

# Riverdale School District 51J

Code: IGDK-AR  
Adopted: 2/11/19

## Non-School-Sponsored Study and Athletic Tours/Trips/Competitions/Events

The district does not sponsor, endorse, or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions/events available to students. Any organization or person who wishes to use district premises to advertise a nonprofit study-travel program or to solicit participants in the program from among the students shall direct the request to the principal who shall approve or disapprove the request. The following regulations apply to all non-school sponsored study and athletic tours/trips/ competitions/events.

Notes: These regulations do not pertain to school-sponsored tours/trips/competitions/events. School sponsored tours/trips/competitions/events are defined in Page 2 of this document.

1. 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 sponsoring organizations may request the use of 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 or logo should not be used by 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 sponsoring organizations; this includes:
    - (1) Communication tools such as email or telephone;
    - (2) District data/records including student information system contact data;
    - (3) District resources such as paper, copy machines, fax machines, etc.;
    - (4) Other district students/parent access points such as fliers, newsletter articles, electronic mail (unless in line with equal access guidelines).
  - f. The organization must have on file the signed consent form attached to this regulation and provide it to the district upon request.
  - g. The 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.

Student Trips not School/District Sponsored – IGDK-AR

2. Definition of a School Sponsored Tour/Trip/Competition/Event

- a. A staff member is paid by the district or cleared by school administration to lead the tour/trip/ competition/event with an expectation of supervision as defined by district procedures;
- b. The tour/trip/competition/event 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/events that do not meet one or more of the above requirements, shall not be considered school sponsored.

# Non-School Sponsored Study and Athletic Tours/Trips/Competitions/Events

## Consent Form

Completed by: \_\_\_\_\_  
(Non-School Event Sponsor)

Date: \_\_\_\_\_

Dear Parent:

To eliminate any confusion about district sponsorship of tour/trips/competitions/events, 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.

Student Name: \_\_\_\_\_

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

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

I understand the tour/trip/competition/event 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 participating in the tour.

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

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

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