

Educational International Trip – Policies and Procedures

**designed to provide an educational experience outside the United States, where students participate in activities to enhance their understanding of languages, people and cultures.*

1. Must be approved by the Superintendent and Board of Education.
2. International field trips must be preceded by appropriate preparatory instruction and have a follow-up presentation to present learning outcomes.
3. All trips must provide a written itinerary with locations, phone numbers, and estimated arrival/departure times to certain location to the school office, administration, and parents.
4. A trip manifest must be carried on every chaperone and adult on the trip and submitted in advance to the school office and administration.
5. All chaperones must be informed of any special medical problems, allergies, handicaps, special prescriptions, etc., of participating students.
6. All chaperones must carry a list of school emergency contact numbers. If an emergency or accident occurs the teacher or chaperone must notify the superintendent immediately.
7. All students must be in good academic standing and have no discipline record. (No failing classes, in school suspensions or out of school suspensions). Students must have a minimum GPA of 2.6 for the school year and cannot have more than five absences for the school year.
8. The primary chaperone must be a certified teacher or administrator. Non certified co-chaperones must be approved by the administration and board of education.
9. A written parental consent and health record form must be provided to the school prior to the trip.
10. Parents must attend a trip meeting to ensure understanding of all plans and school policies, objective of the program, costs, daily itinerary, chaperones, accommodations, student and chaperone responsibilities, school behavior policies, trip cancellation procedures, and refund policies.
11. Students/families are responsible for securing travel documents including visas, passports; as well as medical waivers and immunizations as needed.

Adopted: August 2013