

2017/18 Scholars Academy Extra-Curricular Academic Clubs Handbook

Philosophy of Scholars Academy Extra-Curricular Academic Clubs

The Scholars Academy Extra-Curricular Academic Clubs are designed to provide students with opportunities to participate in a variety of academic programs that inspire, challenge and spark imagination. Clubs are ONLY viable through a volunteer club coordinator and adequate volunteer support outside of regular school hours. Most club coordinators and coaches are parent volunteers.

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Attendance

All students are expected to attend on a regular basis and are subject to the attendance policies established by each academic club. As a courtesy, parents are expected to let the coach know if their child will be absent. In accordance with school policy, if a student is absent from school on a meeting/practice day, the student may not participate in that day's meeting/practice. If a student is suspended from school, s/he may not practice, participate or attend any school-sponsored activity during that suspension.

Accountability

Participants, parents and coaches all have responsibilities and accountability as it pertains to their involvement with the academic club(s). Clubs may have participant contracts.

Before-School Clubs

Before-school clubs must use the buzzer at the Extended Care entrance to gain access to the school. Do not use the front or rear door.

Behavior

All participants, parents and coaches are expected to behave in accordance with school policy. Club coaches may develop behavior guidelines/expectations for their own clubs.

Coaches

All club coordinators and coaches are volunteers. Most academic clubs require at least two parent volunteers to coach and many more to provide support. If a club does not have adequate volunteer support, it may be discontinued without notice (see volunteers). All volunteers working with our students must complete and submit a "Volunteer Background Check". Forms and online payment are found on the website under "Resources".

Communication

Effective communication among participants, their parents, coaches and other program volunteers is vital. Club coordinators/coaches determine how they will communicate with participants, their parents and other volunteers. Typically, email is chosen as the most efficient form of communication. Please review the 2017/18 Scholars Academy Extra-Curricular Academics Club Handbook with all your volunteers, parents and participants prior to or at the first meeting of your club. If you wish to share club achievements, awards, etc., the club coordinator or coach should complete and submit the “School Facebook Submission For” found on the website under “Resources”.

Dismissal

Clubs begin at 3:20pm. Classrooms will not be available until that time. Club coaches should pick up the students in the gym. They may not gather in the commons area during dismissal due to noise.

Students whom are not picked up by 3:30pm will be sent to extended care at the parent’s expense.

Parents wishing to pick up siblings and stay at the school during clubs must wait until 3:20pm to pick up siblings, then proceed to the cafeteria area to wait until their other child’s club is dismissed. Parents and siblings may only stay in the cafeteria area and siblings must be monitored at all times. You may not exit and re-enter the building.

Eligibility

Please consult the school website for current extra-curricular clubs offered to determine eligibility. Most clubs have an age/grade restriction and a limited number of participants based on parent volunteer support.

Extended Care

Please note that the purpose of extra-curricular clubs is not for after-school child care. If your child is participating in an after-school club and needs to go to extended care following the club’s dismissal, you **MUST** communicate those arrangements in advance to the club coordinator and/or coach.

Facility Use

For all clubs wishing to meet at the school, the club coordinator must complete and submit a form (form link). In order to accommodate the school’s many clubs, classrooms may only be requested for the same day once a week, excluding holidays, ½ days and teacher workdays. Please note that clubs using classrooms may not use the teacher’s class supplies and are required to clean up after each meeting, including returning desks, chairs, etc. to their original place in the classroom. Clubs may only use their assigned space. Classrooms that are left in disarray will receive a warning. Continued issues with the condition of a classroom will likely result in losing the privilege of using the facility. Clubs may **NOT** use the playground, basketball court, gym or computer lab as these spaces are reserved for the Extended Care program.

Fees

Participation fees vary depending on the club and cover reasonable, expected expenses for club delivery, such as photocopies, registration, etc. Please contact the club coordinator for more information on their fees. Fees will be collected once the student has accepted the commitment to participate. Fees are **non-refundable**.

Food

Clubs that want to allow their students to eat a snack need to bring their students to the cafeteria. Water bottles in the classroom are fine.

Forms

Forms vary by the club. Club coordinators and/or coaches are responsible for providing a student roster to the front desk (see Student Roster)

Fundraising

Most academic clubs have expenses that cannot be covered by participation fees alone. Regional, state, national and international tournaments incur other expenses. An academic club may fundraise, in accordance with school policy, to help offset some of these expenses. Only those whom actively participate and provide the required volunteer support for a fundraiser will receive proceeds to be divided equally among participants. All club fundraising activities **MUST** have prior approval by school administration.

Gifts

Monetary gifts to club coordinators and/or coaches are not expected and are completely voluntary. Please refer to our school’s gift policy for guidelines.

Pick Up

At the end of each meeting, all students should be brought to the cafeteria. All students MUST be picked up at the carpool entrance in the back of the school. Please do NOT use the extended care entrance for pick up from clubs or sports. Please note that pick-up times are to be respected. If a participant is not picked up on time, they will be sent to extended care at the parent's expense.

Policies

Students, parents, coaches, staff, and volunteers must comply with all school policies.

Student Roster

A current roster of students who are participating in each club must be on file at the front desk. The roster needs to include the following information: a) Club Coach name & contact information b) Name, grade and allergies/medical information and c) After club pick-up plan: extended care, carpool, parent pick up, etc. Any changes to this information must be submitted to the Club Coach.

Supervision

All coaches are responsible for the supervising students during scheduled meetings and/or practices and cannot leave any student unattended. Parents must pick up their child/ren from the meeting/practice at the designated pick-up time. Frequent late pick-ups may result in that student being dismissed from the club. Coaches and other club volunteers are not responsible for siblings at any time. Siblings may not hang out in the school unattended. Parents with or without siblings staying on site must remain in the cafeteria area and cannot exit and re-enter the building.

Technology Use

Smartboards and classroom computers should NOT be used by school clubs without prior approval. In order to gain access to a Smartboard, club coordinators and/or coaches will have to be trained prior to use. Please contact Mrs. Pieper (apieper@scholarsacademy.org) if you wish to use the school's technology.

Transportation

Transporting participants to and from any club practice/meeting/event/tournament etc. is the responsibility of the student's parent(s). Coaches and other club volunteers are not responsible for providing transportation. Parents may choose to make carpool arrangements with other student's families.

Vendors

Outside vendors wishing to run a club using our school facility must first contact our Associate Director, Mrs. Pieper at apieper@scholarsacademy.org for pre-approval and, as per school policy, are subject to the school facility rental fee and must follow all school policies. School facility rental rates are determined based on the vendor's status, whether a profit or non-profit organization.

Volunteers

Most extra-curricular clubs are run by volunteers, whether parents or teachers. As per school policy, ALL volunteers must complete and submit a "Volunteer Background Check". The form and online payment are found on the website under "Resources". Approved volunteer background checks are good for two years. Please contact the club coordinator for a specific club's volunteer requirements. Again, without adequate volunteer support, a club may be discontinued without notice.

IF A CLUB IS NOT ABLE TO FOLLOW THE POLICIES AND PROCEDURES, THE CONTINUED USE OF THE SCHOOL FACILITY WILL NOT BE AVAILABLE. THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.