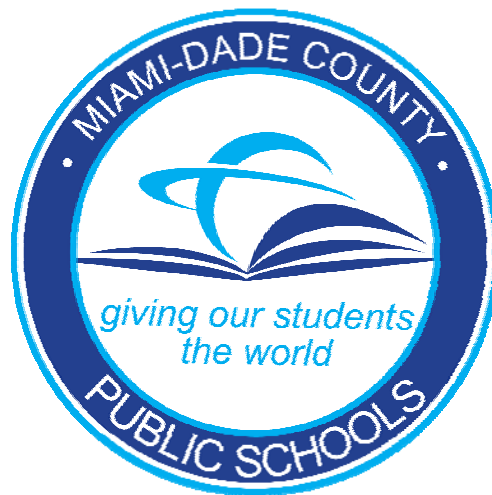


**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**Division of Athletics/Activities and Accreditation**

# **Club Advisor Handbook**



**Revised July 2010**

# **Miami-Dade County Public Schools**

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## **INTRODUCTION**

This handbook expresses Miami-Dade County Public Schools regulations for student organizations. The faculty advisor is responsible for enforcing all school, county, state and federal regulations. This handbook is to serve as a guide to the principal areas of concern for the advisor, leaders, and members of student organizations. Topics are arranged in alphabetical order.

## **ADVISORS**

- A. Must be a certified teacher or a non-certified M-DCPS employee approved by the Division of Athletics, Activities and Accreditation to be a sponsor. **There are no volunteer sponsors.**
- B. Give advice, direction, and counsel... but do not pretend to be a member.
- C. Be present at all official functions: including meetings, elections, teas, installations, and athletic competitions.
- D. Have as a primary concern the safety and conduct of members in school, at official events, and in the community.
- E. Supervise club members who remain on-campus after school to work on club activities including painting banners and updating bulletin boards.
- F. Sign all invoices (bills), check requisitions, and purchase orders.
- G. Carefully review and help to formulate the annual budget for the organization.
- H. Develop a survey/report to be submitted at the end of the school year to justify the organization's existence during the past year and for the upcoming year.
- I. At the end of the school year, notify the Principal and/or designee whether you wish to remain as the advisor to the organization, change advisorship to another organization or no longer be an advisor.
- J. Report potential or existing problems (with or within the organization) to the principal and/or designee for assistance in resolving the problems.
- K. Attend the advisor's meeting as planned by the school administration.
- L. Submit monthly club reports.
- M. Supply club data as required by the Division of Athletics/Activities and Accreditation.

## **BANNERS**

- A. Those to be displayed publicly must be approved by the Principal and/or designee before the banner is hung.
- B. Banners must not convey violent or derogatory messages. They must be "positive" in nature.
- C. When displaying banners, place them only in designated areas.

## **BOOSTER CLUBS**

- A. All Booster Clubs must be approved by the Principal.

- B. Must adhere to the *M-DCPS Booster Club Guidelines* available online, in the e-Handbooks section at [www.dadeschools.net](http://www.dadeschools.net).
- C. Must honor the school calendar and sales privileges.

### **CALENDAR**

- A. The club advisor must ensure that the school calendar reflects any club sales and/or activities that affect the general student population.
- B. Special events such as teas, banquets, installations, and formals must be placed on the school calendar at least 15 school days prior to the event.

### **CHAPERONES**

- A. Non-school site employees must be cleared as Level I or Level II volunteers (based on the type of trip) before they can assist with students. (See VOLUNTEERS section for more information.)
- B. Pre-schoolers or children not registered at the school sponsoring the field trip may not accompany chaperones on field trips.
- C. Chaperones are responsible for student safety above all else.
- D. Chaperones must check attendance periodically and know the whereabouts of the participants at all times.
- E. Chaperones must be 21 years of age or older, even if the person is an M-DCPS employee.
- F. One chaperone per 15 students is required and considered an appropriate proportion.
- G. Chaperones on out-of-town trips assume 24 hour-a-day responsibility. You are always "on duty."
- H. No chaperone is to share a room with students.
- I. If a student group has members of each sex, then chaperones of each sex should accompany the group.
- J. Chaperones bear the increased responsibility for student safety and conduct. Chaperones serve in "loco parentis."
- K. Chaperones are required to remain with the group at all times.

### **CLUB FAIRS**

- A. A club fair is strongly recommended during the first and/or third grading period.
- B. Clubs need to sign up for each club fair in which they wish to participate.
- C. Clubs should prepare an information sheet and have blank applications and/or sign-up sheets available for prospective members.

### **CONVENTIONS/COMPETITIONS**

- A. District, state, and national level meetings are optional activities.
- B. The information in the CHAPERONES and TRANSPORTATION sections must be observed.
- C. Receipts must be kept for all reimbursable expenses (food, lodging, and registration

fees).

- D. Advances on expenses are permitted with the proper documentation.
- E. Chaperone expenses can be paid either per diem or per receipt.
- F. Field trip forms and medical releases must be completed and filed properly before departure.
- G. Permission slips for all out-of-county trips must be completed and processed as indicated in the M-DCPS Field Trip Handbook, retained by the teacher in charge of the trip and are to be accessible at all times during the trip.
- H. Every eligible student should have the opportunity to be a participant regardless of the student's ability to pay (An alternative payment plan of fund-raising may be planned).

## **CONSTITUTION**

- A. The organization's constitution and by-laws are intended to help your group; the document should not be viewed as restrictive or punitive.
- B. Every organization must have a constitution and/or by-laws on file with the Principal and/or designee.
- C. Many organizations have state and/or national constitutions which serve as a minimum guide — local regulations may exceed but not diminish national standards.
- D. Local chapter specifics are listed as a constitutional addendum. These should not contradict the intent of state or national guidelines or constitutions.
- E. Constitutions should be updated and reviewed periodically.
- F. Amending the constitution is to be done as per the guidelines in the club constitution. Ensure that the proposed amendment is discussed and voted on at a regularly scheduled club meeting.
- G. Every member must be issued a copy of the club constitution.
- H. There should be a clause for the removal of officers (which does not imply termination of membership) and a clause for the removal of members; both require that due process be preserved including the establishment of just cause.

## **DISCRIMINATION**

All students are eligible for student activities — there are no restrictions allowed that would exclude a student based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability (School Board Rules 6Gx13-5D1.10, 6Gx13-4A1.01, 6Gx13-4A-1.32).

## **FIELD TRIPS**

- A. All M-DCPS Field Trip Procedures must be followed. These procedures are available in the M-DCPS Field Trip Handbook.
- B. Advisors are not to transport students at any time unless it is on an approved M-DCPS field trip where all necessary paperwork, including field trip forms and use of private vehicle forms, have been completed, approved and filed with the Principal and/or designee.
- C. Field trips that involve water-related activities must follow the guidelines in the M-DCPS

Water Safety Manual.

- D. See the sections on TRANSPORTATION/TRAVEL and CHAPERONES for additional information relating to field trips.
- E. The forms to be used (available at forms.dadeschools.net):
  - Field Trip Request Form (FM-2431)
  - Parent Permission Slip (FM-4573)
  - Field Trip Roster (FM-3530)
  - Field Trip Chaperone List (FM-6802)
  - Private Vehicle Use (FM-6298)
  - Travel Expense When Accompanying Students (FM-0994)
  - Field Trip Reconciliation (FM-7235)
  - Request for Travel Expense Advance/Reimbursement (FM-1104)

**FINANCES**

- A. All money transactions are to be handled through the school treasurer.
- B. Advisors use B.P.I. receipt books; student treasurers use student receipt books only. The advisor's authorization is required for a student receipt book to be issued.
- C. Lost receipt books may result in an audit exception.
- D. Write receipts for all monies received when the amount is \$15 or more.
- E. All purchases over \$1000 require three competitive bids (telephone bids are acceptable). List: date, time, amount of bid, description and quantity of product and the seller's name. (Governed by the *M-DCPS Manual of Internal Funds Accounting*.)
- F. Purchase orders are to be used for all purchases of \$100 or more. These can be obtained from the school treasurer but only if the organization has sufficient funds in their account.
- G. Purchase orders must be approved by the club advisor, school treasurer and the Principal or designee.
- H. All invoices must be signed by the advisor.
- I. Verify that merchandise has been received as ordered.
- J. All club treasurers must attend a training session at the start of the school year (unless the session has already been held during the summer and the treasurer attended that workshop). If the advisor will handle all club monies and financial affairs, the advisor is required to attend the meeting.
- K. Pay bills immediately; do not owe outside vendors.
- L. Checks and purchase orders cannot be written/approved "on-the-spot"; allow a minimum of 72 hours.
- M. Check your transaction register report on a monthly basis. No organization is to close in the "red" at the end of the month.
- N. Students who are delinquent in paying club debts should not be allowed to accumulate any additional club debts.
- O. Dues may be assessed of members but may not be excessive. Students unable to afford dues should be afforded the opportunity to fund-raise for the money due.
- P. Budgets should reflect your principal purpose or goal (i.e. service clubs should budget for service projects).

## **FLYERS**

- A. Flyers must be approved by the principal and/or designee before they are posted.
- B. Flyers are not to be hung on doors, walls, or other painted surfaces. Do not nail, staple, or tape to wood surfaces.
- C. Flyers and posters are to be placed on hall bulletin boards or within classrooms when permitted by the teacher.
- D. Flyers should give minimal credit to the organization but maximum importance to the idea, ideal, moral, or special event being promoted.

## **GRADES/ATTENDANCE**

- A. Any student may belong to an interest club.
- B. Conduct grades should never be below a C-average in any class. D's and F's are a clear sign of student misconduct, disrespect, or noncompliance with rules and regulations. These students will need additional guidance and supervision.
- C. Students who belong to a *performing group* or any *club who participates in interscholastic competition* must sign the Miami-Dade County Public Schools Contract for Student Participation in Interscholastic Competitions or Performances, M-DCPS Form-7155. This form must also be signed by a student's parent or guardian. The stipulations of this contract are as follows:
  - 1) A student must maintain a cumulative 2.00 GPA or higher as specified by s. 1003.43(1) *Florida Statutes*.
  - 2) A student must receive a minimum 2.00 in conduct each semester.
  - 3) If a student is assigned to Indoor Suspension/School Center for Specialized Instruction (SCSI), he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to SCSI takes place on/or includes a Friday, the student will be unable to participate in interscholastic competitions or performances on the weekend.
  - 4) A student who is serving an Outdoor Suspension cannot practice or participate in interscholastic competitions or performances and may be subject to further sanctions or penalties.
  - 5) A student who has a total of eleven (11) cumulative days of suspension (indoor and outdoor) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
  - 6) A student who has ten (10) or more cumulative absences will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
  - 7) A student who has twenty (20) or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
  - 8) A student must be reported as present for the school day in order to participate in interscholastic competitions or performances, including practices.
  - 9) A student who participates in interscholastic competitions or performances and has not performed at grade level as defined by the Florida Department of Education will seek two (2) hours per week of academic tutoring. Failure to seek

required tutoring will result in a seven (7) calendar day suspension from interscholastic competitions or performances.

- 10) Any student who is arrested for conduct occurring on or off school grounds will be prohibited from participating in all interscholastic competitions or performances for a minimum of ten (10) days, including practices.

## **HAZING**

Hazing is prohibited. This is an illegal activity. Every public school student is bound by the Statement of Non-Affiliation which as a Florida Statute prohibits membership in secret, discriminatory, or degrading organization. All such activities are prohibited by the policies of the Miami-Dade County Public Schools and the Florida Legislature.

## **INSTALLATION**

- A. An official ceremony may be held to mark the induction of applicants into full membership.
- B. An official ceremony may be held to publicly install newly-elected officers.

## **MEETINGS**

- A. All club meetings must be held on campus, with the advisor present for the entire meeting. If the advisor is absent, the meeting is automatically cancelled.
- B. Clubs must have their meetings at the times designated by the school administration.
- C. All club meetings should be listed on the school's master calendar.
- D. Minutes are to be taken at every meeting and kept on file.

## **MEMBERSHIP**

- A. No applicant can be denied admission based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disability (School Board Rules 6Gx13-5D1.10, 6Gx13-4A-1.01, 6Gx13-4A-1.32).
- B. State law requires a minimum 2.0 grade point average for participation in *interscholastic* clubs and activities.
- C. Members must be advised of the requirements to remain a member in good standing. This is generally accomplished by providing each member with a copy of the club constitution.
- D. To protect a student's individual rights, written warning must precede any dismissal (from membership and/or office). The student must be given a period of time to make improvements before membership can be terminated.
- E. Clubs may accept new members each grading period or semester, as per the club constitution, and in accordance with the club fair dates and application deadlines.

## **PROBATION**

- A. Members must be placed on probation and given an opportunity to remedy the situation by a specific date and time.
- B. Causes/reasons for probation must be listed in the club constitution.
- C. The student being placed on probation must be given written notification of probation indicating: reason(s), consequences of not correcting the problem and loss of membership on a specified date if reason is not eliminated.
- D. Keep a copy of the signed letter on file. If the student refuses to sign the letter, make a notation on the letter and keep it on file.

## **ROADBLOCKS**

- A. Street corner/traffic collections are strictly prohibited by Board Rule 6Gx13-1C-1.10.
- B. No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Center Superintendent or his/her designee.
- C. Participants in school approved candy sales, car washes, and similar fund-raising activities are prohibited from standing in roadways and/or medians of roadways.

## **SALES**

- A. Sales are limited to those approved and placed on the school calendar by the Principal and/or designee.
- B. Sales outside of school, which affect the community, must have the approval of the M-DCPS Region Superintendent. The "Permit for Community Sales" forms should be submitted to the Region Center at least three weeks in advance of the sale event.
- C. The school treasurer must receive an "Application for Fund Raising Activity" (FM- 1018) and assign it an activity number before a sale is conducted.
- D. An "Operating Report" (FM-0996) must be submitted when each sale is closed.
- E. No club should be allowed to open a sale if they have a prior sale that has not yet been closed.
- F. A list of financially delinquent students should be submitted to the treasurer along with the Operating Report.

## **SERVICE**

- A. Service should be one of the goals of every organization. Service can be rendered to the school or community.
- B. Service clubs should perform a minimum of one major service project each semester.
- C. The United Teachers of Dade Contract Agreement recognizes six service clubs: Key Club, Optimist International, Lions Club International, Rotary International (Interact), Civitan and Ruritan.

## **TAPPING**

- A. Approval by the principal and/or designee of the date and time for tapping is required.
- B. Tapping during school will be permitted during the time designated by the principal.
- C. Chanting, salutations, and unnecessary disturbance of classes are strictly prohibited.

## **TERMINATION OF MEMBERSHIP**

- A. Termination of membership must follow the club constitution.
- B. Students must be afforded due process.
- C. Termination of membership must be preceded by a probation period. (See PROBATION).
- D. If student does not correct the reasons for which he/she was placed on probation, a termination of membership letter is to be issued. Keep a copy of the letter, signed by the student on file (make a notation if the student refuses to sign).
- E. The student is responsible for any debts accrued while a member of the organization.

## **TRANSPORTATION/TRAVEL**

- A. Advisors are not to transport any student unless it is on an approved M-DCPS field trip for which all the necessary paperwork has been completed (see FIELD TRIPS).
- B. Organizations involved in travel must meet all field trip regulations and deadlines.
- C. Obtain parental permission and medical release on the approved field trip form for each participant.
- D. Leave an itinerary, address of hotel, hotel phone number, and an emergency contact number where you can be reached.
- E. Only approved minivans from the M-DCPS list can be used. No other minivans can be used to transport students.
- F. Students are not to transport other students.
- G. See the CHAPERONES, COMPETITION/CONVENTION, FIELD TRIPS, and VOLUNTEERS for additional guidelines.

## **VOLUNTEERS**

- A. A volunteer is a non-paid person who may be appointed by a district school board or its designee.
- B. School volunteers may include, but may not be limited to parents, senior citizens, students and others who assist the teacher or other members of the school staff.
- C. All volunteers must be cleared (application completed, entered online, background check processed and approval received by the school).
- D. All volunteers will have a background check.
- E. Volunteer Levels
  - 1. Level I: cleared volunteer who is limited to positions that are not “high security” (no fingerprinting required)
  - 2. Level II: cleared volunteer who can volunteer in any capacity, including “high security” positions (fingerprinting required)

- F. The School Volunteer Liaison can provide specific details on the process required for anyone to become a volunteer.
- G. Volunteers may not be left alone to supervise students. The visual and auditory presence of a M-DCPS employee must be maintained at all times.
- H. Volunteers must sign in and out every time they enter or serve the school.
- I. Volunteers must immediately communicate any problems or concerns to the School Volunteer Liaison.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964**, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA)**, as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963**, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** –requires covered employees to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** –prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** – prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10** - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

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