

**INSTRUCTION**

**Educational Tours**

As a supplement to a particular course of instruction, staff members may conduct educational tours, outside of the continental United States, for the students of any school or schools within the District. No student or chaperone may participate in such a tour unless he/she has accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent or guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy. School funds may not be used for any expenditure incurred on such a tour.

Policy Adopted: March 28, 1990

Policy Revised: January 9, 2013

## **INSTRUCTIONAL**

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#### **School Sponsored Tours**

1. The participants on the tour, employees, and students, must show evidence of accident and health insurance. The principal will have on file the documents that indicate each participant of the tour has insurance and include the policy numbers when necessary.
2. The students and adults participating in the tour must be responsible for their own travel expenses and living expenses while on tour. No school funds or educational funds will be utilized for any expenses incurred on such tours.
3. The principal will be responsible to see that all Board of Education policies and administrative procedures are followed.
4. The Board of Education will be responsible for reviewing tours that will require more than one school day.

#### **Non-school Sponsored Tours**

1. The teacher acting as a private agency must advise the school of intent to plan such tours.
2. Students will not be contacted during regular school hours. The principal shall approve a limited number of meetings related to the proposed educational tour to be held in the school building.
3. No pressure of any kind will be exerted on students to influence their participation.
4. Clear and definitive statements from agents must accompany all materials and literature advising the principal that the school is not in any way sponsoring or participating in the educational tour activity.
5. The teacher acting as a private agency must file a list of participants ten days in advance of the intended trip in order to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.

Regulation Approved: March 28, 1990

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