

Title: Authorization of Extra-Curricular Activities

Effective Date: March 13, 2018

References: R277-105-6; 53A-11-1203

### Purpose

The purpose of this policy is to provide guidance regarding authorization of student curricular and non-curricular clubs as outlined in state law, while maintaining a fair opportunity to any students who wish to conduct a meeting within a limited open forum without discrimination on the basis of the religious, political, philosophical, or other content of the speech at such meeting.

### Definitions

1. "Club" means any student organization that meets during non-instructional time.
2. "Curricular club" means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during non-instructional time.

### Policy

1. Only extra-curricular activities, including school clubs, approved by the Board of Directors shall be considered "School-Sponsored Activities."
2. An individual or group that would like to establish a School-Sponsored Activity must first present a proposal for the activity to the Director. Such proposal should include sufficient information about the activity and the individuals who would instruct and/or supervise such activity to enable the Director to make a preliminary determination about whether the school should sponsor the activity.
3. Upon determination by the Director that a proposed activity would be in the school's best interest, the Director may recommend that the Board approve the activity as a School-Sponsored Activity.
4. If the Board approves a School-Sponsored Activity that requires the use of the school's building, the Director will establish the schedule for the use of the building and any other procedures for building use. The School will not charge a rental fee for the use of the building for School-Sponsored Activities, but the school may, consistent with the Fee Waiver Policy, charge a fee to cover the cost of supplies, materials, or other activity-associated fees.
5. Depending on the activity, the advisor and any assistants that will be working with students unsupervised may be required to show proof of insurance and have a background check at his/her own expense.
6. School-Sponsored Activities must comply with the requirements set forth hereafter.
7. Implementation of the program shall be consistent with all state and federal laws, the IEA mission, vision, philosophy, charter, by-laws, and any other board-approved documents, and in partnership with the school's leadership.
8. If the Director limits or denies authorization to a club or activity, he/she shall provide, in writing, to the applicant the basis for the limitation or denial and an explanation of the appeals process within a reasonable amount of time.

**Requirements for Physical/Non-Physical Activities**

The advisor must:

- Have Board's approval for the activity before the activity is formally announced.
- Have a permission slip and damage waiver signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before and immediately after the activity. The Advisor must remain at the school until all the children have been picked up.
- Be CPR certified and have first-aid training (Physical Activities only).
- Provide an accident or incident report that would indicate cause or responsibility for damage to persons or property.
- Provide all necessary equipment or work with Director to build a proposal to determine school sponsorship or community support.
- Structure all activities to ensure that general safety requirements are met.
- Provide all students with an equal opportunity to participate in the activity.
- Advertise the event at the school and through the school's social media/email accounts with prior approval by the Director.

**Extra-Curricular Activity Limitations and Denials**

The Director shall limit or deny authorization or school facilities use to a club or require changes prior to granting authorization or school facilities use if he/she determines it to be necessary to:

- protect the physical, emotional, psychological, or moral well-being of students and faculty
- maintain order and discipline on school premises
- prevent a material and substantial interference with the orderly conduct of the school's educational activities
- protect the rights of parents/guardians and students

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