



ADMINISTRATIVE PROCEDURE

BONFIRES FOR HOMECOMING ATHLETIC EVENTS

6146

Procedure No.

September 2, 2008

Date

- I. **PURPOSE:** To provide the procedures required to authorize bonfires in connection with homecoming athletic events.
- II. **BACKGROUND:** Bonfires shall be limited to homecoming events only and are, therefore, restricted to one per school per year.
- III. **PROCEDURES:**
 - A. **Requesting Bonfire:** At least four to six weeks before requested date of bonfire, the Student Government must initiate request by filing formal application of intent to the Principal of school, including the time and date of the proposed bonfire. No later than the two weeks before the bonfire is scheduled to occur, the following must be accomplished:
 1. Commitment from Fire Department to start, supervise, and put out bonfire. In the event that the Fire Department officials responsible for the supervision are called away from the bonfire, there shall be a contingency agreement with the Fire Department so that proper supervision is maintained at all times.
 2. All required permits must be obtained and environmental and fire regulations followed precisely.
 3. In addition to the applicable Fire Department regulations on location, a bonfire may only be located in an open field area. Parking lots or other asphalted locations will not be permitted use area.
 4. Written commitment from one-third of faculty to attend for the duration of the bonfire and accept assigned supervisory responsibilities.
 5. Written commitment to attend from an equal number of parents of those students involved, as there are faculty members required to attend.
 6. There must be provision for adequate lighting.
 7. An amplifier and public announcing system must be used.
 8. Clean-up crew must be specified and adequate for needs, and a plan for clean-up presented.



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9. Time, date, and purpose of bonfire.
 10. The principal may impose any additional requirements for the safety and security of the students, school, and community.
- B. Approval Process: The Principal must evaluate application in light of the following requirements:
1. Principal and other administrative staff must be present and responsible for security. In addition, the school must contract for an additional security investigative counselor from the Security Staff to be present for the entire time students are present.
 2. Only students, faculty, and parents from school shall attend. If there is a reasonable expectation that uninvited outsiders would attend, there shall be no bonfire. If outsiders do attend, and in the judgment of the Principal, there may be problems, the Principal has the authority to disperse the crowd.
 3. It shall be clearly understood that the Principal shall exercise professional judgment in granting approval for the bonfire. If at any time the Principal feels it is not in the best interest of the students, the school, or the community, the bonfire may be denied or cancelled.
 4. When the Principal makes a decision, an authorization or denial form shall be sent to the Zone Executive Director for filing.
- C. Evaluation Process: A written evaluation of the bonfire shall be submitted to the Principal by the Student Government within one week after the bonfire. The Principal shall add a personal evaluation and send this evaluation to the Zone Executive Director for filing.
- IV. **RELATED PROCEDURES**: None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: These procedures originate with the Office of Interscholastic Athletics, and regular updating will be accomplished as may be needed.
- VI. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedure 6146, dated May 8, 1980.



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VII. **EFFECTIVE DATE:** September 2, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11