

Mill Creek Academy
Middle School Club Program
Standard Bylaws & Participation Agreement
Academic Year: 2026-2027

Article I: Purpose & Scope

These bylaws govern the operation, membership, conduct, and participation expectations for all student clubs and extracurricular organizations offered through [School Name] (hereinafter referred to as “the School”). These bylaws apply to all clubs, including but not limited to academic, athletic, creative, cultural, and recreational organizations, regardless of focus area or activity type.

Each club may supplement these bylaws with club-specific rules, provided those rules do not conflict with the standards set forth herein or with School, District, or Board policies.

Article II: Club Establishment

A club may be established when the following criteria are met:

- A faculty or staff sponsor has agreed to oversee the club and obtained administrative approval.
- A minimum of five (5) interested students have expressed intent to participate.
- A completed Club Registration Form has been submitted to and approved by the school administration.
- The club's purpose, schedule, and activities have been reviewed and do not conflict with school or district policies.

Clubs must reapply for active status at the beginning of each academic year.

Article III: Membership Eligibility

Membership in any school-sponsored club is a privilege extended to students in good standing. To be eligible, a student must:

- Meet statutory and district eligibility requirements for participation in school-sponsored extracurricular activities.
- Have no current out-of-school suspension, expulsion, or pending disciplinary action that would prohibit participation.
- Have a signed Parent/Guardian Participation Agreement on file prior to attending any club meeting or activity.

Membership may be revoked at any time for failure to meet these requirements or for violations of these bylaws.

Article IV: Club Meetings & Schedule

Clubs will meet according to a schedule established at the start of each semester and approved by school administration. The following expectations apply to all meetings:

- Meeting dates, times, and locations will be communicated to members and families in advance.
- The faculty sponsor is responsible for maintaining an attendance log at each meeting.

Article V: Dismissal & Pick-Up Policy

The safety of all students is a top priority. To ensure appropriate supervision and orderly dismissal, the following pick-up policy is in effect for all club participants:

Standard Pick-Up Window

Students must be picked up no later than thirty (30) minutes after the scheduled end time of a club meeting or activity. This window exists to allow for reasonable delays while maintaining proper supervision.

Late Pick-Up Consequences

If a student is picked up after the 30-minute window, the following steps will be taken:

1. First occurrence: The parent/guardian will be notified of the late pick-up and reminded of the 30-minute policy.
2. Second occurrence: The student will be dismissed from the club. The parent/guardian will be notified in writing of the removal.

This policy applies to all school-sponsored clubs. Exceptions may be considered on a case-by-case basis for documented emergencies, at the discretion of school administration.

Article VI: Student Conduct & Behavior Expectations

Students participating in school-sponsored clubs are expected to uphold the same standards of behavior as during the regular school day. This includes conduct during club activities, transitions, and during the pick-up period.

General Conduct Standards

- Students must treat peers, sponsors, chaperones, and school staff with respect at all times.
- Students must follow directions given by the club sponsor or any supervising adult.
- Behavior that disrupts the club environment, endangers others, or violates school policy is not permitted.
- The school's Code of Student Conduct applies to all club activities, including those held on or off school grounds.

Behavior During Pick-Up

Students are expected to behave appropriately while waiting for pick-up. This includes remaining in the designated waiting area, refraining from disruptive behavior, and following instructions from supervising staff.

Behavior Intervention & Dismissal Process

When a student exhibits behavior concerns during club time or pick-up, the following protocol will be followed:

- **First Offense:** The student's parent or guardian will be notified of the concern by the club sponsor or school administration. A documented record of the notification will be kept on file. The student may continue participating in the club pending improvement.
- **Second Offense:** The student will be dismissed from the club. The parent or guardian will be notified in writing that the student's club membership has been revoked. Dismissal from one club does not automatically bar a student from other clubs, unless the behavior warrants a broader disciplinary response under the School's Code of Conduct.

In cases involving threats to safety, bullying, harassment, or other serious misconduct, the school reserves the right to remove a student from a club immediately, without following the two-step process above. Such decisions will be made by school administration.

Article VII: Club Sponsor Responsibilities

Each club must have at least one approved faculty or staff sponsor. Sponsors are responsible for:

- Supervising students throughout all club activities and the pick-up period.
- Maintaining accurate attendance records.
- Communicating schedule changes and important updates to families in a timely manner.
- Documenting and reporting any behavioral concerns to school administration.
- Ensuring all club activities align with school policy and these bylaws.
- Notifying the administration of any student who is picked up late or whose behavior warrants concern.

Article VIII: Parent & Guardian Responsibilities

A student's participation in a school-sponsored club requires an active partnership with the student's family. Parents and guardians are expected to:

- Review and sign the Parent/Guardian Participation Agreement prior to the student's first club meeting.
- Ensure their student is picked up on time following each club meeting or activity.
- Maintain current and accurate contact information in the school's records to ensure timely communication.
- Respond promptly to any notifications from club sponsors or school administration regarding their student's behavior or attendance.
- Support the school's behavioral expectations and reinforce them at home.

Article IX: Amendments

These bylaws may be amended by school administration as needed to reflect changes in school policy, district requirements, or best practices. Families will be notified of any significant changes prior to the start of the next club cycle.

Article X: Participation Agreement & Acknowledgment

By signing below, the parent/guardian and student acknowledge that they have read, understand, and agree to abide by the bylaws outlined in this document.

Club Name: _____

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____