

## **Instruction**

### **Educational Tours**

As a supplement to a particular course of instruction, staff members may conduct educational tours, within or without the district, the State of Connecticut or the United States, for the students or employees, or both, of any school or schools within the district. No student or employee 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 expenditures incurred on such a tour.

All such tours must be approved by the Thomaston Board of Education. Requests for such approval must be brought to the Board for its consideration at least six to eight weeks prior to the planned date of the tour.

### **Definition**

**School-sponsored tours:** a direct extension of the curriculum in a specific content area and includes only students enrolled in coursework related to the subject area.

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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 which indicate that 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 the 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 Principal will be responsible for reviewing tours and will forward a recommendation concerning all suggested tours to the Superintendent for review.

#### **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.
6. All trips must take place during non-school days (i.e., vacations, summer break, etc.) Anytime missed by students will be counted against attendance. Any school time missed by staff will be charged against personal time.

Regulation approved: October 15, 2007

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut