

ALCS School-Sponsored Activities Policy

(Governing Council Approved on 7/16/2015)

(Revised and Reviewed by Risk Management Committee on April 7, 2016)

(Approved by the Governing Council on 5/24/2016)

Table of Contents:

- I. Purpose
- II. Definitions
- III. Responsibilities
 - A. Risk Assessment Agent
 - B. School Director
 - C. Staff
 - D. Risk Management Committee
- IV. Review Process
- V. Non-School Sponsored Activities
- VI. Compliance
- VII. Records

I. Purpose

To provide guidelines for the review and approval of student activities sponsored by the Aldo Leopold Charter School (ALCS).

II. Definitions

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

1. School Sponsored Activities – Activities that are planned and conducted by ALCS personnel, and approved by the School Director. School sponsored activities may take place on or off school property and during or after the Typical School Day.
2. Non-school Sponsored Activities – Activities that don't meet the criteria of School Sponsored Activities.
3. Elevated Risk Activities – School sponsored activities that expose ALCS, its Governing Council, its employees and/or students to *greater risk* of personal injury, property damage or general liability than that experienced in a typical school setting. These risks are identified by the School Director as either “increased”, “managed”, or “high” risk as defined below:
 - a. Increased Risk Activities– Elevated Risk Activities whose risks are acceptable without the application of unusual risk management procedures.

- b. Managed Risk Activities – Elevated Risk Activities that have been determined to be acceptable by a systematic and documented application of risk management procedures and policies (to include Risk Management Guidelines when completed).
 - c. High Risk Activities - Activities that are identified as too difficult to control and/or monitor or as intrinsically posing an unacceptably high level of risk compared to their educational benefits and that therefore cannot be approved.
4. Typical School Day – Each day that the school is educating students according to the academic calendar and from 8:30am until 4:30pm on or off school grounds.

III. Staff and Contractor Responsibilities

A. Risk Assessment Agent

A person contracted by the School to assess the potential risk of specific school sponsored activities.

For the purposes of this assessment, the Agent shall not be bound by any definitions or strictures provided in this document, but by the work to be done in the contract between ALCS and the Agent. It is the intention of the RMC to support the independence of the Agent and his/her review process. However, the contract between ALCS and the agent must require at least the following three items.

The Agent shall provide to the school Director his/her disposition toward each activity:

1. The Agent shall provide to the school Director his/her disposition toward each activity, which must be one of the following:

Accept – Not considered a High Risk Activity.

Reject – Considered a High Risk Activity, either because it cannot be managed adequately or because program modifications are necessary.

2. The basis of the disposition.
3. Any program modifications that he/she believes should be implemented to reduce risk and potentially to change his/her disposition to “Accept.”

B. School Director

1. All School Sponsored Activities shall be reviewed, as outlined below, and approved by the Director prior to being scheduled or announced. The Director alone shall have the authority to approve and disapprove school sponsored activities.
2. School Sponsored Activity Safety Plans must be submitted and approved prior to any trip leaving school grounds.
3. The Director shall ensure that all contracts and agreements are approved in accordance with school policy and established procedures.
4. The Director shall be the signatory on all contracts and agreements covered in this policy. ALCS shall not be financially responsible for, and has no obligation to reimburse individuals or businesses for contracts or agreements that lack authorized signatures.
5. The Director shall 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.
6. The Director shall maintain a list of proposed activities that are deemed to be High Risk and that are not approved as School Sponsored Activities.

C. Staff

It is imperative that all staff consider that they have duties and responsibilities that extend outside of the workplace. This is common for adults who work with youth in an environment such as a school. As a result, each staffer must consider that his or her involvement in an activity with students or parents may be interpreted as that of a school agent. While a staff member may intend for an activity to be separate from his or her role as a school employee, his or her apparent authority as a staff member may alter a student or parent's perception of the staff member's involvement or the nature of the activity.

As an activity sponsor:

1. The sponsor must submit an Activity Request Form and a field trip Safety Plan prior to executing the activity.
2. The staff sponsor shall attend all meetings, functions, or practices of the activity, advise and supervise students, and keep the School Director informed regarding the activity.
3. Permission slips shall be provided to the families and collected by the activity sponsor for any activities beyond one hour travel from

the school or activities that are identified as Managed Risk Activities.

4. The sponsor must have an approved activity request and safety plan prior to executing an activity.

D. Risk Management Committee

1. The Committee is responsible for reviewing the Risk Assessment Agent's credentials and recommending the approval or disapproval of this individual's services.
2. The Committee shall periodically review school activities per the Risk Management Committee's Scope of Work.
3. The Committee shall periodically review the School Approved Activities Policy.

IV. Review Process for School Sponsored Activities

- A. An ALCS Sponsored Activity Request form to approve an activity must be submitted to the School Director and include: name of primary 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 statement to that effect. Any deviations from those activities are the responsibility of the Activity Sponsor per the Compliance section below.
- B. Activities and programs that are excluded from the School's insurance coverage are prohibited from approval.
- C. The School Director determines whether the activity is an Elevated Risk activity and, if so, categorizes it as an Increased, Managed, or High Risk Activity. If the activity is identified as a non-Elevated Risk Activity, it may be approved without further action.
- D. **Any proposed activities** that the Director *considers to be potentially High Risk* must be reviewed by the Risk Assessment Agent. However, the Director may submit ANY activity to the Risk Assessment Agent. The Director may deny any activity without further action.
 1. The School Director shall initiate an external assessment by contacting and supplying all necessary information to the Risk Assessment Agent. The Director shall attempt to submit necessary information at least fifteen business days prior to the event.

2. An activity that is **rejected** by the Risk Assessment Agent cannot be approved. If action is taken to manage the risks associated with a rejected activity, it must be re-submitted for approval.
3. The Director shall not approve any activity that is rejected by the Risk Assessment Agent, unless the activity is re-assessed and identified as a Managed Risk Activity.
4. The Director shall return a copy of the request 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.

V. Non-School Sponsored Activities

- A. Any activity that involves an ALCS staff member and student who is not a child of that staff member must use the following criteria to determine if the activity should be considered a non-School Sponsored Activity.

If any of the following are true statements, the activity may not be separable from ALCS and must be reviewed by the Director for final determination of school sponsorship:

- a. The activity will occur during a Typical School Day or on school property.
- b. The activity or any components of the activity is an extension of an ALCS school program.
- c. School resources are being used in the planning or implementation of the activity. This includes any scenario in which a participant (staff or student) is being paid by ALCS to organize or implement the activity.
- d. A primary organizer or supervisor of the activity is a staff member and the activity involves at least one ALCS student who is not an immediate family member of this staff member. However, meeting both of the following criteria would constitute an exception:
 - i. The ALCS student participants are gathering for the activity as a result of their personal relationships to each other and not because of their association to the staff member; and
 - ii. The staff member is organizing an activity with his or her immediate family member (an ALCS student) that is clearly not an extension of his or her duty as an ALCS staff member.

- B. Activities that are sponsored by non-ALCS individuals or non-ALCS 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.
- C. The Governing Council and the school shall assume no responsibility or liability for non-school sponsored activities.
- D. 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.
- E. Employees shall not use school funds, resources, or equipment to advertise, promote, or enroll students for non-school sponsored activities.
- F. Travel agencies or other organizations that are not established as school sponsored business partners, as determined by the school Director, 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.
- G. Nothing in this rule 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 Aldo Leopold Charter School.
- H. 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 Director grants permission prior to the activity per the ALCS attendance policy.
- I. Staff who are leading a non-school sponsored activity with students of ALCS are to notify the Director of the activity. Activities that have been reviewed, established and accepted by the Director as non-school sponsored activities may be repeated without notifying the Director, assuming the activity does not feature substantial changes from previous occurrences.

V. Compliance

All employees are responsible for adherence to School policies, rules, and procedures as established here.

VI. Records

All documents related to the review process are to be kept on file by the Director.

