



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.

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

1. 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.
2. The school nurse should be consulted to determine if any students attending the trip have medical needs that may require nursing services. If it is indicated, the building principal shall see that at least one (1) chaperone is an RN or LPN. This may be a parent/guardian volunteer who has a current Pennsylvania State Nursing License. When coverage is provided by a volunteer RN or LPN, a hold harmless waiver must be signed by the student's parent(s)/guardian(s) and the volunteer providing the required coverages. If the parent/guardian of the student requiring nursing services wants to accompany his/her child to fulfill the nursing services, this is also acceptable.
3. Overnight/Foreign travel programs must be scheduled so as to minimize the loss of instructional time.
4. Sponsors should obtain competitive presentations by at least three (3) travel agencies which will include comparisons and evaluations of itinerary, cost and travel agency's credibility. These presentations are to be submitted directly to the principal, who will make the final decision on the selection of the agency.
5. A sponsor who represents, works for, or is an officer of any study-travel agency will disqualify him/herself from the selection of the planned overnight/foreign travel program. In this case, the principal will make the final recommendation.

6. Sponsors must receive Superintendent and Board approvals prior to any classroom discussion, parent meetings, and fundraising. No money is to be collected prior to Board approval.
7. Sponsors shall keep their immediate supervisor informed in all respects with the overnight/foreign travel program. The building principal will oversee and approve all aspects of the proposed program.

Tentative Itinerary

The application for an overnight trip shall be accompanied by a tentative itinerary to include purpose/value of the foreign travel 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 principal prior to departure.

Examination Week

Overnight trips are not to be scheduled during exam weeks.

Conduct

Students and faculty participating in an approved overnight/foreign travel trip are bound by personal conduct standards as stated in Moon Area School District Policy Manual. A student who violates Moon Area School District established student conduct policies may be excluded from participating in any overnight/foreign travel. Students who violate the district personal conduct standards during an overnight/foreign travel trip may be sent home prior to the conclusion of the trip at their own cost.

Liability Insurance

Outside organizations sponsoring out-of-state and foreign travel must provide the district with a Certificate of Insurance as evidence that the organization has a minimum of \$1,000,000 liability insurance coverage. The Moon Area School District must also be named as an additional insured on the Certificate.

Accounting Substantiation

Moon Area School District requires completion of the Account Substantiation Form for each overnight/foreign travel 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 Moon Area School District; therefore, the Moon 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 Moon Area School District. No fliers will be distributed on school property nor shall the public address system be used to advertise such trips.