

CONNELLSVILLE AREA SCHOOL DISTRICT

SECTION: PROGRAMS
TITLE: STUDENT TRAVEL
ADOPTED: December 20, 2006
REVISED:

<p>1. Purpose SC 1361</p> <p>2. Authority</p>	<p style="text-align: center;">121. STUDENT TRAVEL</p> <p>The Board recognizes that student travel, as enumerated below, is an educationally sound and important ingredient in the instructional program of the district, and in the complete education of the total student.</p> <p>Student travel shall remain under the supervision and responsibility of the Board and is subject to all policies, rules and regulations adopted by the Board. It is not necessary that a visitation day be used in conjunction with any student travel. All student travel will be with teacher release time as needed. Participation in student travel is not a right, and may be denied to any student for just cause.</p> <p>Student travel shall be considered Board approved and under the sponsorship of the Board when it has been approved by the Superintendent or his/her designee and reported to the Board for their information and review at the first available Board meeting.</p> <p>The Board shall approve and pay all costs for the following types of student travel:</p> <ol style="list-style-type: none"> 1. Competitively earned travel such as, but not limited to, county, district, region and state band/chorus/Pennsylvania Junior Academy of Science/Future Business Leaders of America/Academic Quiz Teams, and individual and team athletic achievements including such travel necessitating overnight stays. 2. Certain curriculum related activities such as, but not limited to, Humanity Days and other award type events such as the KDKA Salute to Teachers dinner and the WTAE SADD luncheon. <p>The Board shall approve payment of substitute teachers as needed, and other limited costs as budgeted for the following types of student travel:</p> <ol style="list-style-type: none"> 1. Band/Chorus adjudications and festivals. 2. Honors bands, choruses and workshops.
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<p>3. Guidelines</p>	<p>3. Athletic competitions as scheduled by the Athletic Director which may necessitate overnight stays.</p> <p>The Board shall approve only payment of substitute teachers as needed. The Board shall not pay other costs for one-day elementary and secondary student field trips or student workshops.</p> <p>The Board must individually approve extended field trips to such destinations as Disney World, Hershey Park, Gettysburg, Cedar Point, Wallops Island, Williamsburg, etc., that involve distances of over 100 miles and/or overnight stays not previously listed in this policy.</p> <p>School district-sponsored clubs and organizations of students may request financial support from the Board, following sponsor and administrative approval, for extended field trips or other travel not previously listed in this policy and shall be subject to the following eligibility guidelines:</p> <ol style="list-style-type: none">1. The group must have a membership of at least twenty-five (25) students.2. The group must have at least seventy-five percent (75%) of its membership participating in the activity.3. The group must have been in existence at least four (4) years.4. The group must be traveling with at least one (1) chaperone for every eleven (11) students, but no more than one (1) chaperone for every nine (9) students, with chaperones included in the total cost estimate.5. The group can only request financial support once every other school year.6. The group must submit a planned trip itinerary and cost estimate with the original request for financial support.7. If Board approved, the group shall be issued payment equal to ten percent (10%) of the total cost estimate.8. The group must submit a post-trip report of events and a final financial statement of actual costs incurred, supported with receipts for auditing purposes, to the Board within thirty (30) days following the trip.9. A final financial reconciliation shall be performed by the Business Manager to determine any reimbursement due to the district, or additional payment due to the group.
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