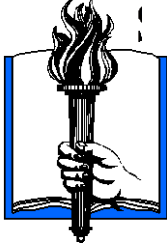


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  After School Clubs/Activities	<b>Descriptor No:</b>  AD STU 31	<b>Effective Date:</b>  2/17
<b>Revised:</b>  9/18; 7/19		

1 This Administrative Directive applies to programs and clubs that fall outside of the parameters of  
 2 the Extended School Program and the groups who desire to use the school facilities defined in  
 3 board policy **3.206 Community Use of School Facilities**. After school clubs and activities at a  
 4 particular school are defined as those which have an MCS employee as the sponsor and have  
 5 participants who are currently-enrolled students in that school.  
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7 **Oversight**

8 Murfreesboro City Schools is a diverse district, with each school having unique qualities. At the  
 9 same time, each school is part of the whole and operates under the guidelines of one mission: to  
 10 ensure the academic and personal success of each child.  
 11

12 It is understood that a principal has oversight of personnel and procedures associated with after  
 13 school clubs/activities—including membership requirements, collection and distribution of  
 14 funds, management of personnel, and all decisions that impact students. However, it is also  
 15 understood that the principal answers to the district and is therefore under the rules and  
 16 regulations thereof.  
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18 While there may be costs associated with belonging to a club or another activity, no student shall  
 19 be required to pay any of the costs. Costs should not be a requirement for membership of the  
 20 club/activity. Funds needed for all members to participate in the club/activity shall be raised  
 21 through district approved fundraisers and donations. Once the membership of the club/activity  
 22 has been established either through tryouts or registrations, members shall not be removed from  
 23 the club/activity without principal approval.  
 24

25 Finally, it is understood that one school may not deem a club or a trip to be in the best interest of  
 26 their school or student body, while a principal at another school may approve the club or trip.  
 27 Therefore, for clubs/programs/activities/etc. that are not district-wide, it is the responsibility of  
 28 the school principal and the faculty of each school, under the oversight of the district, to choose  
 29 after school clubs and activities that best fit the needs of their student population and community.  
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34 **Basketball**

35 The only sport/activity where there is competition among the schools is basketball. Therefore,  
36 the rules and guidelines that govern basketball apply to all schools to provide some consistency  
37 in practice and tryouts:

- 38 • Tryouts must only occur on or after the date(s) that have been approved by the system's  
39 athletic director.
- 40 • Typically, tryouts will take place the week of Labor Day.
- 41 • The MCS basketball season shall conclude with the system-wide varsity and junior-  
42 varsity tournaments.
- 43 • It is recognized that some schools may desire to play post-MCS-season in a local  
44 tournament. This will be a principal's decision. However, no team shall wear uniforms  
45 in any way affiliated with the school or be coached by any MCS employee receiving a  
46 supplement from MCS after January 31<sup>st</sup>. In addition, the district will be informed, prior  
47 to the tournament, if teams are playing in post-season tournaments since the district bears  
48 ultimate responsibility and liability.

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50 **Open Gyms**

51 Schools are encouraged to have open gyms because they can provide safe places for our students  
52 and be productive. Open gym is defined as having students of that school as participants with at  
53 least one MCS employee in attendance to supervise.

- 54 • Open gyms are allowed during the month of May and from the beginning of the school  
55 year until tryouts. Exceptions must be approved by the school principal.
- 56 • Open gyms must be announced to the student body and open to all students of the school.
- 57 • Fundamentals can be taught during open gym through various drills, etc.
- 58 • Students can be divided into teams and play pick-up-ball with one another.
- 59 • At no time shall plays be taught during open gyms.
- 60 • Open gyms shall not interfere with ESP.

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62 **Field Trips, Excursions, Competitions, Fundraising, Etc.**

63 If the sponsor of any club/program/activity, desires to fundraise, take the group on a field  
64 trip/excursion, or to a competition, they must receive approval from the principal and follow the  
65 guidelines of board policies and administrative directives.

66 **General Guidelines for Fundraising:**

67 Per School Board Policy 6.702:

- 68 • A fundraiser is considered to be any activity conducted by the school which is intended  
69 or designated to generate a profit and provide supplemental revenue for the general fund  
70 or an individual club or class account.
- 71 • All fundraisers must obtain the approval of the Director of Schools or the Director's  
72 designee.

73 Funds derived from fundraising events are to be deposited into a restricted account  
74 of the individual school's activity funds and must be spent for the purposes  
75 approved. The purposes shall be written and on file at each school for audit review.

76 **General Guidelines for Field Trips/Excursions:**

- 77 • Signed parental permission forms must be obtained from every student making any off-  
78 campus trip.
- 79 • Trips taken outside normal school hours must be approved by the Director or Director's  
80 designee a minimum of twenty (20) working days prior to the trip.

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- Any school-sponsored trip/excursion which is overnight and/or out-of-state must have prior approval by the Director and Board.
  - By September 15 of each year, each school shall submit to the Director a listing of proposed overnight or out-of-state field trips.... Should unplanned circumstances/opportunities arise during the year for such trips, the Director shall be notified immediately so that approval can be granted before substantial planning takes place.
  - Trips planned by parents or teachers for students during after-school hours which have not received the approval of the principal and the Director shall not be Murfreesboro City School Board approved field trips, even if information concerning the trip refers to the school by name or is made available in a school. No employee shall state or imply that a trip is an authorized field trip if it has not been approved in accordance with this policy. The Murfreesboro City School Board shall have no responsibility or liability for any trip which is not an authorized field trip.

96 Board Related Policies: 4.300, 4.302, 6.702