

FOREIGN AND DOMESTIC OVERNIGHT TRAVEL

Foreign or domestic overnight travel with significant educational value is permitted following the approval of the building principal and the Superintendent. School Board approval is required for all foreign travel trips. All of the requirements in Policy IJOA and this Policy must be followed.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into days when school is in session, a waiver request must be requested. For domestic overnight travel, the Superintendent must approve the waiver request. School Board approval of the waiver is required for foreign travel trips.

A. Foreign Trip Approval Process

Preliminary Approval. Trip approval by the School Board shall consist of preliminary approval, at least six months prior to the trip, but no later than November 1st. Preliminary approval is required to allow for appropriate trip and financial planning. Except to determine interest/feasibility, no substantive discussion of foreign travel can be conducted with students and families until preliminary approval is granted by the School Board.

Requests for preliminary approval submitted to the School Board shall include:

- Statements of the educational value of the proposed extended travel and the relationship to current program and course offerings.
- If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
- Inclusive dates of the trip.
- General itinerary.
- Cost per student.
- Statement of academic eligibility or other limiting rules of participation established by the trip director.
- Permission forms to be reviewed with and signed by parents.
- Statement of source and nature of insurance coverage.
- Decision and opinion of the principal and superintendent.
- Release from duty of any staff member by the superintendent.

- Financial benefit to trip leader and chaperones must be disclosed (e.g., plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
- Any costs to the School District.

Final Approval. Requests for final approval should be scheduled for the regular School Board meeting approximately three months prior to departure, granting permission to proceed.

Requests for School Board final approval will include:

1. Adult/Student ratio is 10 students to 1 chaperone (Chaperones for Field Trip Procedure). The required number of chaperones are subject to venue and logistics and the minimum number of chaperones is 2.
2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.
3. A list of all students, chaperones and their contact information. This information will be kept on file at the SAU office and at the school.

The School Board may rescind its final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety or well-being of the students may be jeopardized by acts of terrorism or government instability.

The School District shall not be responsible for any costs incurred by staff, chaperones, parents or students associated with the School Board’s denying final approval or rescinding its final approval.

B. Chaperones

Only adults assigned as chaperones are permitted to travel with the students on domestic trips. On foreign overnight scheduled trips during school break parents may travel with their child and are responsible for all cost incurred. Chaperones are required to have completed the criminal background check process as described in Policy IJOC. Alumni of CAES graduates may be invited to participate for up to one year upon graduation from CAES.

Alumni will adhere to the same standards of behavior as defined for student participants

Chaperones will be provided with a copy of the Requirements for Chaperones (Policy IJOA-R, Form 2) and must acknowledge that they have reviewed and will adhere to these requirements.

C. Permission to Participate

A copy of this Policy and all related forms in Policy IJOAA-R along with any informational materials shall be provided to students and parents. All required information and permissions must be secured before the student is allowed to participate in the trip.

D. Alumni Chaperones

Alumni of CAES may be invited to participate for up to one year upon graduation from CAES, until they reach the age of 21.

District Policy History	
Board/Committee Name	Recommendation/Approval Date
Colebrook School Board	November 6, 2024
Colebrook Local Policy Committee	November 6, 2024
Colebrook Local Policy Committee	Oct. 22, 2024,