

## NON-SCHOOL SPONSORED INTERNATIONAL TRAVEL PROCEDURE

The following apply to non-school sponsored international trips organized by a Maggie L. Walker Governor's School employee:

1. Parents must be provided **written** notice in advance that Maggie L. Walker Governor's School (MLWGS) is **not** the sponsor of the trip.
2. The name Maggie L. Walker Governor's School or any version of, must **not** appear on any paperwork related to the non-school sponsored trip; nor may school letterhead or email service be used to advertise or convey any information about the trip.
3. Information regarding international trip opportunities is allowed to be posted on the 3<sup>rd</sup> floor bulletin which is specifically designated for posting such information.
4. The following statement must be visible on all correspondence (email, flyers, handouts, websites, etc.) with students, parents, and community: **"This activity is not a Maggie L. Walker Governor's School (MLWGS) sponsored event."**
5. If organizational meetings are held at Maggie L. Walker Governor's School, you must submit an "Application for Use of School Facilities" and adhere to appropriate building use guidelines. **Before conducting any meeting on school grounds, it must be stated that the trip is not school-sponsored.**
6. The use of school equipment or products is not allowed. This includes the use of the telephone for international phone calls, using school copiers, or paper, etc.) to advertise or convey any information about the trip
7. Promoting or organizing the event must **not** take place during Maggie L. Walker Governor's School contract or instructional time.
8. Employees are **not** granted leave from their contractual obligations for non-school sponsored trips.
9. Students will **not** be granted time off from school.

Listed below are some of the areas in which a non-Sponsored Trip **differs** from a school-sponsored event:

- Students and employees are not under the same level of accountability (school rules and policies) as school-sponsored trips.
- Students and employees do not have the additional coverage protection provided by the school insurance policy, including worker's compensation

***If you have questions or need clarification, please contact members of the administrative team.***

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Adopted: October 6, 2011

Amended: October 21, 2021

Amended: September 19, 2024