

Date of Issue	October 2021
Original Date of Issue	April 2017
Subject	SCHOOL COMMUNITY EVENT GUIDELINES
References	<u>Education Act and Ontario Regulation 298, Section 24 and 25</u> <u>Policy 4320 – Fundraising</u> <u>Policy 4430 – Field Trips</u> <u>Policy 4240 – Safe, Inclusive and Accepting Schools</u> <u>Code of Conduct and Ontario Regulation 298, Section 23</u> <u>APM A2500 – Purchasing Procedures</u> <u>APM A2600 – School Generated Funds</u> <u>APM A5410 – Injuries to Students and Non-employees</u> <u>APM A7125 – Equity and Inclusive Education</u> <u>APM A7200 – School Council</u> <u>APM A7220 – Volunteers in Schools</u> <u>APM A7630 – Code of Conduct</u> <u>APM A7635 – Student Discipline Procedures</u>
Contact	Business Services; School Services

1. Purpose

The Simcoe County District School Board (SCDSB) recognizes the importance of cultivating and strengthening relationships with parents/guardians and school communities. To increase parent involvement in their child(ren)'s education, schools celebrate with school community events.

These various school community initiatives are encouraged to enrich the lives of SCDSB children and assist families and other groups to engage and benefit from partnerships with their local schools.

2. Definitions

School Community Events - celebrations such as fun fairs, bazaars, trunk or rummage sales, barbeques and other indoor and outdoor school events.

3. Guidelines

All planned school community events are encouraged to take place in partnership with school councils, parents/guardians and local organizations to meet the needs of the community.

Competition among students to encourage or increase sales in a school community event shall not be permitted. Incentive prizes, if awarded, shall be for participation only.

4. Responsibilities

- 4.1 Principal shall:
 - 4.1.1 ensure that all activities planned meet board standards, policies and procedures;
 - 4.1.2 submit to their superintendent of education an annual fundraising plan, following consultation and input from the school council, for all fundraising initiatives (APM A2600 – School Generated Funds);
 - 4.1.3 ensure adequate and appropriate supervision at all board sponsored activities; and,
 - 4.1.4 attend the planned activity or designate a staff member who must be on-site at all times during the activity to ensure the policies and procedures of the board are being followed.

- 4.2 School Council/parent(s)/guardian(s) shall:
 - 4.2.1 work in full co-operation with the school staff under the supervision of the principal for school community events.

5. Risk Management

Each principal/school, together with their school council, shall plan and consult with the Corporate Risk Department on high risk events and activities (APM A1061 – Field Trips, APPENDIX E).

5.1 High Risk Activities

A high risk activity is defined as an activity where the presence of hazards result in a higher probability of an injury occurring; there is limited control over the risks that are present.

- 5.1.1 The following high risk activities are NOT permitted at school/community events:
 - 5.1.1.1 dunk tanks;
 - 5.1.1.2 bouncy castles/houses;
 - 5.1.1.3 trampolines; and/or,
 - 5.1.1.4 wild animals.
- 5.1.2 The following activities are permitted:
 - 5.1.2.1 Inflatables of other kinds (obstacle course, slides, baseball):
 - 5.1.2.1.1 vendor must provide proof that their equipment is inspected annually by the Technical Safety Standards Association (TSSA) and provide proof of liability insurance;
 - 5.1.2.1.2 installation should be performed by the company;
 - 5.1.2.1.3 inflatables must be closed in the event of high winds; and,
 - 5.1.2.1.4 full inflatables require two adults supervising.
 - 5.1.2.2 Catering company/food truck sales:
 - 5.1.2.2.1 vendors require insurance and proof of a recent health inspection; and,

- 5.1.2.2.2 equipment is only permitted on school property the day of the event.
- 5.1.2.3 Vendors (community partners), booths:
 - 5.1.2.3.1 vendors should be providing goods and services that are available to everyone; and,
 - 5.1.2.3.2 are compatible with SCDSB character traits and the moral tone of the school.
- 5.1.2.4 Domesticated animals:
 - 5.1.2.4.1 must be familiarized with crowds;
 - 5.1.2.4.2 must have required vaccinations and/or letter of approval from a veterinarian; and,
 - 5.1.2.4.3 require that a hand washing facility available.
- 5.2 All injuries that occur at school community events must follow reporting procedures in APM A5410 – Injuries to Students and Non-employees.

6. Financial Accountability

All activities must follow the financial guidelines outlined in APM A2600 – School Generated Funds.

First Issued: April 2017
Revised: October 2021

Issued under the authority of the Director of Education