

STUDENT ACTIVITIES CONDUCTED AWAY FROM SCHOOL PREMISES

Any activity conducted away from the school premises must have prior approval of the school principal to be considered a school-sponsored activity. Nonschool-sponsored activities conducted away from the school premises are considered neither school functions nor chaperoned by any member of the school staff acting in an official capacity as a staff member. Employees may not chaperone, conduct, or promote travel outside of the 48 continental United States by USD 501 students as a school-sponsored activity without prior approval by the Board of Education. The superintendent shall, by administrative regulation, prescribe forms to be used by employees seeking such approval.

Any school district employees intending to be involved in organizing nonschool-sponsored activities or trips shall not use letterhead, permission forms, e-mail or anything else that implies that USD 501 or the school sponsors the activity or trip. Employees may not solicit participants, plan trips, or attend trip-related meetings while on duty or during instructional time or at school. Employees must comply with Board Policy 2725 and Administrative Regulation No. 2725-1 if they wish to use the school or school grounds for trip-related meetings.

Any employee organizing or participating in a nonschool-sponsored activity or trip involving students of the district must send a notice to parents, advising them that USD 501 does not sponsor the trip; that USD 501 insurance does not cover it; and that participants bear any risk of financial loss or liability associated with the trip. A copy of such notice shall be provided to the employee's principal or building administrator.

Any violation of this policy by any school district employee will result in discipline.