

## **EDUCATIONAL TRAVEL**

1. Educational travel is differentiated from "field trips" on the basis that the travel entails one or more nights away from home.
2. Approval of the School Committee is needed prior to any class or group undertaking "educational travel."
3. Prior to planning any educational travel, the class or group desiring to undertake "educational travel" shall submit a request through the Principal and Superintendent to the School Committee. Such request shall contain: purposes of the educational travel, eligible students, costs and plans for fund-raising activities, names of instructors and chaperones, specific manner of travel, provisions for insurance and complete schedule.
4. This policy will apply to trips taken by the high school music groups which extend beyond one day.
5. Any funds collected for educational travel will be handled in accordance with appropriate policy dealing with student-related activities and monies.