



NEW LEAF PREP ACADEMY

Club Policies

In order for New Leaf Prep Academy to partner with or be affiliated with a club the club must meet all of the following guidelines. Once the club has met all of the following criteria the club will then present to the NLPA board.

1. The club must fully align with New Leaf Prep Academy's mission and vision.
2. The club must be overseen by at least one parent and one staff or board member. (The club sponsor must receive permission from administration before reaching out to NLPA staff to sponsor the club.)
3. Is the club requesting any supplies or a meeting space from New Leaf?

Once, the parent has reached out to administration, administration will ask to meet with the sponsor before proceeding. After the meeting the administrator will add approval of the club to the next board meeting agenda.

All clubs must be approved by the board. The parent club sponsor should have the following ready to present at the board meeting.

1. Name and focus of the club
2. Why you want to teach the club and your credentials/qualifications to teach the club
3. Why New Leaf students need this club
4. New Leaf Prep Staff member sign off
5. What is the planned curriculum/focus?
6. How often will meetings be held and when?
7. Where are the meetings going to be held?
8. Will there be any planned activities outside of the meetings?
9. How will the club remain financially sustainable?
10. Do you have any questions or requests from the board or New Leaf admin team?

Additional Policies:

1. New Leaf Prep Academy will not provide any funds or resources to the club, other than a meeting space unless specifically pre-approved and allocated
2. Clubs will only operate outside of school hours.
3. New Leaf will allow the club to utilize a space within the school as long as the space is respected and well maintained. If the club meets off-site it is important to remember that they are representing the school and should conduct themselves accordingly. Clubs must complete a clean up checklist at the conclusion of each meeting. Failure to properly maintain school property will result in forfeiture of future space use.

4. Clubs must provide list of meeting dates, updated student roster and curriculum/content covered to the administration of New Leaf 2 weeks prior to the meeting.
5. All students attending the club meeting/activities must have a signed permission slip and emergency contact form on file with the club leader. Emergency contact information must be present to conduct any club meetings.
6. Teachers and club members may never transport children in their own vehicles.
7. Clubs are not authorized to use the New Leaf logo without permission from the board or administration.
8. Students who do not attend New Leaf may not join clubs affiliated with New Leaf
9. All adults leading the club in any capacity must fill out a chaperone packet and have a background check conducted to ensure they comply with all school guidelines. Parents & guardians may attend club meetings without going through the chaperone process seeing as all clubs are held outside school hours.