

## **SCHOOL BASED DECISION MAKING Policy Format**

**School:** duPont Manual High School  
**Name of Policy:** Extracurricular Programs

### **POLICY:**

- Extracurricular programs shall be selected based upon the following criteria The program compliments the academic achievement of students.
- The program encourages students to develop self-confidence, self-esteem, and leadership skills.
- The program provides opportunities for students to participate in activities that encourage physical fitness, cooperation, and team building with adults and peers.
- The program provides the opportunity for students to interact socially in a positive manner with students within our school, other schools, and other districts.
- The program participation follows the guidelines as specified by Jefferson County Public Schools Academics/Activities/Athletics rules and regulations, as stated in the JCPS Athletic Directors Operational Manual.

When a new program is formed the program sponsor will provide the SBDM Council with information on how their program meets one or more of the above criteria and information on expected student participation. The following paperwork is to be filled out by the sponsor prior to presenting to the SBDM Council.

### **dMHS Student Club/Organization Application Guidelines**

Thank you for your interest in starting a Student Club/Organization at DuPont Manual High School. Please consider these basic guidelines:

- Existing Clubs or Organizations must submit the attached Club Report by May 31 confirming their continuation intent.
- New Clubs or Organizations may submit the attached Application from April 1 through September 30. No new Club or Organization Applications will be reviewed if submitted after September 30. If a new Club or Organization is similar or partially overlaps with an existing club, the founding members will be asked to meet with the existing club and then explain how it differs from the existing club. If this step has been taken, and the initial application was submitted by September 30, the new Club or Organization may be considered at the November SBDM meeting for approval.

- Club proposals will first be reviewed by the dMHS Student Senate. If a Club or Organization is approved by the Senate, the dMHS SBDM will issue final approval. Club or Organization Renewals should be approved by the June SBDM meeting and new Club or Organization submissions should be approved by the October SBDM Meeting, unless there is overlap as addressed above.
- Each Existing Club or Organization must meet at least on a monthly basis. A record of this meeting must be kept and a Club Report must be submitted at the end of each semester. The Club Report will include a record of meetings and all events (meetings, community service projects, social events, etc both on and off school property) that have occurred.
- Each Club or Organization needs at least one student leader, though a full executive slate is recommended.
- Clubs with the same Sponsor/Coach cannot meet at the same time. This will be verified.
- A Club or Organization may be withdrawn from official status at any time if the Club or Organization fails to meet regularly and work towards its stated purpose/mission, fails to carry out planned activities, or if the club leadership structure cannot support continuance of club activities.

Sponsor Signature:

### **dMHS Student/Club Organization Application Form**

*All Existing Clubs Must Submit Application by May 31  
All New Clubs Must Submit Application by September 30*

Name of Proposed Organization:

Club/Student Organization Purpose/Mission Statement:

Faculty Sponsor:

Day/Time Proposed Organizational Meeting:

Frequency:

Where you plan on meeting:

Will this be a chapter of a state or national organization? If yes, please place an "X" by the appropriate label.      State      National

Students Committed to Joining Club/Organization and their grade\*:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Please highlight which criteria your club meets from the SBDM policy below.

- The program compliments the academic achievement of students.
- The program encourages students to develop self-confidence, self-esteem, and leadership skills.
- The program provides opportunities for students to participate in activities that encourage physical fitness, cooperation, and team building with adults and peers.
- The program provides the opportunity for students to interact socially in a positive manner with students within our school, other schools, and other districts.
- The program participation follows the guidelines as specified by Jefferson County Public Schools Academics/Activities/Athletics rules and regulations, as stated in the JCPS Athletic Directors Operational Manual.

Submit this form to the Athletic Director. If the Extra-Curricular Committee approves your request you will be placed on the SBDM agenda. Faculty Sponsor must attend this meeting to explain your proposal and answer questions.

Please note extra-curricular sponsors are responsible for the following:

- Sponsor/Coach must supervise students at ALL TIMES. An easy rule to follow—**THE LAST SPONSOR/COACH LEAVES AFTER THE LAST STUDENT LEAVES.**
- Sponsor/Coach is responsible for group members from the time they arrive until the time they leave campus.
- Sponsor/Coach is responsible for proper securing of doors, gates, storage areas, etc. when group event has concluded. **ALL MANUAL SECURITY PROTOCOLS MUST BE FOLLOWED.**
- Sponsor/Coach is responsible to insure any adult volunteer has completed the JCPS Volunteer Records Check prior to any group interaction with the group. All volunteers who attend meetings/events at dMHS must enter the front door and register in the office.
- Sponsor/Coach is responsible to insure any adult volunteer has completed the JCPS volunteer Records Check prior to any interaction with group.
- If the group activity includes vigorous physical activity, the Sponsor/Coach is responsible to insure all students have a current physical (completed within last

calendar year) on file with the sponsor/coach and Athletic Director. See Athletic Director for group determination.

- Sponsor/Coach is responsible to submit data for JCPS Extracurricular Activity Participation Report to the Athletic Director annually. Needed information includes group makeup by gender and race.

Faculty Sponsor Signature:

Date:

Athletic Director Signature:

Date:

Principal Initials:

Front Office Initial

\*Exceptions may be made for Clubs/Organizations with less than 10 founding members.

If a new Club/Organization is similar or partially overlaps with an existing club, the founding members will be asked to meet with the existing club to explain how it differs from existing club before it can be considered by SBDM.

**Date of First Reading:      March 7, 2018**

**Date of Second Reading:    April 11, 2018**

**Date Adopted:              April 11, 2018**

**Signature:** \_\_\_\_\_  
**(SBDM Council Chairperson)**

# Manual Club Report Form

This form will be used to allow SBDM, the front office staff and the Athletic Director to have a better idea of clubs and sponsors continuing to meet this school year. Please fill out to the best of your ability and return to Michelle Bynum in the front office.

Club Name \_\_\_\_\_

Sponsor/s \_\_\_\_\_

Will this club continue at Manual High School for the next school year? YES NO

Will you continue to sponsor this club in the next school year? YES NO

If no and you know who will please put new sponsor name here

\_\_\_\_\_

If yes, when and where will you meet (as many details as possible to be placed on the calendar)\*\*\*\*\*

Room:

Time:

Day of week:

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\*\*\*\*\*This year all club meeting times must be reported through Michelle Bynum on the Manual calendar. Please give the times you plan to meet. It is no big deal to cancel, change, or add a meeting. A specific time frame for meetings is helpful. For example "some Mondays" is not helpful, whereas 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month is specific. If you have not yet established a meeting time please let Michelle know as soon as possible.

Thank you for volunteering your time to our students and families by sponsoring a club. You are appreciated!!!!