

BEND-LA PINE SCHOOLS

Name: Non-District Sponsored Study, Tours, Trips, Competitions

Administrative School District No. 1

Section: Instruction

Deschutes County, Oregon

Code: IGDK-AR

ADMINISTRATIVE REGULATION

The District does not sponsor, endorse, or financially contribute to outside-sponsored study-travel, exchange programs, tours, trips and competitions as a part or extension of the school curricula. During school breaks and summer months, some students and teachers participate in such programs, but these arrangements are made on an individual basis through representatives of the sponsoring organization or group. The District does not recruit for nor have input into the selection of programs, many of which are not open to all students. Such travel-study, exchanges, tours, trips and competitions are under the sole auspice and control of the sponsoring organizations or groups. NOTE: these regulations do not pertain to J-1 visa student exchanges or District-sponsored exchanges.

Because staff is often retained as tour coordinators and supervisors and students as primary clients in these activities, the following regulations are provided:

1. Principals may allow the posting of advertisements on the school's community activities bulletin board designated for announcements and advertising of activities not sponsored by the District;
2. Representatives of outside-sponsoring organizations or groups may request the use of a school facility to meet with families and students who have indicated an interest in a particular program. These requests shall be processed in the same manner as other requests for building facility use and charged according to facility use rental guidelines. Meetings shall occur outside regular school hours;
3. Students who raise funds for their personal participation in such programs may not raise monies as a representative of a school or the District. District or school supplies, materials, equipment or facilities may not be used in conjunction with related fundraising;
4. All communications must clearly identify the sponsor as being other than the District or school. The District or school name shall not be used;
5. School supplies, materials and equipment shall not be used in promoting these programs;
6. Some outside-sponsoring organizations retain staff as coordinators and ask them to act as recruiting agents in their schools and/or district. Staff is prohibited from using their contact with students in the discharge of their employment duties and responsibilities to advertise or recruit for outside-sponsored travel, which involves their supervision of students. Staff shall not advise parents regarding selection of such trips or tours;
7. Employee leave related to these activities is subject to legal and contractual guidelines; and
8. Some students who plan to participate in a study-travel program may wish to apply this experience toward school credit. Such a possibility is provided under District administrative

regulations. Credit arrangements must be agreed upon between the principal and student prior to participation.

The school district and its administrators, staff and agents are not in a position to provide advice relative to these activities because they are neither sponsored nor promoted by the District. Parents are advised to consider carefully activities available to their sons and daughters. Staff has an obligation to ensure patrons of the District do not assume such activities are school- or District-sponsored or funded.

DATED: November 8, 2004

REVISED: January 3, 2005

REVIEW DATE: March 28, 2005, April 28,2008

REVIEWED BY: Leadership Council, Cabinet

APPROVED: April 11, 2005, April 28,2008

**IGDK-AR: NON-DISTRICT-SPONSORED STUDY TRAVEL, EXCHANGE PROGRAMS, TOURS,
TRIPS, COMPETITIONS**

REFERENCE GUIDE

Though not all-inclusive, this guide is intended to serve as a quick reference. Questions should be directed to building principals.

	OKAY TO DO	NOT OKAY TO DO
Advertising	With principal approval and in accordance with administrative regulations, you can post announcements, promotional materials, and advertising on community-designated bulletin board(s) within the school.	You cannot announce, promote, advertise, and/or recruit during contracted work day (including as a teacher during class time or as an advisor during club meetings).
Access to/Recruitment of Students	With District Communications Office approval, you can purchase with private funds mailing labels of district students.	You cannot use class time or contact with students in the discharge of employment responsibilities or duties to announce, promote, advertise, and/or recruit students.
School Facilities Use	You can schedule and hold informational or organizational meetings with interested families and students according to building use guidelines and processes.	You cannot hold meetings in the school, including classrooms, without approved building use and applicable rental payment.
Meetings	You can hold informational or organizational meetings outside contracted work day.	You cannot hold informational or organizational meetings during contracted work day.
Fundraising	Private student fundraising must happen outside school hours without school or District affiliation.	Student fundraising as representatives of the school or District either during or outside school hours is prohibited.

Communications	You must clearly identify the sponsor as other than the school or District.	You cannot identify or imply school or District sponsorship.
Advising		You cannot advise families or students on what other-sponsored travel, exchanges, tours, trips, and/or competitions they should select.
Resources (Supplies, Materials, Equipment, Time)	You must use personal supplies, materials, equipment, and/or postage when promoting, recruiting, informing, or organizing these events. You must use personal equipment (including telephones and computers) and time to conduct promotional, recruitment, informational, organizational business related to these events.	You cannot use school or District supplies, materials, equipment (including telephones and computers), and/or postage to promote, recruit, inform, or organize these events. You cannot use contracted work hours to conduct promotional, recruitment, information, organizational business related to these events.
Employee Leave	You must use leave in accordance with legal and contractual guidelines to participate in these events.	You may not illegally use leave or misrepresent use of leave to participate in these events.