

# West Irondequoit Central School District



## Extracurricular Activities Procedural Handbook

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## **PURPOSE**

West Irondequoit is committed to providing students with authentic experiences and opportunities. To focus on ensuring alignment, diversity, equity, inclusion, and access in extracurricular opportunities this document outlines:

- ❖ The process for reviewing current offerings to ensure that a comprehensive program of offerings is available and that these extracurricular offerings align to the District’s Mission and Core Commitments and the four pillars of Curriculum, Instruction, Well Being of Self and Community and Implementation Systems as well as current student interests to ensure equity, inclusion, and access that is aligned 4-12.
- ❖ The process for requesting and approval of new extracurricular offerings that is aligned 4-12.
- ❖ Identifies the use of data collection and analysis of data to monitor participation and access to extracurricular offerings.
- ❖ Enlists student voice in the process for selecting extracurricular opportunities.
- ❖ Ensures equitable hiring practices of extracurricular advisors.

## **DISTRICT LEVEL REVIEW**

The District Level Review is designed to assess, support, and improve the effectiveness of extracurricular experiences. It ensures alignment of offerings grades 4-12, while maintaining a sense of autonomy to each building’s culture. It is designed to ensure that the comprehensive list of offerings is in alignment to current times and is representative of the West Irondequoit student population.

- ❖ When: Every three (3) – Four (4) years and is aligned to occur during the final year of the agreement between the District and the West Irondequoit Teachers’ Association.
- ❖ Who: A committee that is represented by stakeholders across grades 4-12:
  - Facilitated by the Assistant Superintendent for Human Resources
  - Students (Representative from each building 4-12)
  - Parents/Guardians/Those in the Role of Parent/Guardian (representative from each building 4-12)
  - Teachers/Extracurricular Advisers (1-2 Representative from each building)
  - Building Level Administration (representative from each building 4-12)
  - Community Partners
  - WITA President or representative
- ❖ Diversity, Equity, and Inclusion Commitment: The committee will review quantitative and qualitative demographic data in partnership with student surveys to ensure offerings meet the needs of student experiences.
- ❖ Goals:
  - To ensure alignment grades 4-12.
  - To increase and ensure equity and access for all students.
  - To continuously collect and analyze data to make informed decisions that ensure authentic and equitable opportunities.
- ❖ Data: Building teams will present their annual trend data.

## **BUILDING LEVEL REVIEW**

The Building Level Review is designed to assess, support, and improve the effectiveness of extracurricular experiences. It is designed to ensure that the comprehensive list of offerings is in alignment to current times and is representative of the West Irondequoit/building’s student population.

- ❖ When: Annually in the spring or summer
- ❖ Who: Building’s School Based Planning Team

- ❖ Diversity, Equity, and Inclusion Commitment: The committee will review quantitative and qualitative demographic data in partnership with student surveys to ensure offerings meet the needs of student experiences.
- ❖ Goals:
  - Ensuring student voice is a part of the process in decision making.
  - To increase and ensure equity and access for all students.
  - To continuously collect and analyze data to make informed decisions that ensure authentic and equitable opportunities.
- ❖ Data:
  - Annually, each club will collect feedback from club participants, advisors, and parents/guardians/those in a parent role. These will be delivered using Microsoft Forms.
    - The building principal or their designee (i.e., assistant principal or lead teacher) will create the form (per the questions below) for each group and distribute the link for the form and timeline for completion to the club advisor. The club advisor will send communication to their students and parents/guardians/those in a parent role the appropriate reflection and timeline to complete.
      - Advisor reflection questions (to be completed at the end of the year/end of activity):
        - What goals did your club accomplish this year?
        - What were the successes of the club for this year?
        - What were some of the challenges that faced the club this year?
        - What are areas of growth and goals for the club for next year?
        - What are some anticipated needs for the future of the club?
        - Please provide any additional information you would like to share.
      - Participant reflection questions (to be completed at end of the year/end of activity)
        - First and Last Name (optional)
        - Grade Level
        - Name of Activity (club)
        - Rate the club on a scale of 1-5 (5-Extremely satisfied, 4-Satisfied, 3-Moderately Satisfied, 2-Dissatisfied, 1-Extremely Dissatisfied)
        - Why did you give the club this rating?
        - Is there anything else about your experience that you would like your advisor to know?
      - Parent/Guardian/Those in Parental Role reflection questions (to be completed at the end of the year/end of activity):
        - Name of Student (optional)
        - Grade Level of Student
        - Name of Activity (club)
        - Rate the club on a scale of 1-5 (5-Extremely satisfied, 4-Satisfied, 3-Moderately Satisfied, 2-Dissatisfied, 1-Extremely Dissatisfied)
        - Why did you give the club this rating?
        - Is there anything else about your experience that you would like your advisor to know?
    - The building principal or their designee will collect club rosters, attendance sheets for club participation, and meeting dates/agendas. Annually, these will be used to analyze participant data to inform vertical alignment, diversity, equity, and access for all students and make recommendations for revisions to these activities and offerings that are based on data:
      - Demographics (grade, ethnicity, SWD, gender, etc.)
      - Number of students signed up.
      - Average number of students attending meetings.
      - Frequency of meetings.

## **STUDENT VOICE**

We are committed to enlisting student voice in the process of selecting extracurricular experiences for them to be involved.

- ❖ Annually, by June 1<sup>st</sup>, of each school year, students will complete a survey to gather information on current interests and experiences that they value. The survey will be delivered using Microsoft forms (survey questions are below).
  - Name
  - Grade level for next school year
  - What clubs have you participated in?
  - What current clubs would you like to participate in in the future (create a list of choices of the current clubs offered)?
  - What other clubs, that are not currently offered would you like us to consider in the future?
- ❖ The building principal or their designee (i.e., assistant principal or lead teacher) will create and disseminate the survey.
- ❖ The survey will be analyzed by the School Based Planning team during the June or summer school-based planning team to guide future club planning.

### **SPECIAL ASSIGNMENTS (CLUBS, ORGANIZATIONS, PRODUCTIONS, ETC.)**

- ❖ Per the agreement between the West Irondequoit Teachers' Association and the West Irondequoit Central School District there are special assignments that are named or designated in the agreement. Also, there are open positions under this category. The named assignments cannot be changed unless an agreement between Association and District are reached. The open positions are fluid but are selected based on the process outlined in this document.

It is important to note that a commitment to active student participation is imperative for special assignments designated in this area. It is recognized that some special assignments such as leading the 8<sup>th</sup> grade trip or Outdoor Education may have limited student participation in the planning but do have a direct impact on enriching students as an extracurricular. It is strongly encouraged that for special assignments such as those like the 8<sup>th</sup> grade trip and Outdoor Education to encourage students to participate in the planning, organization, and provide voice in these experiences.

- ❖ Process of Proposing and Selecting Open Special Assignment Positions:
  - Where: This occurs **first** at the building level and is for proposing a new club or organization.
  - Who: Student or staff member proposes the new club or organization and the School Based Planning Team reviews and approves.
  - When: Occurs annually and throughout the school year
  - Process:
    1. Student or staff member identifies a need or interest for a special assignment.
    2. The student or staff member completes the New Club, Organization or Special Assignment application (Appendix A) and submits it to the building principal. The principal or their designee (assistant principal or lead teacher) will ensure that these are available and/or create a Microsoft Form for the application and distribute the link for the form.
    3. Principal connects with the applicant to gather further information if needed.
    4. The School Based Planning Team reviews the request to recommend or not recommend (Appendix B) the club or organization. If recommended the SBPT determines if it will receive the paid stipend (one of the open club positions in the Agreement for that building) or is it approved with the advisor leading it voluntarily (no stipend).
      - The request is reviewed using the following criteria:
        - Does it align with the District Core Commitments, School Based Plan, and the community values (7-12) or CARES (4-6)
        - Explanation of club purpose is clear and measurable:
        - Includes evidence of plans to support inclusion and access for all students.
        - Identifies the data available to support the purpose and connection to school needs and our commitment to Diversity, Equity, and Inclusion?
        - Other considerations that demonstrate student interest and need.
    5. School Based Planning Team members sign the determination.

6. The building principal takes this recommendation and makes a recommendation to the Superintendent of Schools.
7. The Superintendent of Schools approves or denies the proposal
8. The building principal notifies the advisor of the decision in person and in writing if it is denied or approved but voluntarily (this ensures they still want to proceed with the extracurricular) and only in writing if approved.

### **SELECTION OF ADVISORS FOR SPECIAL ASSIGNMENTS**

- ❖ **Named Special Assignments:** By May 30<sup>th</sup> of the previous school year the Human Resources Office will post the special assignments that are named in the agreement. The building principal will establish an interview committee and interview candidates.
- ❖ **Open Special Assignments:** If through the approval process for open special assignments an advisor is not identified and/or approved, the same process for named special assignments applies.

### **STIPEND PROCESS**

- ❖ By June 14<sup>th</sup> of each school year, the Human Resources office will provide building principals with the spreadsheet of named special assignments and the open assignments (per the agreement between the association and district) and the stipend amount.
- ❖ By July 1<sup>st</sup> of each school year, building principals submit this list with the names of the person that is filling that position.
  - It is important to note that if two people are sharing an assignment (line on the spreadsheet) that the stipend will be split. The principal needs to clearly articulate this to the employee when determining who is filling the position. This note should be in the comment's column of the spreadsheet.
- ❖ On the first July Board of Education Agenda the employee stipends will be reviewed and the August Board of Education Agenda these will be approved.
- ❖ Any positions not filled at that time will be added to future BOE agendas for approval.

### **COMPENSATION EXPECTATIONS FOR ADVISORS**

Payment for the compensated extracurricular per Article XII. D of the agreement between the West Irondequoit Teachers' Association and the West Irondequoit Central School District shall be made in two partial payments following completion of the activity and approval of the required voucher by the principal in January and June. Teachers who are advising any compensated extracurricular activity per Article XII.D shall be responsible for the following procedures:

1. Approved advisors, leading an extracurricular (club, organization, production, etc.) per Article XII. D will submit an initial roster of the students in their club to their building principal by the last Friday in October.
2. Teachers leading a club will submit an updated roster of the students in their clubs to their building principal on the first Friday of the second semester of the school year.
3. The building principal or their designee will collect attendance sheets for club participation, and meeting dates/agendas. These will be used to annually analyze participant data to inform vertical alignment, diversity, equity, and access for all students and make recommendations for revisions to these activities and offerings that are based on data.
  - To receive approval of the required pay voucher in January, these must be submitted to the building principal, or their designee by December 15<sup>th</sup>, and to receive approval of the required pay voucher in June, these must be submitted to the building principal or their designee by May 15<sup>th</sup>. Also, by May 15<sup>th</sup> the advisor should complete the reflection and submit to the building principal or their designee.

4. Any teacher wishing to conduct a club should follow the procedure outlined in the West Irondequoit Extracurricular Procedural Handbook, Regulation 7410.

### **SUPERVISION EXPECTATIONS FOR ADVISORS**

It is the advisor's responsibility to ensure the safety and well-being of everyone participating in the extracurricular. The advisor is expected to ensure the *Code of Conduct* is adhered to and that students are supervised accordingly. It is the advisor's responsibility to ensure students are supervised until the advisor knows that they have dismissed to a designated place and/or person.

*Supervision of students means:*

- *Following and ensuring the Code of Conduct is adhered to.*
- *Actively listening and observing students.*
- *Being physically present.*
- *Setting clear expectations.*

Extracurriculars should occur on school grounds. If an extracurricular is to occur off school grounds (i.e., volunteering, competition, etc.), the advisor should notify the building principal in writing where this occurring, who is attending, when it is occurring, and who will be in attendance with students. The building principal must approve this.

### **VOLUNTEER SUPPORT FOR EXTRACURRICULARS**

The extracurricular advisor is responsible for all students signed up/participating in the activity. We recognize that there are times when volunteers are needed. Volunteers should follow the same guidelines for supervision and must not be alone with students. The extracurricular advisor should be always present.

#### **To Volunteer:**

- The volunteer should complete the *Volunteer Application* and their license should be scanned through the Raptor System.
  - The Application form should be submitted to the building principal for approval. The building principal will keep a copy of the approved application and a copy will be sent to the Human Resources office to be kept on file and for review of all steps completed.
  - **Volunteers who have been approved and are volunteering for the season** (i.e., helping at most meetings and/or events, those who are consistently volunteering for an extended period) must be fingerprinted and cleared prior to starting as a volunteer. Principals should note this on the volunteer application form and send it to the Office of Human Resources.
    - For those volunteering for the season, the district will reimburse the cost of fingerprinting for this purpose. Receipts and a reimbursement form must be completed by the volunteer applicant, signed by the building principal, and submitted to the office of Human Resources.
    - Those volunteering for the season for extracurricular activities must be approved by the Board of Education prior to service.
- Approved volunteers will need to reapply on an annual basis.

### **EXTRACURRICULAR ADVISORS – NON-WEST IRONDEQUOIT EMPLOYEE**

When an extracurricular is unable to be filled, the extracurricular will be posted externally. When a non-West Irondequoit person is selected to fulfill this obligation, the following process must occur.

- The applicant should complete the *Extracurricular Application: Non-West Irondequoit Employee*
  - Applicant must be interviewed, and 2 references should be secured.
  - Administrator that oversees the extracurricular offers and confirms the applicant has accepted. Let the applicant know that they will need to be fingerprinted and BOE approved. They will be reimbursed for fingerprinting.

- The application and *Recommendation for Hire* form is sent to HR.
- Once hired:
  - ASHR Secretary secures fingerprints. Receipts and a reimbursement form must be completed by the volunteer applicant, signed by the building principal, and submitted to the office of Human Resources.
  - License should be scanned through the Raptor System.
  - BOE approval



APPENDIX A

**New Club, Organization or Special Assignment Application**

**Applicant Name:** \_\_\_\_\_

**Proposed Club/Organization Name:** \_\_\_\_\_

***Describe the club purpose and how it differs from other clubs.***

***How will this club align to the WICSD Core Commitments and community values or CARES?***

***The WICSD values diversity, equity, and inclusion. How will the club work to welcome, nurture, inspire and ensure access for all students?***

***How many students do you anticipate participating?*** \_\_\_\_\_

***How often do you plan to meet?*** \_\_\_\_\_

***Who will serve as the club advisor?***

***What are your plans to market your club?***

***What resources and/or additional building support will you require (i.e., supplies, staff support such as custodial, clerical, aide, and IEP supports, etc.)?***

**APPENDIX B**

**School Based Planning Team - Consideration for Extra Curricular**

To be completed by SBPT upon review of the proposal:

Date of Review: \_\_\_\_\_

Club Title: \_\_\_\_\_

Contact Person/Advocate: \_\_\_\_\_

School Based Planning Team Participants/Signature of Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Location and Frequency: \_\_\_\_\_

Recommended (if approved go to #1)       Not Recommended: (Rationale)

\_\_\_\_\_

1. Club qualified for:     Stipend       No Stipend (club advisor can choose to host as a voluntary club with principal approval)
2. Club aligns with:     Core Commitments       Community Values or CARES       SBPT Goals
3. Explanation of club purpose is measurable:  Yes     More Information is Needed
4. Evidence of plans to support inclusion of all students:  Yes       More Information is Needed
5. What data is available to support the purpose and connection to school needs and our commitment to Diversity, Equity, and Inclusion? What other considerations support the data (i.e., 4 students involved in a club but that is the only club they are involved in)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Process:**

1. SBPT reviews and makes determination.
2. SBPT completes this form.
3. Principal makes the recommendation to the Superintendent of Schools
4. Principal notifies contact person/advocate of the decision.
5. If the club is approved but without a stipend the principal notifies the person/advocate.
  - a. The contact person or advocate decides if they would like to host it voluntarily. If they decline the club does not get posted. They must sign off that they know they are advising it voluntarily.



**APPENDIX C**  
**West Irondequoit Central School District**  
**Volunteer Application**



**Part 1: To be completed by the volunteer.**

**Demographics:**

Last Name	First Name	Middle Initial	Date of Birth
Present Address (Street, State, Zip)		Email Address	Phone Number

**I am applying to volunteer to support (name of club, etc.):** \_\_\_\_\_

**Education (check all that apply):**

- High School     
  College     
  Graduate     
  Doctorate     
  Other

**Current Work Experience:**

Employer Name and Address	
Job Title	
Dates of Employment	

**References** (please provide 2-3 character or professional references that are not related to you):

Name (First and Last)	Title/Relationship	Address	Phone Number	Email Address

**Law Violation:**

- Have you ever been convicted of a felony or misdemeanor? (check 1)  Yes  No
- If yes, please explain (date, location, nature of the act): \_\_\_\_\_  
 \_\_\_\_\_

**Please detail why you are applying as a volunteer and indicate specific contributions you will make to the District (attach additional sheets if necessary):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Affidavit: Please read, confirm by checking the box that you agree, sign and return to the building principal.**

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification, misrepresentation or omission will be sufficient cause for disqualification or dismissal.

I know that I must be cleared through the Raptor Visitor Management System and if I am a seasonal volunteer, I need to have fingerprint clearance by the New York State Education Department and be approved by the West Irondequoit Central School District Board of Education prior to beginning service as a volunteer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part 2: To be completed by building principal.**

License has been scanned in Raptor, copy of license is attached to application, approval is valid for current school year.

Please note that if this candidate is volunteering for the season, the applicant must also be fingerprinted and cleared by the New York State Education Department. These volunteers must also be approved by the West Irondequoit Board of Education.

Approved

Not Approved

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Cc: Human Resources Office

<b>To be completed by Human Resources Office:</b>	
<input type="checkbox"/> Seasonal Volunteer	
<input type="checkbox"/> Fingerprints Cleared (if applicable)	
<input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	
<input type="checkbox"/> BOE Approval On _____	
_____ Signature Assistant Superintendent for Human Resources	_____ Date



**APPENDIX D**  
**West Irondequoit Central School District**  
*Extracurricular Advisor Application – Non-West Irondequoit Employee*



7410F

**Part 1: To be completed by the applicant**

**Demographics:**

Last Name	First Name	Middle Initial	Date of Birth
Present Address (Street, State, Zip)		Email Address	Phone Number

**I am applying to advise (name of club, etc.):** \_\_\_\_\_

**Education (check all that apply):**

- High School     
  College     
  Graduate     
  Doctorate     
  Other

**Current Work Experience:**

Employer Name and Address	
Job Title	
Dates of Employment	

**References** (please provide 2-3 character or professional references that are not related to you):

Name (First and Last)	Title/Relationship	Address	Phone Number	Email Address

**Law Violation:**

3. Have you ever been convicted of a felony or misdemeanor? (check 1)  Yes  No
4. If yes, please explain (date, location, nature of the act): \_\_\_\_\_
- \_\_\_\_\_

**Please detail why you are applying to advise a West Irondequoit Extracurricular and indicate specific contributions you will make to the District (attach additional sheets if necessary):**

\_\_\_\_\_

\_\_\_\_\_

**Affidavit: Please read, confirm by checking the box that you agree, sign and return to the building principal.**

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification, misrepresentation or omission will be sufficient cause for disqualification or dismissal.

I know that I must be cleared through the Raptor Visitor Management System, and I need to have fingerprint clearance by the New York State Education Department and be approved by the West Irondequoit Central School District Board of Education prior to beginning service as an advisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part 2: To be completed by building principal.**

License has been scanned in Raptor, copy of license is attached to application, approval is valid for current school year.

Please note that the applicant must also be fingerprinted and cleared by the New York State Education Department. These volunteers must also be approved by the West Irondequoit Board of Education.

Approved

Not Approved

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Cc: Human Resources Office

<b>To be completed by Human Resources Office:</b>	
<input type="checkbox"/> Non-Employee Advisor	
<input type="checkbox"/> Fingerprints Cleared (if applicable)	
<input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	
<input type="checkbox"/> BOE Approval On _____	
_____ Signature Assistant Superintendent for Human Resources	_____ Date