

Arlington Career Center Student Activities Handbook

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Revised 2015

Arlington Public Schools Athletic/Co-Curricular Participation Agreement

Participation in athletics and co-curricular activities is a privilege. Arlington Public Schools recognizes the value of athletic and co-curricular activities and how it supports the development of well-rounded adults while addressing students' interests and aptitudes.

Student Behavior and Disciplinary Responsibilities: APS encourages students to behave in a manner that promotes a positive learning environment. APS disciplinary policy prohibits bullying, sexual harassment, sexual misconduct and abuse, substance use, and other negative and potentially illegal behaviors. These policies are outlined on the APS website and in the APS Handbook. Students may be disciplined for violation of APS disciplinary policy while on school premises, in proximity to school premises, when coming to or going from school, while on school-owned and operated school buses or on chartered buses, while engaged in an approved and supervised activity on or off school premises, and when the good order, safety or welfare of the school or its students is affected as a result of the out of school action. A student participating in APS athletics and/or co-curricular activities who violates an APS disciplinary policy may, in addition to other disciplinary action, be suspended or expelled from participation in APS athletics and/or co-curricular activities, as determined by the appropriate APS staff member.

Concussions and Students: Concussions can occur in any sport or activity. A student who is identified as having, or is suspected of having, a brain injury will be removed from practice/game and not allowed to return unless cleared by a licensed health care provider as identified by *The Code of Virginia § 22.1-271.5*. An athlete should not return to physical activity while still experiencing symptoms since the brain is particularly vulnerable to further injury and more permanent damage or even death. Concussions are managed best by a multi-disciplinary approach that includes the student-athlete, parent, school and medical personnel. By our signatures below, we (the student and his/her parent or guardian) acknowledge receipt of, and certify that we have read in its entirety and understand, "Concussion Fact Sheet" provided by the Arlington Public Schools which is also found at the secondary schools web site. We further understand that if we have any questions about the information we can contact the high school athletic trainer or director of student activities, or the middle school student activity coordinator. The high school athletic trainer has the final decision on the athlete's return to play status.

Acknowledgment and Assumption of Risk: We, the student and parents or guardians who have signed this form, consent to the athletic and/or co-curricular activity participation agreement and transportation through Arlington Public Schools. We agree to follow the rules and instructions of the APS Handbook, the student's school, the coaching staff, athletic trainers and the Virginia High School League (VHSL) and to abide by their administrative decisions. We agree to and understand the many risks involved in participation. We understand that injuries requiring medical attention, serious injuries, permanent disability or death can result from such participation. Further, because athletic participation involves shared facilities, equipment and physical contact, student are at increased risk for exposure to communicable diseases and skin infections. I choose to voluntarily accept all such risks. With the full understanding of the risks involved, we agree and accept all responsibility for the student's safety, health and welfare while participating in athletics and student activities.

This form should be signed by both the student and parent(s) or guardian(s).

BY SIGNING BELOW, I STATE THAT THIS AGREEMENT HAS BEEN CAREFULLY READ AND UNDERSTOOD BY ME. I ACKNOWLEDGE ITS TERMS AND AGREE TO BE BOUND BY THEM.

_____	_____	_____
Student Name (Print)	Student Signature	Date
_____	_____	_____
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date

Failure to sign this agreement does not exempt a student from the school's responsibility to enforce the agreement.



ARLINGTON CAREER CENTER ACTIVITIES CODE

Activities Code

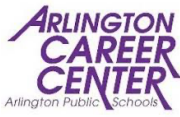
Selection to participate in a school club or an activity at the Arlington Career Center (ACC) is an honor and a privilege. Participants assume the role of school representative at each event and while in public. We expect that participants will behave in a manner that reflects positively on our programs and school.

Being accountable for one's behavior is imperative for personal growth. Students and Club Sponsors should foster behaviors that align with our core values: mindfulness, integrity, respect, and resiliency.

Should this confidence be broken, a participant is subject to disciplinary action for the following violations of conduct codes:

- Theft or vandalism of personal property or school property
- Excessive tardiness to class or excessive absence from class
- Taking part or instigating disruptive activities to the instructional program
- In school or out of school suspension
- Participating in hazing activities or violence toward any person
- Substance abuse violations such as use of alcohol or tobacco, or any controlled substance.

Any of these violations can result in disciplinary action by the club or activity's sponsor and/or the Career Center Administration. Actions include exclusion from events, suspension from school sponsored activities, and removal from a current club or activity. The length of the action may vary based on the infraction but could last for two weeks or up to one year. Violations require a conference with the Career Center Administration prior to reinstatement to the program.



Student Activities Sponsor Guidelines

Formation of a Club

- All extra-curricular activities should align and support ACC's mission and vision.
- ACC clubs and activities are open for all students to join and function to serve the Career Center community by connecting students to the school, sponsor, and other students.
- To begin a new club, an interested student and sponsor is all that is needed.
- To obtain approval for a new club, submit the completed club application form to Cory Mainor, Assistant Principal.
- Interest Clubs can be formed for activities not allowed on or off school grounds. An interest club provides an avenue for students with like interests to meet and discuss this activity. During these meetings, students are welcome to make plans with other members to participate in these activities outside of school or club time. Fishing, kayaking, ice hockey, fencing, etc... Students and parents should be aware that these activities are not supported by ACC or APS.
- As a club sponsor, please do not advertise or promote non-ACC activities on the announcements, at club meetings, or on social media.
- Regular club meetings and activities can take place after school or during CC Support. CC Support clubs may only meet at a maximum of once a week. Teachers may require students to miss a club meeting/activity for instructional purposes during CC Support.

Successful Sponsor

- The success depends on the interest, motivation, and leadership of the sponsor as well as the students.
- Sponsor should guide the officers so that they develop leadership qualities including being enthusiastic and holding activities meaningful for everyone.
- Please remember that you are an employee of and representing ACC and APS at all times. Be careful stating your opinion if it conflicts with ACC or APS.
- Sponsors should encourage students in the area of service, both school and community.
- Have a sense of humor and have fun!

Communication

- Please keep your information on the activities web page updated with current information, meeting times, and sponsor's contact information. Please contact Astin Alexander with any changes.
- Assure that all last-minute changes are announced.
- Please review the Social Media Usage Form. If a Facebook page, twitter account, etc... is desired, please complete the social media approval form. These external communication lines must be approved prior to use and managed by the sponsor. All extra-curricular activities should align with ACC and APS Policies.

- All posters, flyers, and signs must be approved by an Administrator. Please do not use tape on the walls as it removes the wall paint.

Club meetings and bylaws/expectations

- Develop and review bylaws/expectations with your members.
- School rules are expected to be followed during all activities, on or off campus.
- Meetings should occur regularly and as advertised.
- Club activities outside the normal on-campus meetings must receive prior-approval. Approval form is attached. (off-campus meetings or activities, guest speakers, presentations, competitions)

Supervision

- Sponsors must be present at all club meetings, activities and secure an adequate number of adult chaperones when necessary.

Club Field Trips

- Club field trips that occur during instruction time are not encouraged.
- Club field trips must go through the normal field trip approval process established by APS
- All students must have a signed field trip form. Drivers must have a signed and approved insurance form.
- Sponsors must attend the field trip the entire length of the trip.

Fundraising/Purchasing

- All fundraising activities and purchases must be approved.
- Complete the fundraising application and/or payment form and return to Margaret Chung for approval. (Form included). Approval should be provided within 3-4 days.
- Collection of funds process. (see fundraising memo)

Hazing

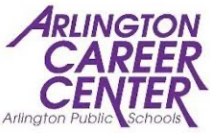
- Hazing is absolutely not permitted or tolerated. Remember that consent cannot be used as a defense for a minor. Adults are held responsible. (For more info: see attached memo)
- An initiation into a club is not allowed.

Late Buses

- Monday –Thursday there is late bus that arrives at 4:20PM. The bus picks-up students at door #1.

Volunteers

- All volunteers must be approved before interacting with students. See Nicole DeRocco, Volunteer Coordinator, for a volunteer application.
- Volunteers are not permitted to be with students without an APS employee present
- Club sponsorship must be an APS employee. A volunteer can assist, but not sponsor.



Fundraising/Purchasing Procedures

- All purchases need to be approved by the Principal.
- All monies collected at a fundraiser must be deposited into your school activities account. This includes car washes and pizza sales!
- You can only make approved purchases if you have enough money in your account to cover the cost. It is your responsibility to know your balance. You can confirm this amount with the school treasurer.
- The appropriate way to purchase an item is to use a Purchase Order. You will receive a Purchase Order (PO) from the school treasurer after you complete a voucher and have received approval from the Principal for the purchase. Most vendors will accept a PO number to place your order. After you have received the PO#, contact the vendor and give them the PO# and they can process your order. Once you have received the items, the school treasurer will make the payment from your account.
- If you personally pay for a purchase, you will only be reimbursed if the Principal approves of the purchase, your account has enough money to cover the cost, and you have a detailed receipt.
- A detailed receipt must state the specific items that you purchased. You need a receipt that states the item, the individual price, and the total amount.
- If you spend your personal money to purchase items that have not been approved, you are taking the chance that you might not be reimbursed.
- Any approved purchases over \$500 that have been placed on a personal credit card, requires the credit card monthly statement that demonstrates this purchase before reimbursement can occur.
- Paid taxes cannot be reimbursed. Use the tax-exempt form.

Dance Expectations and Policies

ACC Dance Expectations

- Dance tickets must be purchased prior to the evening of the dance. No tickets will be sold at the door.
- Students ID's must be used when entering an ACC dance.
- Student may buy a maximum of two tickets for dances, one for themselves and one for a guest. ACC students must accompany their guests in order for them to gain entrance to the dance. Guests will not be allowed entrance to a dance alone.
- There will be no admittance to dances beyond 2 hours after the start time.
- No re-entry allowed.
- Outside drinks or food are not permitted.
- Bags are not permitted.
- All school rules will be enforced at dances. Appropriate dancing behavior and dress are expected. Failure to meet these expectations could result in the removal of the student from the dance, and other disciplinary action or consequences.
- There are no lockable spaces available. Students are responsible for their personal belongings.

ACC Dance Policy

- To obtain approval for a dance, a proposal should be submitted by a class or club sponsor to the admin team and the Student Government Association. The proposal should include date, theme, location, and budget at least 4 weeks in advance.
- The sponsoring group must generate enough revenue to cover all costs related to the dance including police coverage, custodian costs, DJs, etc...
- Professional DJs only. No Student DJs, school appropriate music should be enforced.
- The dance sponsor should maintain a record of ticket sales by using a master list of students. The check-in table has to be staffed by adults.
- Tickets need to be unique and specific to this date and dance.
- Participants should read and agree to expectations prior to purchasing ticket.
- Refreshments need to be available. At the minimum, water must be available.
- Sponsors are responsible for obtaining adequate number of chaperones for the number of ticket sales.
- Arrange for custodian, police coverage

Virginia Code - Hazing

Code of Virginia § 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials.

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

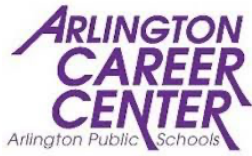
Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

(Code 1950, § 18.1-71; 1960, c. 358; 1975, cc. 14, 15; 2003, cc. [62](#), [67](#).)



Arlington Career Center Application for Club/Society

Name of Club or Society _____

Sponsor(s) _____

Please provide a brief description and purpose of club. How will this club enhance the overall school environment?

Approximate number of members: _____

The regular meetings of this organization will be held:

Day _____ Time _____ Place _____

Activities the club anticipates for the coming year: _____

Sponsor Name (s) _____

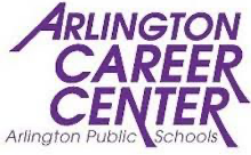
Sponsor Signature _____

Approved or Denied

_____ Administrator Date

For The Web Page

Club Name	Location	Day and Time



Arlington Career Center CLUB ACTIVITY APPROVAL FORM

2 WEEKS PRE-APPROVAL REQUIRED

Approval is needed for any activity that involves a guest speaker, an outside organization or is a special event.

Club _____ Date submitted _____

Activity _____

Date and Time _____

Location _____

Purpose _____

Guest individual/organization (if applicable) _____

Funding (if needed) _____

Sponsor _____

Date Submitted _____

Approved _____ Denied _____

Administrator _____ Date _____

Club field trips that occur during instruction time are not encouraged. Approved club field trips must also go through the normal field trip approval process.



Arlington Public Schools

Social Media Usage Registration Form

Must be completed annually

School Year _____ Name _____ Date _____

School _____ Department/Title _____

I understand that I will be representing Arlington Public Schools online and that my use of social media in this context should relate to APS for instructional or communication purposes. I agree to respect the confidential nature of student information and to conform to the school district's rules and regulations, specifically including but not limited to the APS Web Guidelines, and School Board Policies [45-X Social Media Policy]; 45-1.9 Technology–Web Pages; 45-2 Acceptable Use of Electronic Networked Resources & Internet Safety; and 35-4.10 Prevention of Sexual Misconduct. In the event that I violate these stipulations, I understand that disciplinary measures will follow in accordance with APS policies.

Fill out the following chart, or attach a copy of your syllabus showing social media usage.

Social Media you plan to use:	Instructional/Functional purpose:

SIGNATURE _____ **Date** _____

OFFICE USE :

Approval by: (Print name)

Title:

(Signature)

Date:

FUNDRAISER APPROVAL FORM

CLUB SPONSOR / COACH NAME:

STUDENT ACTIVITY / SPORT:

TYPE OF FUNDRAISING ACTIVITY:

SPECIFIC PURPOSE FOR FUNDRAISER:

***REMINDER: STUDENT PARTICIPATION IN FUNDRAISING ACTIVITY IS VOLUNTARY**

DATE/TIME/LOCATION OF FUNDRAISER:

CLUB SPONSOR/COACH SIGNATURE

DATE

DIRECTOR, STUDENT ACTIVITIES OFFICE

DATE

FUNDRAISER REQUEST APPROVED _____

FUNDRAISER REQUEST NOT APPROVED _____

MARGARET CHUNG, PRINCIPAL

DATE



Arlington Public Schools DEPOSIT FORM

**ARLINGTON CAREER CENTER
SCHOOL ACTIVITY FUNDS
CASH COLLECTION FORM**

DATE: _____ ACCOUNT NAME: _____

PURPOSE: _____

COLLECTED BY: _____

STUDENT NAME or PROGRAM NAME	TOTAL AMOUNT	CASH AMOUNT	CHECK AMOUNT	CHECK NUMBER	SIGNATURE ON CHECK
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

AMOUNT COLLECTED	TOTAL AMOUNT:	TOTAL CASH AMOUNT:	TOTAL CHECK AMOUNT:		
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Section to be completed by Treasurer

ACCOUNT FOR DEPOSIT: