



Quest Academy

Extra-Curricular Activities and Building Use Policy

PURPOSE

The purpose of this policy is to establish guidelines for approving extra-curricular activities as well as the use of the school building for such activities.

POLICY

Only extra-curricular activities, including school clubs, approved by the Board of Directors (the "Board") of Quest Academy (the "School") shall be considered "School-Sponsored Activities". Only School-Sponsored Activities shall be allowed to use the School's building.

An individual or group that would like to establish a School-Sponsored Activity must first present a proposal for the activity to the School's principal (the "Principal"). Such proposal should include sufficient information about the activity and the individuals who would instruct and/or supervise such activity to enable the Principal to make a preliminary determination about whether the School should sponsor the activity. If the Principal determines that it would be in the School's best interest to sponsor the proposed activity, the Principal may recommend that the Board approve the activity as a School-Sponsored Activity.

If the Board approves a School-Sponsored Activity that requires use of the School's building, the Board, in consultation with the Principal, will establish the schedule for the use of the building for that activity. The Principal will be responsible for the locking and/or unlocking the building, unless other arrangements have been made.

School-Sponsored Activities must comply with the following requirements:

Requirements for *Physical Activities*

The instructor must:

- Have the Board's approval for the activity before the activity is formally announced.
- Have a permission slip signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Be CPR certified and have First Aid training.
- Pay for any damage to the School's property as a result of the activity.
- Provide all necessary equipment.
- Structure all activities to ensure that safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's e-mail listserv with prior approval by the Principal.



Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background checks at the instructor/assistant's expense.

Requirements for *Non- Physical Activities*

The instructor will:

- Have the Board's approval for the activity before the activity is formally announced.
- Have a permission slip signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Pay for any damage to the School's property as a result of the activity.
- Provide all necessary equipment.
- Structure all activities to ensure that safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's e-mail listserve with prior approval by the Principal.

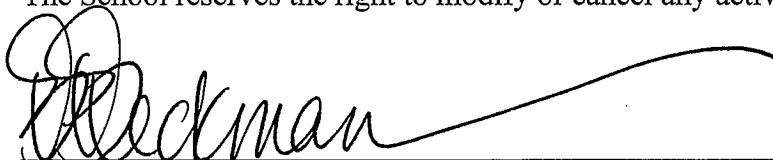
Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background checks at the instructor/assistant's expense.

The School will not charge a rental fee for the use of the School's building for School-Sponsored Activities, but the School may, consistent with the School's Fee Waiver Policy, charge a fee to cover the cost of using the School's supplies and materials.

All instructors of School-Sponsored Activities must sign the attached Instructor Acknowledgement prior to commencing the activity.

The School reserves the right to modify or cancel any activity.



Brandy Beckman - QA Board President

4-14-09

Date



Instructor Acknowledgement

I have read and understand the Extra-Curricular Activities and Building Use Policy of Quest Academy. Further, I agree to comply with all the requirements of the instructor in relation to this policy. I also understand that Quest Academy reserves the right to modify or cancel any activity or policy.

Signed,

Instructor

Date

Principal

Date