

## **SUPERINTENDENT'S OFFICE**

### **Student Activities and Honors**

#### **Extracurricular Activities--High School and Middle School Clubs and Non-VHSL Activities**

##### **I. PURPOSE**

To provide a procedure for the eligibility, scheduling, registering, and financing of the extracurricular activity program at the high and the middle school levels for clubs and non Virginia High School League (VHSL) activities.

##### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

Regulation 3866 is a new regulation and has not been previously published. The information contained in this regulation was previously in regulation 3860.6.

##### **III. SCHEDULING OF ACTIVITIES AND ELIGIBILITY**

###### **A. Eligibility**

1. Students wanting to participate in any extracurricular activity must be in good standing and under no type of suspension.
2. Eighth grade students may not participate in high school activities.
3. Parents have the right to decline permission for their son or daughter to participate in any extracurricular club activity.

###### **B. Scheduling**

1. Extracurricular club activities are organized so that interruptions of the instructional program are avoided.
2. Student activities should not be permitted to interfere with the individual's required instructional activities of students and staff.

##### **IV. REGISTRATION OF ACTIVITIES**

###### **A. Registration**

Any new extracurricular club activity at a school shall be registered each year with the principal or his or her designee on the registration of student activity form

(Attachment A), which shall be submitted by the principal to the director of student activities and athletic programs for review before such activities may be conducted in a school.

**B. Annual Report**

By October 30 each year, the director of student activities in each high school and the after-school program specialist at each middle school shall forward to the Superintendent the list of extracurricular club activities being conducted in each high school and middle school. The entire list of activities for all high schools and middle schools shall be distributed to the School Board for information.

**C. Notice to Parents**

Each middle school and each high school shall provide parents with annual notice of all active student clubs and activities at the school and of the right of parents to decline permission for their child to participate in one or more such clubs and activities. Principals shall maintain throughout the school year an updated, accessible list of all student clubs at the school and periodically shall remind parents of the existence of the list.

**V. PROCEDURE FOR ADDING A NEW CLUB OR ACTIVITY**

**A. Assessment**

Extracurricular clubs and activities should be student initiated and led. With staff input, the principal (or his or her designee) of each school will be responsible for monitoring and assessing student interest in a new club or activity opportunity.

**B. Recommendation**

When sufficient student interest is indicated in a new club or activity and upon the recommendation of the high school DSA or the middle school after-school program specialist, the school will complete Attachment A and submit it to the Superintendent's office, Office of Student Activities and Athletic Programs, for review and approval.

**C. Approval**

Final approval for a club or activity will lie with the Superintendent.

**VI. PROCEDURE FOR DELETING A CLUB OR ACTIVITY**

**A. Assessment**

Extracurricular clubs and activities should be student initiated and led. With staff input, the principal (or his or her designee) of each school will be responsible for monitoring and assessing student interest in a new club or activity opportunity.

B. Recommendation

If there is not sufficient student interest or if there is not a staff sponsor, the principal has the authority to close a club or activity.

C. Approval

The final decision to terminate a club or activity will lie with the principal.

**VII. FINANCING OF THE CLUBS AND ACTIVITIES**

The financing of all approved extracurricular clubs and activities is the responsibility of the participants.

**VIII. AWARDS—SCHOOL GUIDELINES**

Each high and middle school shall establish a committee made up of the principal or his or her designee, the appropriate sponsor, and selected students to review the school guidelines for awards. Following this review, written guidelines shall be developed and adopted for each activity that sponsors awards.

**IX. RULES, POLICIES, AND REQUIREMENTS--NOTIFICATION OF ATHLETES**

All club or activity sponsor shall be required annually to complete and submit to the director or assistant director of student activities (high school) or the after-school program specialist (middle school) a budget, a reviewed and/or revised club constitution, and a club or activity roster.

**Registration Application for an Extracurricular Student Activity  
High and Middle School**

Please print all information.

Check one as appropriate-

- request to registrar club or activity                      **Name of Club/Activity:** \_\_\_\_\_
- request to registrar a VHSL activity
- activity-forensics, debate, scholastic bowl, one-act play
- sport
- club sport-crew, rifle, boys' volleyball

Name of School \_\_\_\_\_ Name of faculty sponsor or coach \_\_\_\_\_

1. Brief description of club or activity or sport


2. Purpose of club or activity or sport


3. Estimated membership size

4. Grade levels

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4. Estimated number of meetings per year

5. Meeting place

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6. Activities the club or activity or sport anticipates for the coming year


7. Modes of transportation if travel is involved in club or activity or sport

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Application reviewed and supported by (signature as appropriate):

Director of student activities (signature) \_\_\_\_\_

or

After-school program specialists (signature) \_\_\_\_\_

Approval of principal \_\_\_\_\_

Date of submission \_\_\_\_\_

**NOTE-**

For a club or activity to be considered for approval, the following criteria must be met:

- Provide to school administration a written list of potential members
- Provide to school administration draft club constitution and by-laws

For an interscholastic sport activity, the sport must be recognized by the VHSL and listed on the membership form.

**PLEASE RETURN THIS COMPLETED FORM BY PONY TO: DIRECTOR, STUDENT ACTIVITIES AND ATHLETIC PROGRAMS, SUITE 5100, 8115 GATEHOUSE ROAD**

For central office only:

\_\_\_\_\_ Approved      \_\_\_\_\_ Not approved      Reason(s): \_\_\_\_\_

\_\_\_\_\_  
Director of student activities and athletic programs                      Date

Please note the following regulations:  
5790.2 Field Trips – Planning, Conducting, Financing  
5810.7 School Activity Funds Management