

**Non-School Sponsored Study and Athletic Tours/Trips/Competitions\*\***

The district does not support non-school sponsored study-travel tour programs as a part or extension of the school curriculum. During the summer months or during vacation breaks, some students participate in programs of this nature but these arrangements are made on an individual basis through representatives of the sponsoring organization or group.

These regulations do not pertain to school-sponsored student exchanges or visits by music groups such as high school bands to another district in the Pacific Northwest, or to athletic camps where district-sponsored teams participate. School sponsored tours/trips/competitions are defined in part II of this document.

**I. Regulations for non-school sponsored programs:**

- A. Principals may allow the posting of tour advertisements on the bulletin space provided in each building for announcements and advertising of activities that are not sponsored by the district. Further, inquiries about the program should be directed to the sponsoring group or organization;
- B. Student name and address lists are not to be provided to any agency or organization;
- C. Representatives of tour-sponsoring organizations or groups interested in tours may request the use of a school facility to meet with families and students who have indicated an interest in a particular program. The requests should be processed in the same manner as other requests for building facility use and the meetings must occur outside of the normal school day;
- D. The district or school name should not be used by tour-sponsoring organizations unless the communication clearly identifies the sponsor as being other than the district or school and the school is named as a location for a meeting;
- E. District resources are not available to tour-sponsoring organizations; this includes:
  - 1. communication tools such as email, telephone
  - 2. district data/records including eSIS contact data
  - 3. district resources such as paper, copy machines, fax machines, etc.
  - 4. other district student/parent access points such as flyers, newsletter articles, electronic mail (unless in line with equal access guidelines)
- F. The tour-sponsoring organization must have on file the signed consent form attached to this regulation;

- G. The school district and its administrators, teachers and agents are not in a position to provide advice relative to these activities because they are neither sponsored or promoted by the district.

## **II. Definition of a School Sponsored Tour/Trip/Competition**

- A. A staff member is paid by the district or cleared by school administration to lead the tour/trip/competition with an expectation of supervision as defined by district procedures.
- B. The tour/trip/competition is part of an approved and/or district coordinated program or activity
- C. District exposure to liability has been reviewed and addressed via appropriate insurance.

Tours/trips/competitions that do not meet one or more of the above requirements, shall not be considered school sponsored.

## **III. Process for establishing or reviewing the status of "school sponsored" status for a tour, trip, competition, activity or program:**

- A. The building principal will lead a school-level review of any proposal or review of existing program for school-sponsored status. The process may involve representation including administration, teachers, co-curricular leader(s), activities leader(s), parents and students.
- B. The review will consider:
  - 1. relationship to school/district mission/goals
  - 2. impact on school/district operations/resources
  - 3. age appropriateness
  - 4. school/district liability exposure
  - 5. financial considerations
  - 6. accessibility to students
  - 7. financial impact on students
- C. Proposals must be submitted to the principal 120 days in advance.
- D. If the school team determines that the tour/trip/competition should appropriately be given school-sponsored status, the principal will make a recommendation to the Assistant Superintendent. The Superintendent, Assistant Superintendent and Chief Financial Officer will make the final determination.

Refer to the district policy IGDF and IGDF-AR re: Student Fundraising Activities.

**NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS**

**Disclaimer Form**

(to be completed by \_\_\_\_\_)

\_\_\_\_\_  
Date

Dear Parent:

To eliminate any confusion about district sponsorship of tour, trips and competitions, the district requests that you fill out this form and return it to the individual organizing/sponsoring the trip.

For your information, a copy of Administrative Regulation IGDK-AR is attached.

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Student name: \_\_\_\_\_

School: \_\_\_\_\_

Tour/Trip/Competition: \_\_\_\_\_

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I understand the tour, trip or competition my son/daughter is contemplating is not sponsored by nor under the auspices of the district and the district, accordingly, will not be responsible for any loss or damages which may be sustained by reason of his/her participation in the tour.

Parent Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Return this form to: \_\_\_\_\_