



To: All Employees

Bulletin No. RM-25-004

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From: Derek Harris
Lead Risk Mgmt. &
Transportation Agent

August 12, 2024

Subject: Non-School Sponsored Trips (NSST)

The District values the opportunities that outside organizations provide to students toward educational travel experiences. Many District students have benefitted from participation in these programs; however, the District has strict guidelines for "School-Sponsored Trips" (See Board Policy and Administrative Regulations 6153). When District or school names, phone numbers and teacher names are listed on the brochures for outside organizations, and when such brochures are distributed at District schools, parents might believe that such trips are school-sponsored. To avoid confusion, the District will enforce the following rules at each of its schools when dealing with an organization/entity promoting a non-school-sponsored trip:

1. No literature for any NSST will be distributed by District personnel at any District school or facility, except as authorized under Board Policy/Administrative Regulation 1325. Informational/promotional meetings related to NSST may be held at a District school or facility only as authorized under Board Policy/Administrative Regulation 1330;
2. The names and telephone numbers of District schools cannot be used in any of the informational/promotional literature for NSST or on any related correspondences;
3. Informational/promotional literature for NSST and related correspondence must clearly state that any District teacher or employee leading or participating in the trip is acting in his/her individual capacity and not as an employee of the District;
4. Informational/promotional literature for NSST and related correspondences must state that the District has no responsibility or liability for the trip, for claims or damages arising from the trip, and has no jurisdiction over disciplinary issues that arise during the trip; rather, issues arising during a NSST are the responsibility of the organization/entity promoting the trip;
5. All informational/promotional literature for NSST and related correspondences must be approved by Educational Services prior to distribution. The following must be printed, in 12 point font, in the body of all such literature and correspondence: "This is not a Rialto Unified School District sponsored trip or activity." Further, all informational/promotional literature sought to be distributed at or through District schools shall have the following printed at the end of such literature: "Approved for distribution by _____." The person in Educational Services who approves such literature will sign the literature, signifying their approval. No literature will be distributed or posted unless it bears an approved signature.

Adhering to the steps outlined above will assist the District in providing effective and clear communication to parents and students. Please feel free to contact the Lead Innovation Agent's office at (909) 879-6002 ext. 2971 or Risk Management Services at (909) 820-7700 ext. 2110 should you have questions or need additional information.