

CARLISLE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS TO FOREIGN
COUNTRIES

ADOPTED: May 18, 2006

REVISED:

	121.1. FIELD TRIPS TO FOREIGN COUNTRIES
1. Purpose	The Board believes that it is important to provide opportunities for its students to participate in field trips beyond the continental limits of the United States.
2. Authority	<p>Requests for trips beyond the continental limits of the United States shall be granted based upon the merits of the planning and the educational objectives associated with the trip.</p> <p>All field trips to foreign countries are to be planned with educational value being of prime importance through a reliable travel organization.</p> <p>Trips may be scheduled each year with the recommendation of the Superintendent and approval of the Board.</p>
3. Guidelines	<p>All field trips must be scheduled to include a school vacation period. Every effort shall be made to assure that students are absent from school the minimum amount of time.</p> <p>The days on which students and teachers are on tour which are regular school days will not be considered as days absent from school. Students will be responsible for making up any work missed. Teachers will be responsible for providing appropriate plans for substitutes.</p> <p>The respective program chairperson will be the coordinator for tours generated for the district.</p> <p>The program chairperson of the department organizing the trip shall be responsible for securing and screening persons to serve as chaperones. A minimum of one (1) department member shall serve as one of the chaperones. All trips must have a minimum of eight (8) students. The program chairperson may establish the maximum number of student participants.</p>

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	<p>A written request for approval of the tour detailing the trip and including itineraries and dates, must be submitted to the Board via the Superintendent no later than the October Board meeting for winter recess trips; no later than the November Board meeting for spring recess trips; and no later than the June meeting for Thanksgiving recess trips.</p> <p>All trips must be approved by the Board during the regularly scheduled October, November or June meeting of the Board.</p> <p>It is understood that trips will be cancelled should a minimum number not be reached by the October Board meeting for winter recess trips and the September Board meeting for Thanksgiving trips.</p> <p>Chaperones shall be responsible for a maximum of ten (10) students.</p> <p>A survey of students interested in the tours with appropriate information to screen those interested will be conducted by the program chairperson. Subsequently, an application form signed by the parents/guardians of those students who are approved will be secured.</p> <p>A fair and effective screening of students will be made with primary consideration given to upperclassmen studying at advanced levels. Students who are failing or in danger of failing any subjects and/or students whose record reflects either attendance or discipline problems as determined by the building principal shall not be permitted to participate. Parents/Guardians and students will be required to attend a minimum of one (1) meeting at which rules and penalties for conduct on the tour will be clearly stated in writing.</p> <p>All students participating in field trips to foreign countries shall provide evidence of personal medical insurance.</p> <p>A release form exonerating the district and its chaperones from responsibility for all damages, loss or mishap shall be required.</p> <p>The range of expenses for each student and the range of costs of the tour, including insurance, must be stated.</p> <p>There will be no cost to the district for field trips beyond the continental limits of the United States.</p>
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	<p>Trips will be cancelled by the district if not permitted by the State Department, if the travel agency cancels the approved trip or if the district believes events in the area create a danger to students and adults. The district will assume no responsibility for any such cancellation.</p> <p>If a student is withdrawn by the parent/guardian after Board approval has been granted, the parent/guardian accepts all responsibility for the loss of any deposits.</p>
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