

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNSPONSORED
ACTIVITIES/TRIPS

ADOPTED: March 19, 1998

REVISED:

231.1. UNSPONSORED ACTIVITIES/TRIPS	
1. Purpose	<p>On many occasions, the district is requested to give endorsement to, or participate in, activities of educational value that are sponsored by an individual or an organization other than the Council Rock School District. The sponsor may be a member of the district staff who is acting in a capacity outside of his/her official duties as a member of the staff. Two common examples of such activities are:</p> <ol style="list-style-type: none"> 1. Student trips to foreign countries which are sponsored and organized by an outside agency and directed or chaperoned by a member of the Council Rock staff or an outside individual. 2. Participation by Council Rock students and/or staff members in conferences, workshops, etc. which may be justified educationally on the basis of community service, political or governmental activity, attention to social problems, etc.
2. Authority	<p>The school district shall assume no responsibility or liability, financial or otherwise, for Council Rock students and district employees while they are participating in such activities. School insurance policies for students and school employees will cover the individual during such activities only to the extent that the provisions of policies in force at the time of said activity provide coverage during non-school hours, nonschool activities and off the school grounds; for example: 24 hour extended coverage accident insurance.</p>
3. Guidelines	<p>The following guidelines will be observed when special requests are received from students or staff members pertinent to activities which fall in these categories:</p> <ol style="list-style-type: none"> 1. All such requests shall be submitted in writing to the building principal, who will review the request thoroughly, particularly in relation to its educational significance. 2. The request shall include: <ol style="list-style-type: none"> a. complete description of the activity.

- b. clear statement of the educational purposes.
 - c. sponsoring individual or agency, including official name, address and phone number.
 - d. extent to which the Council Rock staff members expect to realize financial gain from the activity.
3. The principal will then forward, through administrative channels to the Superintendent, his/her recommendations for approval or disapproval, including reasons and other appropriate comments.
 4. All requests must be approved by the Superintendent before implementation.

Announcements

Announcements approved for distribution and/or dissemination are subject to these guidelines:

1. The school will permit announcements of activities which hold clear educational opportunity for Council Rock students and whose major purpose is to provide educational opportunity rather than profit-making.
2. Announcements during class time will be confined to those classes in which there is a direct relationship between the special activity and the subject being studied by the class. Simple announcements, lasting no more than a few seconds, can be given no more than twice in any given class. These announcements should name the activity and describe how further information can be obtained.
3. Simple announcement as above may be made on no more than two (2) occasions through the daily announcements, such as Daily Bulletin and/or P.A. system.
4. Posters or bulletins describing the activity may be posted on a limited basis on central school bulletin boards, approved by the building principal. These announcements should be initialed by the principal in the lower right hand corner, so that all viewers know that the announcement has been approved.
5. No flyers or other literature announcing the activity may be sent home under the auspices of the school. No general distribution of these materials may be made within the school. Such materials may be placed in a central location within the school, as directed by the principal, to be picked up by individual students on their own initiative.

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| | <p>6. All literature and announcements will clearly state the sponsoring individual or agency. <u>It shall also state clearly that the activity is non-school sponsored and not covered by the legal and financial provisions usually associated with school sponsored activities.</u></p> |
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