

**APPENDIX E – POLICY 800.33**  
**Special Requirements for Annual French Trip**

In addition to meeting all of the requirements outlined in the District's field trips and excursions policy and procedures, persons planning and participating in the annual French trip shall be expected to comply with the following special requirements:

1. All supervisors (chaperones) for the French trip who are not District employees must submit to a criminal background check and be cleared by the District Administrator or designee before being allowed to accompany students on the trip.
2. **Security Measures** - Before any funds are collected from parents/guardians or through fundraisers, the trip's organizers shall require each student participant's parent(s)/guardian to sign the "School-Sponsored Extended Trip Security Addendum". Trip organizers must also inform parents/guardians and students of the District administrative procedures regarding security:
  - a. The District will cancel or postpone the trip if the Department of Homeland Security declares a code RED or the State Department issues a "Travel Warning" for a country that is to be visited.
  - b. Trip organizers will notify parents/guardians and provide the option to withdraw from the trip if the Department of Homeland Security declares a code ORANGE.
  - c. Trip organizers are responsible for sharing with parents/guardians all terms of the contracts with travel providers or conditions of trip cancellation insurance in regard to refunds if either of the above conditions occurs.
  - d. The district and trip organizers are NOT responsible for airline situations (cancellation of flights, bankruptcy of airline, etc.)

CROSS REF.: Policy 900.13, School Sponsored Trips/Events  
Policy 900.30, Alcohol/Drug Abuse  
Policy 900.33, Student Discipline  
Policy 900.42, Administering Medication to Students  
Policy 900.45, Supervision of Students