

POLICY: SCHOOL-SPONSORED ACTIVITIES

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

Adoption date: July 18, 2018

PROPOSED REVISION: DECEMBER 2018

I. Purpose

This policy serves to provide guidelines for the review and approval of student activities sponsored by J. Paul Taylor Academy (JPTA).

II. Definitions

For purposes of this policy, the following definitions shall apply:

1. Typical School Day – Each day that the school is educating students according to the academic calendar and from 8:00 am until 3:15 pm on or off school grounds.
2. School-Sponsored Activities – Activities that are planned and conducted by JPTA personnel and approved by the Executive Director (ED). School sponsored activities may take place on or off school property and during or after the Typical School Day.
3. Non-School Sponsored Activities – Activities that do not meet the criteria of School-Sponsored Activities.
4. Elevated Risk Activities – Activities that expose JPTA, its Governance Council, its employees and/or students to greater risk of personal injury, property damage, or general liability than those experienced in a typical school setting. These risks are identified by the ED as either “increased”, “managed”, or “high” risk as defined below:
 - a. Increased Risk Activities– School-Sponsored Activities that impose greater risk than those in a typical school setting.
 - b. Managed Risk Activities – Activities that have been identified as Elevated Risk Activities, and therefore, have systematically applied and documented procedures and policies consistent with any existing JPTA rules, policies or procedures to reduce associated risks to an acceptable level.
 - c. High Risk Activities - Activities that are identified as too difficult to control and/or monitor and/or beyond the scope of acceptable risk for JPTA, and therefore beyond approval.

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III. Responsibilities

a. Executive Director

- i. All School-Sponsored Activities shall be reviewed, as outlined below, and approved by the ED prior to being scheduled and announced. The ED shall be exclusively vested with the authority to approve and not approve School-Sponsored activities.
- ii. The ED shall ensure that the Activity Request Form, Permission Slip, and any other School-Sponsored Activity forms comply with all school policies and include all necessary information to safeguard students and staff.
- iii. School-Sponsored Activity Safety Plans Activity Request Forms must be submitted and approved prior to any trip leaving school grounds.
- iv. The ED shall ensure that all contracts and agreements are approved in accordance with school policy and established procedures.

- v. The ED shall be the signatory on all such contracts and agreements. JPTA will not be financially responsible for, and has no obligation to reimburse, individuals or businesses for contracts or agreements that lack authorized signatures.
- vi. The ED will be responsible for ensuring that the School-Sponsored Activity is consistent with the educational mission of the school, extends learning opportunities to participants, and that participation in the activity is open to all qualified students.

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b. Staff Sponsor

- i. The sponsor must submit an Activity Request Form and a field trip Safety Plan prior to executing the activity.
- ii. The staff sponsor shall attend all meetings, functions, or practices of the activity, advise and supervise students, and keep the ED informed regarding the activity.
- iii. Permission Slips shall be provided to, signed, and collected from guardians of all students attending off-site activities.

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c. Review Process

- 1. An Activity Request Form must be submitted to the ED at least two weeks before the proposed activity. ~~and include: name of staff sponsor; a description and purpose of the activity; date, time, and place of the activity; cost; any contracts/agreements required for participation in the activity; and any additional information that may assist the administrator in reviewing the request.~~ The sponsor must submit activities that require more time to review and/or develop management plans with sufficient time to process. An approved activity request is an approval only for the activities described in the request. The request form shall have a Policy: School-Sponsored Activities Page 3 statement to that effect. Any deviations from those activities are the responsibility of the Activity Sponsor per the Compliance section below.
- 2. Activities and programs that are excluded from the school's insurance coverage are prohibited.
- 3. The ED determines whether the activity is an Elevated Risk activity and if so, categorizes it as an Increased, Managed or High Risk Activity. Activities identified as non-Elevated Risk Activities may be approved without further action.
- 4. Any Activities that the ED considers to be potentially High Risk will be denied.
- 5. The ED will return a copy of the Activity Request Form or other written approval to the requestor with a mark of approval or denial, or a request for further information. The original request shall be kept for school records.

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IV. Non-School Sponsored Activities

- a. Activities that are sponsored by non-JPTA individuals or non-JPTA organizations shall not be planned during the school day, monies shall not be collected in the school, and information concerning the trip shall not be discussed or distributed in the school or during the school day.
- b. The Governance Council and the school shall assume no responsibility or liability for Non-School Sponsored Activities.

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- c. Employees shall not, during the regular school day, participate in, advertise, promote, or enroll students for ~~Non-School Sponsored Activities~~, ~~Non-School Sponsored~~ travel-study programs, or ~~Non-School Sponsored~~ trips.
- d. Employees shall not use school system funds, resources, or equipment to advertise, promote, or enroll students for non-school sponsored activities.
- e. Travel agencies or other organizations that are not established as ~~school~~-sponsored business partners shall not be permitted to come into school for the purpose of advertising, promoting, or enrolling students for non-school sponsored travel-study programs or trips.
- f. Nothing in this policy will preclude an established school-sponsored business partnership from disseminating materials about such programs as long as the materials clearly indicate that the activity is not affiliated with, sponsored by, or endorsed by ~~JPTA~~.
- g. Students who participate in a non-school sponsored activity and who are absent during all or part of the school day shall be counted as unexcused absent unless the ~~ED~~ grants permission prior to the activity per the JPTA ~~Compulsory Attendance~~ policy.

V. Compliance

All employees are responsible for adherence to ~~school~~ policies, rules, and procedures as established here, and when entering into contracts and agreements for School-Sponsored Activities.

VI. Records

All school-approved activities shall be kept on file for a minimum of two years.

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