

POLICIES AND PROCEDURES	
Policy: SCHOOL CLUBS	
Index:	Monitoring: As Needed

1. PURPOSE

The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) recognizes the importance of providing diverse opportunities for students to engage in extracurricular activities beyond regular school hours. After-school clubs serve as a platform for students to explore their interests, develop new skills, foster friendships, and enhance their overall educational experience. This policy outlines the guidelines and procedures for the establishment, operation, and supervision of after-school clubs within our school community.

2. POLICY

2.1. Establishment of Clubs

2.1.1 Any student, group of students, or staff member interested in forming an in-school or after-school club must submit a formal proposal to the School administration via the School Club Application Form.

2.2. Approval Process

2.2.1. Criteria for Approval: The administration will evaluate club proposals based on alignment with the School's mission and values, relevance to student interests, feasibility of activities, potential benefits to participants, and availability of resources.

2.2.2. Faculty Advisor: Each School club must have a designated faculty advisor who will oversee club activities, ensure compliance with School policies, and provide guidance and support to club members.

2.3. Operation of Clubs

2.3.1. Membership: School clubs are open to all students unless specified otherwise by the club's mission or requirements. Clubs must not discriminate based on race, gender, religion, ethnicity, or any other protected characteristic.

2.3.2. Meeting Schedule: Clubs should establish a consistent meeting schedule and communicate it to members, and administration, and post it on the school's event calendar and website in advance. Clubs are expected to adhere to the agreed-upon schedule unless otherwise communicated due to unforeseen circumstances.



2.3.3. Attendance: Regular attendance is encouraged for all club members. Participation in after-school clubs is voluntary, and students are not penalized for non-attendance. However, if the club is an academic club that takes place during the course of the school day, the regular School attendance policy shall apply.

2.3.4. Safety and Supervision: The safety and well-being of students are paramount. Clubs must operate in accordance with all School safety guidelines and policies. Faculty advisors are responsible for ensuring appropriate supervision during club meetings and activities.

2.3.5. Budget and Resources: Clubs may request funding or resources from the School administration to support their activities. Requests will be evaluated based on availability of funds and alignment with the club's goals and objectives.

2.4. Responsibilities of Club Members

2.4.1. Behavioral Expectations: Club members are expected to conduct themselves in a manner that upholds the school's values of respect, responsibility, and integrity. Any behavior deemed inappropriate or disruptive may result in disciplinary action or dismissal from the club.

2.4.2. Commitment: Club members are encouraged to actively participate in club activities, contribute ideas, and collaborate with fellow members to achieve the club's goals.

2.4.3. Communication: Effective communication is essential for the success of after-school clubs. Members should communicate any concerns, ideas, or scheduling conflicts with the club advisor in a timely manner via the school's email or other approved messaging system..

2.5. Review and Evaluation

2.5.1. The School administration will periodically review the operation and effectiveness of after-school clubs to ensure they continue to meet the needs and interests of students. Clubs may be modified, merged, or disbanded based on feedback, changing interests, or resource constraints.

DEFINITIONS

REFERENCES

RELEVANT LINKS

[School Club Application](#)

DOCUMENT HISTORY

Adopted: 4/13/24

Revised: