

**GUIDELINES FOR SUMMER CAMPS, CLINICS, WORKSHOPS, ETC.  
FOR STUDENTS AND/OR ADULTS**

District staff or other persons who wish to organize summer camps, clinics, or workshops, etc., or other programs for the students and/or the community must make application to the High School Athletic/Activities Office for consideration and approval by the end of February. No independent summer camps are allowed. The following guidelines will be observed:

1. All enrollments must be done through the High School Athletic/Activities Office.
2. All monies received from enrollments, etc., will be deposited High School Athletic/Activities Office.
3. If there is insufficient enrollment to cover the cost of personnel, equipment, etc., the clinic, camp or workshop, etc., will be cancelled.
4. Salaries for the instructors are to be commensurate with High School Athletic/Activities Office Salary Guidelines. (Instructors may agree to receive less salary by written request with the approval of the High School Assistant Principal for Athletics/Activities.) If enrollment warrants, according to Pattonville's guidelines, an assistant may be utilized, and the assistant will receive Assistant's compensation.
5. No additional remuneration will be provided to instructors for preparation time.
6. Disbursements of all funds are to be made through the High School Athletics/Activities Office with the approval of the High School Assistant Principal for Athletic/Activities. Requests for equipment and supplies must be made through Pattonville School District Purchase Orders. No out-of-pocket reimbursements will be permitted. Payroll will be issued through Pattonville School District payroll.
7. If the tuition for a particular summer activity program brings in more money than is needed for the expenses of that program including operating cost, the balance is the property of the Pattonville School District.
8. Information regarding summer camps, clinics, etc., must be submitted by the person requesting to offer a camp/clinic or class to the High School Assistant Principal for Athletics/Activities. Dissemination of the information by such persons must be with the approval of the High School Assistant Principal for Athletics/Activities.
9. The High School Assistant Principal for Athletics/Activities will meet with all instructors prior to the end of the school year to discuss requirements and guidelines. All coaches and sponsors will follow Missouri State High School Activities Association (MSHSAA) summer camp guidelines and regulations per By-Law 124. If guidelines are not followed, the camp may be cancelled by the building principal at the recommendation of the High School Assistant Principal for Athletics/Activities.

**District Code: New**

10. The High School Assistant Principal for Athletics/Activities will inform the summer school administrators about the activities which are scheduled to take place.

All summer programs will be submitted to the Learning Center Administrative Team (LCAT) for review prior to May 1.

Adopted: August 28, 1984  
Revised: February 27, 1986  
Revised: April 8, 1997  
Revised: February 26, 2002  
Revised: May 27, 2008