

Regional School District No. 17
6000 Series

6153.1

Instruction

Tours

School Sponsored Tours

Tour participants, both employees, and students, must show evidence of accident and health insurance. The Principal will have on file the documents which indicate that each participant of the tour is covered by insurance including policy numbers.

Student and adult tour participants are responsible for personal travel and living expenses on the tour. No school funds or educational funds will be used for any expenses.

The Principal will be responsible to see that all Regional School District No. 17 Board of Education policies and administrative procedures are followed.

Principals will be responsible for reviewing with staff tours that will require more than one school day and/or out of state and will forward a recommendation on all suggested tours to the Superintendent of Schools or review and approval.

Non-School Sponsored Tours

The teacher who is acting as a private agent to conduct the tour must advise the school of intent to plan such tours.

Students will not be contacted during regular school hours. The Principal shall control the number of meetings in the school building which are related to the proposed trip.

No pressure of any kind will be exerted on students to influence participation.

Clear and definitive statements from agents must accompany all materials and literature advising the Principal that the district or school is not in any way sponsoring or participating in the educational tour activity.

The teacher acting as a private agent to conduct the tour must file a list of participants ten days in advance of the intended trip to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.

Policy adopted:
7/95