

## **Nonschool-Sponsored Study and Athletic Tours/Trips/Competitions**

### 1. Staff Member Responsibilities

- a. Staff members planning a non-school sponsored tour, trip, or competition involving 549C students must inform his/her building principal.
- b. Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday non-school sponsored tour, trip, or competition.
- c. Staff members will not use the school daily bulletin or other channels of school communication to advertise or recruit for summer or other holiday non-school sponsored tour, trip, or competition.
- d. Staff members are prohibited from using school equipment, supplies, materials, and facilities to promote or organize non-school sponsored tours, trips, and competitions. (Exception: Staff members may use school facilities outside of the normal school day under certain circumstances. See policy code KG-R, (4) "Community Use of School Facilities," attached.)
- e. Staff members will not advise parents regarding parental selection of non-school sponsored tours, trips, and competitions for their youngsters.
- f. Staff members promoting and/or organizing a non-school sponsored tour, trip, or competition will send a letter to the parents of the interested students explaining that the proposed activity is privately sponsored and is in no way associated with nor endorsed by the Medford School District.

### 2. Principal Responsibilities

- a. Advise staff members in writing of their responsibilities in promoting and organizing a non-school sponsored tour, trip, or competition.
- b. Ensure that policy IGDK, "Non-School Sponsored Study & Athletic Tours/Trips/Competition" and IGDK-R (this regulation) are enforced.
- c. Allow pamphlets or other literature on non-school sponsored tours, trips, or competitions to be made available in the counseling center or main office and/or posted on a designated bulletin board to assist parents who have questions about selection of such activities, provided prior approval is given by the building principal.
- d. Lists of student names and addresses are not to be provided to any individual agency or organization promoting or organizing non-school sponsored tours, trips, or competitions.

### 3. Student Responsibilities

- a. Students raising money for non-school sponsored study and athletic tours, trips, or competitions may not use the school district or individual school name unless the communication clearly identifies the sponsor as a group other than the school.

- b. Students may not use school vehicles, equipment, supplies, materials or facilities in conjunction with such tours, trips, or competitions or their related fund raising or group meetings.
- c. Students should inform their parents if the tour, trip, or competition is not school-sponsored.

4. Parent Responsibilities

- a. Parents are advised to consider carefully the activities that are available to their sons and daughters.
- b. Parents and outside sponsors have an obligation to ensure that patrons of the district do not assume such activities are school sponsored or funded.