



SD 42 POLICY: 9925

NON-DISTRICT SPONSORED ACTIVITIES INCLUDING STUDENTS

No employee or person who works at a school shall take part in the organization or operation of non-district activities which may include the involvement of students, unless it has been made clear that School District 42 is in no way involved with the activity and it is not a school sponsored event.

If individuals undertake such activities, they must ensure that necessary procedures are followed both to make potential users of the activity aware that the School District is not involved and to ensure that School District 42 is not held liable for any occurrences.

Individuals who arrange non-district sponsored activities which may involve students must take steps to make it clear the activity is not sanctioned by the School District and it is not in connection with school studies. Such steps include the following:

- 1.00 Individuals must send letters of permission by mail, rather than by students taking letters home for sanction.
- 1.01 Letters to parents are to follow the suggested parental approval form identified as Appendix 'A' attached to this policy.
- 1.02 Activities are to be organized outside regular class time.
- 1.03 Meetings or other arrangements in connection with the planning of the activity are not to be held at school.
- 1.04 Trips are to depart from a location other than a school.

I (or name of organization) will be starting canoeing this fall. It will occur at different times and stages depending on the availability of the free canoes. The paid canoes are used from behind Rainbow Canoes on Katzie Slough.

You must remember that this is NOT a school sponsored event nor is it in any way connected with the School Board and I am not acting as an employee or agent of the School Board in arranging this event.

I leave the (location of departure) at 2:30 p.m. and come back at 5:30 p.m., depending on the daylight. Cost is \$2/hour each. Children are responsible for their own transportation.

_____	_____
Date	Signature of Sponsor

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I HEREBY REQUEST PERMISSION FOR _____

TO GO CANOEING _____, 20____. I UNDERSTAND THAT THIS EVENT IS NOT IN ANY WAY CONNECTED TO OR SPONSORED BY (name of school) OR THE SCHOOL BOARD AND THAT (name of employee or volunteer) IS NOT ACTING AS AN EMPLOYEE OR AGENT OF THE SCHOOL BOARD IN ARRANGING THE EVENT.

Parent or Guardian

I WOULD LIKE TO PARTICIPATE _____(X)

APPROVED: February 13, 2013