

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
9/18/08	3018 of 8/19/93	121.2

Title: Student Trips to Foreign Lands

Purpose: To set forth conditions and circumstances under which the Pennsbury Board of School Directors will approve student trips to foreign lands.

This document, Index No. 121.2, replaces the previous Index No. 3018.

Policy: Student trips to foreign lands are approved by the Board so students can take the necessary time out of class during the school year. School trips to foreign lands taken when school is not in session are also approved by the Board to help protect the students' interests. Trips to foreign lands are not district sponsored activities, and therefore do not qualify for district funding.

In order to help protect students' interests regarding school trips to foreign lands, the trip organizer must first obtain approval of the building principal and Assistant Superintendent for Curriculum and Instruction; must obtain a minimum of three (3) quotes and submit the following to the Board of School Directors when requesting Board approval.

1. Details of the trip – dates, places to be visited, hotels, etc.
2. A statement of educational value of the trip and connections to the approved Pennsbury curriculum
3. Quotes from three travel agencies, including costs per student
4. A copy of the contract and/or agreement between the students and the agency
5. Dun & Bradstreet or other financial ratings for each of the agencies, if available

6. References on each travel agency which were obtained from previous organizers of school trips and a statement of reference checks on the recommended agency
7. A copy of the letter sent by the organizers to each student and his or her parent or guardian which outlines the trip details and informs them that the School District is not sponsoring the trip nor is the School District underwriting the trip in any manner, financial or otherwise. Restating the fact that the Board only approves the student time out of school and that the financial arrangements are a contract between the students/parents and the travel agency

Examples:

Examples of previously approved student trips to foreign lands include: Foreign Languages Department Summer School Abroad trips; Humanities Department Summer Trip Abroad; Music Performance Groups, etc.

Responsible

Administrator:

Assistant Superintendent, Curriculum and Instruction