

FOREIGN STUDY - TRIPS

All foreign study trips shall have the approval of the building principal, in advance. For any first-time trip, for the first of a planned series of the same kind of trip, or for a significant departure from previous arrangements, approval from the board of directors is also required at least four months in advance of any final commitment to participating students or parents.

The following criteria apply for school-sponsored foreign study trips:

1. Study programs outside the country shall normally be taken at times when North Scott schools are not in session. Exceptions may be granted by the board of directors upon recommendation of the building principal and the superintendent.
2. Parent or guardian permission slips must be obtained for each trip and placed on file in the building principal's office prior to the trip.
3. Detailed plans and data are to be provided to administration, involved parents, and students.
4. Proper health insurance and liability protection must be supplied by each participant.
5. School employees involved in working out agreements with a travel agency, etc. act as representatives of the school district.
6. Adequate supervision must be provided during the foreign study trip. One staff member or adult supervisor per ten students is recommended.
7. District transportation may be provided for part of the trip such as transportation to the airport; this transportation cost will be included in the cost of the trip.
8. Reimbursement for all travel and other trip-related expenses will be provided to the staff member(s) from participants' fees or other available funds.

Approved: March 14, 1994

Reviewed: February 25, 2019

Revised: