

## Rilke Policy 006 – Student to Adult Staffing Ratio

1. General Purpose
  - a. The purpose of this policy is to establish a maximum student to adult staffing ratio for all officially sanctioned Rilke Schule events. It applies to any event, field trip, club, or related activity in which one or more Rilke staff member is leading, engaged, or attending.
2. Student to Adult Ratio
  - a. For every twenty-five (25) students present, one adult must be present and actively engaged in overseeing or supervising the activity.
  - b. At a minimum, one Rilke staff member must be present and actively engaged in the activity oversight. This lead staff member is designated as the activity's primary point of contact.
  - c. For additional adults beyond the primary point of contact, other Rilke staff members, Rilke parents/guardians, guest teachers, or any other Principal-approved adult meet this requirement.
  - d. When the ratio cannot be met, the Principal or Teacher-in-Charge shall cancel or postpone the event/activity until such time this minimum staffing ratio is met.
3. Primary Point of Contact Responsibilities
  - a. Shall have a functioning radio or cellular phone on-hand during the entire duration of the activity or event.
  - b. Ensure this minimum staffing ratio is met and is responsible for notifying the Principal or Teacher-in-Charge, when it is not met.
  - c. Maintain a written roster of students in attendance at the event/activity for purposes of security, safety, emergencies/evacuation to ensure full accountability.
  - d. Shall physically possess or have full access to students' emergency contact information.
  - e. Follow notification procedures set forth in Rilke Policy 005 – Parent/Guardian Notification apply to all school-sanctioned events/activities. The primary point of contact serves as the Principal's designee in notifications for significant events during the respective event/activity.