

## **Promotion of Non-District Sponsored Travel**

Any staff member who promotes a student trip or travel study program that is not sponsored by the District will make clear to students and parents that the trip is not district-sponsored. Before publicizing the trip, the staff member will inform the principal about the trip, and the principal will inform the Superintendent/designee. If using school facilities for planning and making arrangements for such trips, staff members will follow facility usage policies, regulations, and procedures.

Cross Reference: Policy 805

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