

# SHALER AREA SCHOOL DISTRICT

No: 121.2

## SECTION: PROGRAMS

TITLE: DISTRICT-APPROVED OVERNIGHT DOMESTIC/FOREIGN TRAVEL

ADOPTED: AUGUST 20, 2003

REVISED: JULY 15, 2008; MAY 13, 2009; MAY 12, 2010

<p>1. Purpose SC 1361</p> <p>2. Definitions</p> <p>SC 517, 1361</p>	<p>121.2 DISTRICT-APPROVED OVERNIGHT DOMESTIC/FOREIGN TRAVEL</p> <p>The Board of School Directors recognizes valuable educational experiences may be gained by students in a setting other than the classroom. It is, therefore, the policy of the Board to permit student educational travel pursuant to guidelines and conditions herein set forth. Two (2) categories of student educational travel are delineated for grades K-12:</p> <ol style="list-style-type: none"><li>1. Overnight domestic trips.</li><li>2. Foreign travel.</li></ol> <p>The following conditions shall apply to all overnight domestic and foreign trips:</p> <p><u>Definition</u></p> <p>District-approved travel is travel that is paid for by individuals and/or District-affiliated support groups and is directly related to or an extension of the curricular, co-curricular, or extracurricular programs adopted and implemented by the Board of School Directors.</p> <p><u>Superintendent/Board Approval</u></p> <p>Any overnight trip shall require the written approval of the Superintendent or his/her designee upon the written recommendation of the principal and written approval of the Board. The request must be submitted no less than sixty (60) calendar days prior to the planned trip. (The Superintendent may waive the sixty (60) day requirement in special circumstances. Fund-raising campaigns may not be initiated for the specific event before approval is granted by the Superintendent and the School Board.</p> <p><u>Dissemination of Information</u></p> <p>An information flyer describing the tour may be distributed to interested students during the appropriate class.</p>
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Parental Permission

The sponsor shall acquire written permission of the parents/guardians for each participant for each trip. Copies of the written permission slips shall be kept on file by the appropriate principal.

The parent's signature on this permission slip must be notarized by a Notary Public. The organization sponsoring the trip and/or the individual parent shall be responsible for securing the notarized signature.

School Facilities

The sponsor(s) may use school facilities to meet with students and parents involved in the trip. The purpose of the meeting is to disseminate information related to the trip.

Cost

Pupils may be charged for the cost of overnight and activities trips; however, provisions may be made by the sponsor to provide financial assistance so that students of all economic backgrounds are able to participate. Students will be refunded the cost of the trip minus any applicable administrative fees should the trip be canceled.

Chaperones

An overnight extracurricular trip for high school students shall be attended by a minimum of one (1) chaperone per twelve (12) students; the preference is to include at least one (1) chaperone of the opposite sex. A request for an exemption to this requirement must be submitted with the Trip Approval Request Form. If the trip is approved by the Board of School Directors and the Superintendent, the substitute coverage will be provided, at District expense, for the sponsor and chaperones.

Conduct

Students, faculty, sponsors, chaperones, and/or parents participating in an approved overnight domestic/foreign travel field trip, including private commercial ventures, are bound by personal conduct standards as stated in Shaler Area School District Policy Manual; in particular, Policy 222, Tobacco Use; and Policy 227, Alcohol and Other Drugs. Therefore, a student who violates Shaler Area School District established student control policies may be excluded from participating in any field trip or overnight field trip.

An employee or sponsor who violates established Shaler Area School District policies or procedures shall be subject to progressive discipline by their immediate supervisor.

Tentative Itinerary

The application for an overnight trip shall be accompanied by a tentative itinerary to include purpose/value of the trip, anticipated departure and arrival times, housing arrangements, and activities in which the students are expected to participate. Cost estimates and plans for paying for the trip are to be provided at the time of the request. A detailed itinerary must be provided to the Superintendent and the building principal prior to departure.

Examination Week

Overnight trips are not to be scheduled during exam weeks.

Accident Insurance

Accident insurance covering bodily injury shall be secured by the sponsoring organization for students and chaperones for all out-of-state trips and foreign travel. The minimum value of the insurance shall be \$20,000.

Liability Insurance

Liability insurance in an amount not less than \$50,000 shall be provided by the District for all designated employee and non-employee chaperones for interscholastic activities and competitions.

Trip Reimbursement Insurance

Trip reimbursement/return transportation insurance must be offered by the sponsoring organization to participants on the trip. A waiver signed by the participant and one parent/guardian declining the trip reimbursement insurance must be kept on file by the sponsoring organization for six months after the completion of the trip.

District Funds

No District budget funds may be used to finance such trips without prior approval of the School Board.

Fund Raising

The cost to students to participate shall be minimized. Through optional fund raising activities, attempts by sponsoring organizations will be made to provide financial assistance so that students of all economic backgrounds are able to participate.

Accounting Substantiation

Shaler Area School District requires a separate account for each foreign trip. A cash receipt journal should be maintained detailing each participant's name, date, payments, and the amount deposited in the bank, or an official financial account statement shall be submitted from the travel agency. The District is to receive the final revenue/expenditure statement upon the completion of the activity.

Private Commercial Ventures

Unless they are directly related to academic competitions, approved courses, or District clubs, trips taken outside of the school calendar year (includes weekend and vacation days) are not the responsibility of the District.

Professional staff members who elect to conduct such trips do so basically on their own. The Board is not liable and has no obligation to sanction these occurrences.

Fundraising events conducted in support of such trips will not be done under the auspices of Shaler Area School District; therefore, the Shaler Area School District name should not be used and the monies may not be deposited in any school accounts. Fliers related to such trips must state that the trip is not sponsored by Shaler Area School District.

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