

Instruction

Educational Tours

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 respective principal will be responsible for reviewing tours that will require more than one school day and/or be held out of state 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.

Regulation approved: March 5, 1991

WESTON PUBLIC SCHOOLS
Weston, Connecticut