

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: OVERNIGHT/FOREIGN  
TRAVEL

ADOPTED: OCTOBER 22, 2015

REVISED: SEPTEMBER 17, 2015

121.1 OVERNIGHT/FOREIGN TRAVEL	
1. Purpose	<p>The Board recognizes that 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 of this policy. Two (2) categories of student educational travel are delineated for grades K-12:</p> <ol style="list-style-type: none"> <li>1. Overnight trips.</li> <li>2. Foreign travel.</li> </ol>
2. Authority	<p>The final approval of all field trips will be at the discretion of the Board as part of the budget process. Guidelines and conditions shall apply to all overnight/foreign trips, except as otherwise directed by the Board.</p>
3. Guidelines	<p><u>Superintendent/Board Approval</u></p> <p>Any overnight trip shall require the written approval of the Superintendent and/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 ninety (90) calendar days prior to the planned trip. Fundraising campaigns may not be initiated for the specific event before approval is granted by the Superintendent or School Board.</p> <p><u>Dissemination Of Information</u></p> <p>An information flyer describing the trip may be distributed to interested students during the appropriate class.</p> <p><u>Parental Permission</u></p> <p>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 and in the Superintendent's office.</p>

School Facilities

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

Costs

Students may be charged for the cost of overnight ~~and activities~~ trips. Students will be refunded the cost of the trip minus any applicable administrative fees should the trip be canceled and refunds are received by the district.

Chaperones

An overnight extracurricular trip for high school students shall be attended by a minimum of one (1) chaperone per ten (10) students; the preference is to include at least one (1) chaperone of each gender. A request for an exemption to this requirement must be submitted with the Field Trip Request Form. If the trip is approved by the Board and the Superintendent, substitute coverage will be provided, at district expense, for the employees. All chaperones are subject to meet requirements set forth in Policy 916. School Volunteers and have complied with mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of these screening processes.

Conduct

Students and faculty participating in an approved overnight/foreign travel field trip are bound by personal conduct standards and bound by extracurricular eligibility standards as stated in the Delaware Valley School District Board policy manual.

Tentative Itinerary

The application for an overnight trip shall be accompanied by a tentative itinerary to include the educational 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 shall not be scheduled during exam weeks.

<p>4. Delegation of Responsibility</p>	<p><u>Accident Insurance</u></p> <p>Accident insurance covering bodily injury shall be secured by the sponsoring organization for students and chaperones for all foreign travel. The minimum value of the insurance shall be \$25,000.</p> <p>Liability insurance shall be secured by the sponsoring organization for all designated employees and chaperones in amounts not less than the following:</p> <table data-bbox="568 756 1201 871"> <tr> <td>General Liability</td> <td>\$ 1,000,000.00</td> </tr> <tr> <td>Professional Liability</td> <td>1,000,000.00</td> </tr> <tr> <td>Umbrella</td> <td>10,000,000.00</td> </tr> </table> <p>Also, Delaware Valley School District must be named as an “additional insured” on the policy and a Certificate of Insurance indicating same must be provided to the school district.</p> <p><u>Trip Reimbursement Insurance</u></p> <p>Trip reimbursement/return transportation insurance must be purchased by the sponsoring organization.</p> <p><u>Fundraising</u></p> <p>The cost to students to participate shall be minimized. Through optional fundraising activities, attempts will be made to provide financial assistance so the students of all economic backgrounds are able to participate.</p> <p><u>Accounting Substantiation</u></p> <p>Delaware Valley School District requires a separate account for each trip that allocates fundraising proceeds to students. 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 within thirty (30) days of completion of the activity.</p> <p>The Superintendent or designee shall prepare procedures for defined field trips on a yearly basis. Procedures shall ensure that the safety and well-being of all students shall be protected at all times and the parents/guardians are informed before any</p>	General Liability	\$ 1,000,000.00	Professional Liability	1,000,000.00	Umbrella	10,000,000.00
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	student may participate in a field trip away from a school. Field trips may be paid for by the school district or, in some cases, by interested groups.
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