

**INTERNATIONAL TOURS**

Requests for International Tours must be forwarded to the Board at least eight (8) weeks prior to departure. Board approval must be obtained prior to the payment of any fees. Applications from the group requesting permission for the International Tour must include the following:

1. The tour itinerary
2. Cost to participants
3. Division staff involved
4. Chaperones\*
5. Number of participants
6. Health insurance coverage
7. Medical concerns
8. Communication with parent(s)/legal guardian(s) and students

Due consideration must be given to the dates of the tour as they pertain to other activities and programs of the school and students. The tour must not take place within two weeks prior to examinations.

Prior to submission to the Board, the request must be approved by the school principal or designate.

Division teachers/staff involved are responsible for ensuring supervisors and chaperones are familiar with Procedure 4-E (Code of Conduct for Coaches, Athletes, Supervisors and Chaperones).

If the tour continues without Board approval, students and parent(s)/legal guardian(s) will sign release forms acknowledging that the Board and its agencies are not liable for any injury or accident and further that they accept responsibility for the decision to travel.

If the Division does not approve travel, no Division or school facilities or resources will be used in support of the tour.

The Division requires the number of chaperones for students on the tour be at a ratio of 6 students to 1 chaperone.