

ADMINISTRATIVE REGULATION

PENN MANOR  
SCHOOL DISTRICT

APPROVED: March 18, 2011

REVISED: July 2, 2012

121-AR-10. FOREIGN FIELD TRIPS

Prior approval by the district is required for foreign field trips. No deposits or reservations will be made for such trips before such approval.

The Assistant Superintendent will approve all foreign trips. The recommendation will take into account associated circumstances and any foreign travel warnings or cautions issued by the Department of Homeland Security.

District-approved trips will be subject to change when the Department of Homeland Security National Terrorism Advisory System issues an alert that may affect the trip. When this occurs, the District may decide to not sponsor or endorse the trip. Parents/Guardians must be informed of this possibility at the time of registration.

The Superintendent or designee will monitor the frequency of foreign trips to ensure equitable opportunity for different student groups to make such trips. First priority for approval will be given to trips involving students who have completed their junior year and are preparing for their senior year.

Groups and sponsors contemplating foreign travel must present a preliminary request to the District at least twelve (12) months prior to the anticipated departure.

Prospective sponsors will submit vendor specifications, contracts and itineraries for administrative review.

A schedule of fundraising activities to support the trip must be submitted to the District by parent/guardian sponsoring groups or faculty sponsor along with proper licenses, if necessary, within two (2) months after preliminary approval.

An age range of the specific grade levels of participants will be identified, consistent with the relationship to curriculum.

Students, employees and chaperones participating in foreign field trips must be covered by their own accident and health insurance policy.

Students participating in foreign field trips must provide an emergency treatment waiver signed by the parent/guardian, which includes emergency telephone numbers, insurance policy numbers, and other necessary data.

A summary written report will be submitted to the Assistant Superintendent within one (1) month after the return of the student group.

A detailed financial account will be submitted to the individual responsible for Student Activities Accounts at the completion of each fundraising activity for support of the trip and at the end of the travel.

All vendor rebates, concessions and other considerations must be used to reduce student participant costs, where possible.

Sponsors and vendors of travel services for foreign trips must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.