

ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Organization and Supervision of Extracurricular Clubs and Activities	AD Number: 4.300.1	Adopted: February 2017 Former Identifier: STU31
<i>u</i>	Revised: 9/18; 7/19; 11/24	

EXTRACURRICULAR APPROVAL

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- 2 Any staff member or student wishing to establish a new extracurricular club must submit a formal
- 3 application to the school principal. The application must include:
 - 1. The name and purpose of the club;
 - 2. The goals and anticipated activities;
- 6 3. The intended frequency of meetings and events;
- 7 4. The designated faculty or staff sponsor;
- 8 5. Any fees associated with membership;
- 9 6. A brief explanation of how the club supports the educational mission of the school.
- 10 The school principal will review the application based on the following criteria: alignment with
- the school's educational mission and values; feasibility of the proposed activities within the
- 12 resources and time available; availability of a staff sponsor; potential conflicts with other
- scheduled activities or building use; and adherence to district policies, including those related to
- student behavior and safety. The school principal will make a final decision on whether to approve
- the club, request modifications, or deny the application. The decision will be communicated to the
- applicant within a reasonable time frame. If a club is approved, the sponsor may begin organizing
- meetings and activities in accordance with Board Policy 4.300 and this procedure. All approved
- clubs will be subject to an annual review by the school Principal to ensure that they continue to
- meet the needs of the school community and comply with district policies.

20 STAFF SPONSORS

- 21 Each extracurricular club or activity must have a designated sponsor, who shall be a faculty
- 22 member or approved staff member. Sponsors are responsible for overseeing the organization and
- functioning of the club, ensuring alignment with the educational mission of the school. Sponsors
- 24 are required to: supervise all club meetings and activities; ensure that students adhere to the
- 25 district's Code of Conduct during extracurricular activities; facilitate communication between the
- 26 club and school administration, including requests for building usage, event scheduling, and
- 27 necessary resources; ensure that all necessary permissions, including parental consent forms and
- transportation arrangements, are completed prior to events or off-campus activities; verify that
- 29 club activities do not interfere with academic responsibilities.

PRIOR CONSENT

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- In order for any student to participate in a club, program, or activity, the student's parent/guardian
- must sign and date a statement allowing the student to participate. The completed consent forms
- shall be retained by the staff sponsor for the duration of the school year in which they were signed.
- A new consent form must be completed at the start of each school year before the student is allowed
- 35 to participate in any activities.

36 USE OF SCHOOL BUILDINGS AFTER SCHOOL HOURS

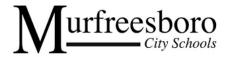
- 37 Extracurricular activities that require the use of school buildings before or after regular school
- 38 hours must be scheduled in advance. The sponsor must submit a request to the school
- 39 administration, detailing the specific time, date, and location within the building. Approval is
- subject to availability and alignment with district policies.
- 41 Approved sponsors must be present at all times when students are on campus for extracurricular
- 42 activities outside regular school hours. Sponsors must follow all district policies regarding student
- 43 supervision, including adherence to staff-student ratios and ensuring that students remain in
- 44 approved areas of the building. Sponsors are responsible for ensuring that all doors are properly
- secured after use and that facilities are left in a clean and orderly condition.

46 **FUNDRAISING**

- 47 If an extracurricular club or group wishes to fundraise, the club must first seek approval from the
- school principal. Any fundraising must comply with the requirements of Board Policy 2.601.
- 49 Extracurricular clubs that will charge a fee for membership must complete a fundraising form and
- submit for approval pursuant to Board Policy 2.601.

51 FIELD TRIPS

- All field trips for extracurricular groups must be approved by the school administrator prior to any
- communication with students or parents. The sponsor must submit any required approval forms
- 54 pursuant to Board Policy 4.302.
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- Each student must have a signed field trip permission form from their parent or guardian before
- 57 they can participate. This form must clearly outline the details of the trip, including transportation,
- itinerary, and any associated costs. All transportation for field trips must comply with district
- 59 transportation policies. Only district-approved transportation providers or services may be used.
- 60 Private vehicles may not be used unless prior approval is granted by the Director of Schools.



SCHOOL CLUB OR ORGANIZATION PERMISSION FORM

[SCHOOL NAME] is excited to offer a number of extracurricular activities to ensure the academic and personal success of our students! Your child has indicated that they would like to participate in a school-sponsored club or organization. This form provides you with general information about the school club or organization so that you can make an informed decision about your child's participation in the extracurricular activity.

Pursuant to School Board Policy 6.702 and Administrative Directive 4.300.1, students participating in school-sponsored clubs and organizations are subject to the Code of Conduct and relevant Board policies.

This form must be completed and returned to the sponsor of the school club or organization before your child may participate.

Section to be completed by school:

Club/Organization:	
Teacher Sponsor:	Grades Participating:
Meeting Dates/Times:	
Brief Description of the Club/Organiza	cation:
, , ,	g allow you child to participate in the above-described 4-2025 school year. If at any point you wish to withdraw e to school administration.
Please sign this form and return to the tead	icher sponsor named above.
Child Name:	
Parent Name:	
Phone Number:	E-mail:
Parent Signature:	Date: