

## 413: Supervision of Students in School Sponsored Activities Policy

### 1. Purpose:

St George Academy encourages students to participate in a variety of extracurricular activities and recognizes the benefits to students who engage in such activities. Participation in extracurricular activities is a privilege, and as such a student must meet eligibility requirements with regards to attendance, behavior, scholastic performance and other applicable criteria for these activities. SGA administration, advisors, parents, faculty, and all other employees of the schools share in the responsibility of ensuring that students meet the expected standards for participation. Eligibility expectations for these programs must be clearly outlined for students and their parents/legal guardians in a disclosure document.

### 2. Policy:

2.1. All student activities or clubs must have an advisor or oversight supervisor who is employed by SGA.

2.2 SGA encourages student-led extracurricular club creation, meaning that students are the driving force for new clubs to be instated at SGA.

2.3 Clubs or organizations that violate SGA, State or USBE policy, pose a significant risk of injury, or cannot be accommodated by SGA facilities will not be approved.

### 3. Procedure:

3.1. Students who are interested in creating an extracurricular organization should fill out the New Clubs and/or Activity form and submit it to SGA administration for final approval.

3.2. Students and activities advisors will design eligibility requirements.

3.3 Students who wish to participate must have the written consent of the student's parent or guardian.

### 4. Supervision Requirements

4.1 The faculty advisor of the club or extracurricular activity must supervise all organizational activities or provide an appropriate substitute for supervision. This includes meetings and events.

4.2 If the club or extracurricular activity meets on the SGA campus after school, the SGA supervisor is responsible for locking all facility doors when the meeting or activity has concluded.

## Board Rule R277-605

4.3 Students participating in the club or extracurricular activity should not be left unattended inside the building at any time, even if the event or activity has concluded.

4.4 If a student has not been able to contact a parent/guardian for pickup an hour or more after the event, the police will be contacted.

## 5. Travel and Overnight Stays

5.1 Approved student activities are not to last overnight unless they are associated with travel which requires an overnight stay.

5.2 Activities which require an overnight stay are subject to appropriate supervision by chaperones.

5.3 All overnight activities must be pre-approved by the SGA Administration.

5.4 Overnight travel activities must have a minimum of two chaperones.

5.5 One chaperone must be an instructor, advisor, or other individual employed by and authorized to work for St George Academy.

5.6 An adult volunteer (over the age of 21) may also serve as a chaperone after completing the school volunteer process outlined in policy 510: SGA Volunteer and Visitor Policy and policy 314: Professional Standards and Training for Non-licensed Employees and Volunteers.

5.7 Because overnight chaperones have potential for unsupervised access to students, all chaperones must have already submitted to and received a satisfactory background check as a condition of employment or as part of the volunteer approval process prior to performing chaperone duties.

5.8 A chaperon remains with the assigned group, monitors behavior and must be available at all times day and night during the activity

5.9 A chaperone must report inappropriate activities or behaviors to the trip supervisor.

5.10 Two chaperons are required per bus in transit. Each chaperone must be positioned on the bus to maximize observable oversight.

## 6. Non-approved Activities

6.1. Parties that extend into the early morning hours are strictly forbidden by this policy regardless of the availability of faculty supervision.

6.2 At no time will school administration sanction, provide supervision for, or make school property available for any overnight activity. (i.e. "Senior Sunrise" or all night yearbook-signing parties.)

6.3 In the interest of creating a controlled environment for graduation celebrations, an exception will be given to school-sponsored grad nights.