

SCHOOL-SPONSORED EXTRA CURRICULAR EVENTS

All school-related events that will be held after hours, must meet certain criteria for approval. The following is a list of the guidelines that have been developed and approved by the Twin Peaks Charter Academy Board of Directors.

1. The event must be discussed with the Principal, and approved prior to any information going out to the staff, students and/or their parent(s).
2. A request form must be filled out and approved. (See attachment A)
3. Each activity must have a minimum of 2 unrelated adult supervisors, a minimum 2 for 25 adult:student ratio, with a staff member comprising at least 1 of those two positions, whenever possible.
4. The event should be scheduled far enough ahead of time to place on the monthly school calendar that goes out to all TPCA families.
5. Use of the facilities must not interfere with previously scheduled TPCA or Community School activities.
6. Any scheduling conflicts will be resolved by the Principal or designee.
7. Activities that are not school-sponsored need to be scheduled through the Community Schools program, and will be assessed a fee according to the pre-approved District schedule.
8. Activities that involve physical contact or travel off the school grounds, will require a release form for each student, prior to participation. (i.e. After school sports, Washington D.C. trip, ski trip, field trips, etc.)
9. At the Principal's discretion, participation may be limited to TPCA students, only.
10. Students will only be released at the time of an event to the custody of their parent/guardian or designee.
11. Students must remain in the designated event area, only, for the duration of the event. **NO OTHER AREA OF THE BUILDING SHALL BE USED.**
12. All activities and student conduct must be in compliance with TPCA and District policies and/or procedures.

Adopted November 29, 1999