

SALEM SCHOOL SYSTEM  
Salem, Connecticut

INSTRUCTION

EDUCATIONAL TOURS

School Sponsored:

An educational tour is defined as a voluntary trip that may or may not be a supplement to a particular course of instruction. Staff members may conduct educational tours for the students or employees of the Salem School District provided that:

- Tour participants are required to have accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour.
- Tour participants must show evidence of accident and health insurance. The Principal will have on file a signed emergency treatment waiver which includes the participants policy number and emergency numbers.
- Tour participants must be responsible for their own travel and living expenses while on the tour. No school funds or educational funds will be used for any expenses incurred on such tours.
- The Principal or his/her designee will be responsible to see that all Board policies and administrative procedures are followed.
- The Principal will be responsible for reviewing all tours and will forward a recommendation concerning all suggested tours to the Superintendent for review.
- The Superintendent will forward a recommendation to the Board for approval.

Non-School Sponsored Tours

- The teacher acting as a private agency may organize a non-school sponsored tour. Such tours typically take place outside of normal school time and are not sanctioned by the BOE. The teacher must advise the school of intent to plan such tours.
- Students will not be contacted during regular school hours. The Principal may approve a limited number of meetings related to the proposed educational tour to be held in the school building.
- No pressure of any kind will be exerted on students to influence their participation.
- 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.
- 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.

1<sup>st</sup> Reading: October 24, 2001

Policy Adopted: November 13, 2001