



# Extra Curricula New Policy

# Roles

- ▶ Board to give general policy and expectations
- ▶ ECC to enforce policy, evaluate new club requests, steer existing clubs. This applies to all activities including those run by PTO to insure that ECC has full visibility to all activities, and plan accordingly to increase efficiency, leverage any lessons learnt for future goals

# New Policy - 1

- ▶ The new policy will be published by ECC to teachers and parents
- ▶ Any EC activity has to be submitted as a written proposal to the ECC
- ▶ Any ECC activity has to be run by at least 1 Staff + 1 Parent

# New Policy - 2

- ▶ The proposal should cover the following sections
  1. Goal: A short proposal description covering the goals that this activity is trying to achieve and how it benefit the kids.
    1. If there are other similar activities, the proposal need to explain the additional benefits of this new proposal
  2. How does the proposed EC align with the vision/mission of EC activities
    - ▶ Vision: A comprehensive, attractive, well managed, fiscally balanced offering of extra-curricular activities from TK through 12th grade that enhance student life, impress new ISSD parents, improve college acceptance prospects, grow student competitiveness, and build whole human beings
    - ▶ Mission: While core curriculum focuses on hard skills like science, math, and humanities, the extra-curricular activities applies these core skills and give an opportunity to grow soft skills like public speaking, team projects, physical fitness, self defense, dawah activities, competitiveness, school spirit, and participation in the greater san Diego community.

# New Policy - 3

- ▶ The proposal should cover the following sections - Continue
- 3. How to measure the success of the proposed activity and timeline to achieve the goal. If there is participation in external competition, add link and description of the competition
- 4. Detailed plan for the execution of the activity
  - ▶ Mentors: teacher, parents and committed time for the activity. Any ECC activity has to be mentored by at least 1Staff + 1Parent
  - ▶ Criteria to admit students (e.g. open to all, need a pre-test/evaluation,...)
    - ▶ What is criteria to admit student to the club?
    - ▶ If there is a tournament, what is the criteria for joining the team, or participation
  - ▶ Minimum number/ maximum number of enrolled students to allow the activity to start
  - ▶ Meetings/logistics: how many times will the students/mentors meet, and what to be covered in training the students (e.g. if academic related what is the material to be used, if sports location of facility)
  - ▶ What other activities the teacher is mentoring, and time management plan. Also if same teacher mentoring multiple activities, the overlap between activities should be minimal so students are learning diverse topics
  - ▶ Finances: the activity should be financially self-sufficient.
    - ▶ All expenses have to clearly itemized, this should include all planned, unplanned, travel, food, participation fees, etc. Salaries, equipment and optional expenses of participating in national tournaments which included flights, lodging, etc.
    - ▶ If parents are not responsible for paying the expenses, other sources of funds (BOE, bake sales, ...) have to be clearly itemized

# New Policy-4

- ▶ Teacher/Parent can only mentor up to 2 EC activities
- ▶ New elections for ECC
  - ▶ Principal/VP to head the ECC and should select/appoint staff to join the ECC
  - ▶ Board will appoint a PoC for the ECC
  - ▶ ECC can invite parents to attend the meetings
- ▶ Policy exceptions can be granted by the P/VP after consultation with the board PoC
- ▶ ECC should meet on monthly basis to review current activities and send a summary status to the board
- ▶ Once new policy is approved, all existing activities should adhere to new policy



# New Policy - 5

- ▶ *The board will expect the ECC to publish to the board the following items:*
  - ▶ *Start of year catalog of clubs, goals, and financial forecast. Especially, if there are clubs/activities the ECC see not covered, it should be described in the goals*
  - ▶ *Mid year update*
  - ▶ *End year evaluation including parent and student satisfaction and recommendations for next year*