



Long Valley Charter School

A Non-Profit Public Benefit Corporation

Sponsored and Non-Sponsored School Activities

Approved by: Board of Directors	Adopted: 9/18/2019	Policy #5003
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Long Valley Charter School (“LVCS”) is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Academy. This policy applies to both schools equally and the schools are collectively referred to as “charter school.”

The LVCS Governing Board believes that the goals and objectives of the charter school are best achieved by a diversity of learning experiences that take place both in and outside of the classroom. To achieve this goal, the Board encourages students and staff to form clubs and extra-curricular activities that will enhance their educational experience.

The following criteria will be used to differentiate between a school sponsored club, event, or activity from that of a non-school sponsored student club, event, or activity.

School sponsored clubs, events and activities meet the following criteria:

1. To initiate a school sponsored event* or activity, the sponsoring teacher must submit an application and gain approval at least two weeks in advance using the “Event/Activity Pre-Authorization Form.” To initiate a school club, the sponsoring teacher must submit an application and gain approval at least two weeks in advance using the “School-Sponsored Club Form.” Both forms are submitted to the Site Administrator. Decisions for approval are based on alignment with school goals and availability of resources.
*For school dances, the Executive Director/Superintendent will provide specific procedures.
2. Activities are authorized to be conducted on or off school premises under the supervision and guidance of a staff member.
3. Participants must adhere to school/student conduct rules and applicable State/Federal laws.
4. Participants are limited to enrolled students, approved parent volunteers, and staff only.
5. All participants must have signed voluntary activity-specific waivers and emergency medical release forms on file.
6. Any vendors involved carry recommended coverage types and limits, provide additional insured endorsement in favor of LVCS, its directors, officers, employees, agents, volunteers, and authorizer; and sign an indemnity/hold harmless agreement in favor of LVCS, its directors, officers, employees, agents, volunteers, and authorizer.

Non-school sponsored student clubs or activities are those whose activities fail to meet any of the criteria listed above. Guidelines for non-school-sponsored Activities are as follows:

1. School resources such as copiers, paper, supplies, etc. may not be used to advertise, promote, or organize non-sponsored activities.
2. Work or educational time may not be used to advertise, promote, or organize non-sponsored events.
3. Materials must refrain from using the school logo or branding and include a disclaimer on each flyer, document, or electronic document stating: *"This [trip, event, activity, etc.] is not sponsored or supervised by LVCS or the charter school. The charter school assumes no liability for injuries or damages resulting from such non-sponsored activity."*
4. Non-school sponsored events may apply to utilize the school's facility using a "Non-School Sponsored Event/Activity Facility Use Application." If approved, a Facility Use Agreement is required. The agreement prohibits the use of alcoholic beverages and tobacco products. The event's sponsor is required to procure Comprehensive General Liability Insurance and provide additional insured endorsement as outlined in the Facility Use Agreement.