign Travel By Students

School-related foreign trips are allowed by the Notus School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Field trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom experience.

When contemplating approval of a trip, the Superintendent shall take into account any foreign travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall be authorized by the Superintendent or the Superintendent's designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Superintendent no later than eight (8) weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs are kept to a minimum.

The teacher(s) responsible for the trip shall submit a list of participants to the school nurse so that provisions for any special medical problems and/or precautions can be provided.

Advertising, including the distribution of materials, will be allowed during the school day.

Private groups and organizations may not use the District in any way to promote their activities.

The Superintendent will develop procedures for trips, including the approval process, procedures to be used in case of accident or illness and student conduct violations.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.
2. Identify the names of students and chaperones attending the trip.
3. Identify and plan for any special medical needs of student and chaperones attending the trip.
4. Identify adequate liability insurance to protect the District, board members, chaperones, teachers and students.
5. Submit an itemized statement of costs, including transportation, meals and accommodations.
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature and optional trip insurance.

The Superintendent may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any schoolwork missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one (1) pre-trip meeting with students and parent/guardian.
2. Provide to the Superintendent, students, parent/guardian and chaperones detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss district policy regarding student conduct while on a school-sponsored activities.
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements.
6. Perform periodic checks to ensure strict compliance with all school rules and policies.
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip, and depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip.
2. Ensure that students follow all legal and school requirements.
3. Follow the "room check" procedure as established by the Administration.
4. In all ways model the behaviors expected of District students.
5. Follow and abide by all State, Federal and International laws as well as Notus School District policies.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District requires background checks on chaperones.

The safety, protection and supervision of District students are the sole purposes for adult chaperones accompanying District students on foreign trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one (1) adult per ten (10) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Superintendent and will be reviewed during the pre-trip meetings.
2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Responsibilities

Responsibilities of Principal or Superintendent:

1. Obtain and retain on file written parental permission for students who are under the age of 18.
2. Sign any contractual agreement with a public carrier and/or any other service provider.
3. Assure that all plans and arrangements are provided to and understood by the students and their parents.
4. Set student and chaperone conduct rules.

Responsibilities of Trip Organizer:

1. Communicate conduct rules of students and chaperones to parents/guardians, students and chaperones. Set behavior expectations for students and chaperones.
2. Carry a list of the names of students and chaperones participating, their emergency information and submit a copy of the list to the building Principal prior to the trip.
3. Notify the building Principal of any emergency situation, i.e. an accident involving student(s), student missing from the group, etc.
4. Identify and provide to parents an emergency plan.

5. Complete Overnight Field Trip (2550F1) and Out of State Country Travel (2550F2) forms.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Superintendent and Building Principal. The Board may request a summary and evaluation be presented to the Board.

Cross Reference: 2550 Field Trips excursions and Outdoor Education
 2550F1 Overnight Field Trip
 2550F2 Out of State/Country Travel
 4600 Volunteer assistance
 4600F1 Volunteer Application
 4600F2 Criminal History Check
 4600P Volunteer assistance Procedure

Policy History:

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