

BEND - LA PINE SCHOOL DISTRICT
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

**Facilities, Equipment And Vehicles
Employees Use for Student Activities
and Sports Camps
Section: Community
Code: KGAB-AR**

FACILITIES, EQUIPMENT AND VEHICLES - EMPLOYEE USE FOR STUDENT ACTIVITIES, INCLUDING "SPORTS CAMPS"

School district employees are often involved in student related activities. Employees, especially those with coaching assignments often operate and/or participate in "sports camps" and/or out-of-season sports activities. While these activities are wholesome and beneficial for the kids, they cannot be operated in violation of IRS Code, state law, School Board policy or union employment agreements. And, these activities cannot cause significant contingent liability or risk to the school district, its officers and taxpayers.

Activities are either school sponsored or privately sponsored, and the following guidelines shall be followed:

SCHOOL SPONSORED ACTIVITY

1. A school-sponsored activity must be authorized in writing by the school's principal. Copies of the written authorization shall be filed with the Superintendent.
2. All revenues generated by a school-sponsored activity must be recorded in the student body fund of the school. Checks must be made payable to the school, and each student must receive a school issued receipt for his/her payment. All expenditures must be made in a manner consistent with state purchasing laws and School Board policy. Invoices for each expenditure must be kept for audit purposes. The activity must be operated "in the black", and any "net profit" must stay in the student body fund.
3. No cost, other than utilities, may be incurred by the school district
4. No payment of salary or gratuity may be made to any person associated with a school sponsored activity except through the school district payroll department. And, compensation must be consistent with union employment agreements. (It is permissible to contract personal services from another legal entity such as a college, university, another school district, or a private firm). The contractor must provide proof of workers' compensation insurance and liability insurance that is equal to or greater than the state's statutory tort limits on all personnel serving under the personal service contract).
5. School sponsored activities may purchase school materials, services (such as printing or copying) and postage, and use district buses and vans, consistent with Board

policy and transportation department procedures; however, such purchases and use shall have no cost to the school district.

6. School sponsored activities have access to school facilities and equipment without charge. However, the use of school facilities should be reserved by filing an Application for Building Usage form through the districts Facility Use Clerk, the La Pine Area School Committee. Previously scheduled facility use has priority over any other use of facilities, even if the non-scheduled use is for a school sponsored activity.

7. School sponsored activities shall use a written permission form for registering students for the activity. The form shall obtain permission from the parent/guardian for the student's participation, give notice of the potential for injury, obtain authority to seek emergency medical treatment if the student is injured in the activity, and require the parent/guardian to sign a waiver releasing the school district from liability for medical expenses related to injury which may result from participation in the activity. This form must advise the parent that the school district does not carry insurance to offset costs related to student accidents, but that student accident insurance is offered by a private carrier (with application forms available at the school office).

8. To participate in a school sponsored sport camp or activity, the parent must submit a "sports physical" that complies with the grade requirement of JHCA – AR, Physical Examination of Students, specifically grade 6, 7, 9, and 11 and for those students initially entering the Bend La-Pine athletic Programs.

9. All literature and communications related to the activity must state that the school or the school district sponsors it.

PRIVATELY SPONSORED ACTIVITY

1. A privately sponsored activity is not associated with the school district. And, all literature and communications shall state that the activity is sponsored by the private entity or person and that it is not sponsored by the school or school district.

2. An employee involved in a privately sponsored activity does not have a right to use any taxpayer provided materials or services just because/he is an employee. School materials, services (such as printing or copying), mailing labels and postage may not be purchased or used for a privately sponsored activity. These materials and services have been purchased with tax proceeds for exclusive use by the school district for governmental purposes.

3. Bookkeeping for a privately sponsored activity cannot be in the student body fund of the school. Bookkeeping service for a private activity may not be performed by a district employee while on duty for the school district. (However, this does not prohibit a donation to be made to the student body fund by the privately sponsored activity.)

4. An employee involved in a private activity may not work on any phase of any project related to the private activity while on duty for the school district.

5. An employee involved in a private activity does not have a right to use any taxpayer provided facility or equipment, just because s/he is an employee. Privately sponsored activities must schedule the use of school facilities by filing an Application for Building- Usage form through the district's Facility Use Clerk, or the La Pine Area school Committee. Payment for Use of facilities must be made according to the appropriate rental schedule and property and liability insurance may be required, subject to school district specifications.

6. School district owned vehicles and buses may not be used by privately sponsored activities. State law and Board policy prohibit "E" licensed vehicles to be used for any private purpose.

7. A school district employee involved in a privately sponsored activity is not covered by the school district's workers' compensation or liability insurance while involved in the private activity.

"Facilities", as used in this Administrative Regulation, includes any improvement on school district property -- ball fields, football fields, tracks, parking lots and tennis courts, as well as all buildings.