

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT

Procedure for Identifying Student Clubs as Tier I, II, or III

A central focus of our mission is to ensure that each graduate of the Foster-Glocester Regional School District is well prepared for varying post-secondary career and college pursuits and to be a responsible and successful citizen in a diverse and global society. To accomplish this mission, enhance the rigor of our high school, and expand personalized, relevant, and collaborative learning opportunities for students, we support extended learning opportunities for students with after school clubs and related activities.

This procedure guides the identification of new clubs as Tier I, II, and III. This process is intended to develop club descriptions that can be shared with students and to support the initial identification of clubs as Tier I, II, or III. **Previously approved clubs do not need to resubmit their description.**

Process for Identifying New Student Clubs as Tier I, II, or III

- 1) Complete the Club Description Cover Sheet.
- 2) Provide the information requested in the Guidance for Club Descriptions.
- 3) Obtain the signature of the department chairperson / curriculum coordinator and forward the form, description, and other optional materials to the Building Principal.
- 4) The Principal, or designee, shall review the submitted materials and forward them to the Assistant Superintendent, along with the principal's recommendation, for review.
- 5) Clubs will be posted annually as Tier I, II, or III.

Criteria for Reviewing the Proposed Club Materials

- Alignment of club activities to state and/or national standards being learned in courses, academies, etc.
- Alignment of club activities to Graduation/Learning Expectations, 21st Century skills and work habits
- Number of grades and students serviced by the club
- Nature and type of outcomes associated with club activities e.g. leadership skills, communication, problem solving, awareness of social issues, an understanding of specific content (government, engineering, etc.)
- Nature and type of club activities and Extended Learning Opportunities (ELOs) available to students such as independent study/projects, mentors, performing groups, competitions, community service, etc.
- Nature and type of contact hours associated with the club including the number of meetings, length of meetings, and duration of out-of-school opportunities that enrich students' knowledge and skills
- Relevance of the club activities to areas of labor market demand (desirable, but NOT required)
- Other related documentation/information that supports and explains the activities of the club.

GUIDANCE FOR CLUB DESCRIPTIONS (Tier I, II, III)

Club Name: The name of the club

Club Description:

This section provides an overview of the club and should outline some of the activities students will engage in or the tasks they will do as a club participant. This description will be used to publicize the club. The club description should make it clear in what ways the club builds on or develops the 21st Century skills and work habits that are the basis of our graduation expectations. The description should include any Extended Learning Opportunities (ELOs) associated with the club. (Extended Learning Opportunities allow for the primary acquisition of knowledge and skills through learning experiences or study outside of the traditional school setting, including independent study, private instruction, performing groups, internships, community service, apprenticeships, blended learning, etc.)

Partnerships/Extended Learning Opportunities: (Note: Complete this section if not included in club description.) Please describe noteworthy Extended Learning Opportunities (ELO's) associated with the club. Will there be external advisors or partners that advance the learning of the students. Are there opportunities to engage in independent study, job-shadow, work with a mentor, engage in an externship, perform community services, etc.?

School Connection:

Is the club explicitly connected to learning that occurs in a course / department / academy in the school or is the club a school-wide club with no specific connection? If a specific connection exists please explain the curriculum or learning experiences from the course that are enhanced by the club's activities. If not, please explain briefly the school-wide focus.

Grades Served by Club: What grades does this club serve? (6-8, 9-12, 6-12 etc.)

Number of Students: How many students does the club traditionally serve?

Duration of Club Activities: How long the club meet? (2-3 months, for a semester or year-long?)

Frequency of Club Meetings:

How often will the club meet during the school year? 1 x per week? 1-2 x per month? Weekends? How long will the meetings customarily last and when will those meetings start and end?

Expected Outcomes of the Club:

What outcomes will form the basis of students' activities, tasks, and/or ELOs? Briefly explain or identify the knowledge and skills will students will acquire as part of the club e.g. leadership skills, communication, public speaking, research, problem solving, technical writing, working as part of a team, awareness of social issues, an understanding of specific content (branches of government, electrical engineering, sustainability, etc.)?

Club Competitive Events:

Briefly name and describe any competitions the students participate in during the school year. How long do the competitions last? How much time will the students spend (outside of the school day) to prepare for those competitions? Do the competitions occur during the school day? After school? Weekends?

Affiliations:

Is the club affiliated with a state, regional, or national organization? If so, please identify the organization(s).

Connection of Club to Major Labor Markets (optional but desired):

What labor market field(s) relates to the activities of the club?

Club Description Cover Sheet

(This form must be completed and submitted to the Building Principal.)

Person Submitting Form:			
Name of Club:			
School Connection:	<input type="checkbox"/> School-wide	<input type="checkbox"/> Dept. Name: _____	<input type="checkbox"/> Pathway: _____
# of Students Served:	<input type="checkbox"/> 1-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 20-30 <input type="checkbox"/> Other: _____
Grades Served:	<input type="checkbox"/> 6-8	<input type="checkbox"/> 9-12	<input type="checkbox"/> 6-12
Duration of Club Activities:	<input type="checkbox"/> 2-3 months	<input type="checkbox"/> Semester	<input type="checkbox"/> Full Year
Frequency of Meeting: (check all that apply)	<input type="checkbox"/> 1-2 per week	<input type="checkbox"/> 1-2 per month	<input type="checkbox"/> 3-4 per month <input type="checkbox"/> Weekends
Usual Length of Meetings:	<input type="checkbox"/> 1 hour	<input type="checkbox"/> 2 hours	<input type="checkbox"/> 3-4 hours <input type="checkbox"/> 4 + hours
# of Competitive Events:	<input type="checkbox"/> none	<input type="checkbox"/> 1 competition	<input type="checkbox"/> 2-3 competitions <input type="checkbox"/> 4 + competitions
Career Pathway / Labor Market (optional)	List the main career pathways or labor markets that this club relates to:		

DEPARTMENT CHAIR/CURRICULUM COORDINATOR	BUILDING PRINCIPAL OR DESIGNEE
<p>OPTIONAL COMMENTS:</p> <p>If desired, share strengths of the club and how it fits into the overall mission of your school.</p> <p>If desired, share concerns regarding the club and/or suggestions to improve the proposed club</p> <p>I recommend this club as a school-affiliated club <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>Dept. Chair / Curriculum Coordinator Date</p>	<p>OPTIONAL COMMENTS:</p> <p>If desired, share strengths of the club and how it fits into the overall mission of your school.</p> <p>If desired, share concerns regarding the club and/or suggestions to improve the proposed club.</p> <p>I recommend this club be classified as:</p> <p>_____</p> <p>Building Principal or Designee Date</p>

ASSISTANT SUPERINTENDENT
<p>OPTIONAL COMMENTS:</p> <p>If desired, share strengths of the club and how it fits into the overall mission of the district.</p> <p>If desired, share concerns regarding the club and/or suggestions to improve the proposed club.</p> <p>I recommend this club be classified as: <input type="checkbox"/> Tier I <input type="checkbox"/> Tier II <input type="checkbox"/> Tier III <input type="checkbox"/> Non-affiliated</p> <p>_____</p> <p>Assistant Superintendent Date</p>