After-School Club Policy

2026–2027 School Year

Chinook PTSA offers after-school clubs and enrichment opportunities to help students explore interests, build skills, develop confidence, and strengthen their connection to the Chinook community. These guidelines establish consistent expectations for students, families, volunteers, club leaders, instructors, and community partners.

1. Eligibility and Registration

- Clubs are open to currently enrolled Chinook Middle School students unless a specific club has additional eligibility requirements.
- Students must complete the required registration process before participating.
- Registration does not guarantee placement when a club has limited capacity. The PTSA may use a waitlist or other equitable registration process when needed.
- Students may participate only in clubs for which they are properly registered.

2. PTSA Membership

- PTSA membership is encouraged because membership supports programs, activities, advocacy, and services for Chinook students and families.
- Unless a specific program is approved with different requirements, PTSA membership is not required for participation in Chinook PTSA-sponsored clubs.
- Families may be asked about PTSA membership during registration so the PTSA can understand participation and connect families with membership information.

3. Parent/Guardian Responsibilities

- Provide accurate student, emergency contact, and parent/guardian information.
- Review the club schedule, location, dismissal procedure, and communications.
- Ensure the student understands these expectations.
- Arrange timely pickup or other approved transportation at the end of the club.
- Communicate relevant attendance or participation information to the club leader when appropriate.
- Treat students, volunteers, instructors, school staff, and PTSA leaders respectfully.

4. Student Expectations

- Treat other students, instructors, volunteers, staff, and parents with respect.
- Follow reasonable directions from club leaders and instructors.
- Participate appropriately and safely.

- Respect school property, PTSA property, equipment, and materials.
- Do not engage in bullying, harassment, intimidation, threats, physical aggression, or personal attacks.
- Follow applicable Chinook Middle School and Bellevue School District expectations.

5. Behavior and Removal

- Club leaders will address ordinary disruptive or disrespectful behavior with the goal of correcting the behavior and keeping the student successfully engaged.
- When appropriate, the club leader may speak with the student, notify the parent/guardian, and establish expectations for continued participation.
- Serious misconduct, including intentional physical violence, threats of harm, harassment, bullying, or conduct creating a significant safety concern, may result in immediate removal from the club.
- The PTSA may determine that a student removed for serious or repeated misconduct is not eligible for additional PTSA-sponsored club activities for the remainder of the school year.
- Parent/guardian conduct that is disruptive, threatening, or consistently disrespectful may also result in removal of the student's participation when necessary to protect the club community.

6. Attendance

- Families should notify the club leader when a student will be absent whenever possible.
- Repeated unexcused absences may result in the PTSA contacting the family to confirm continued participation, particularly when a club has a waitlist or limited capacity.
- Students who are absent from school because of illness should not attend an after-school club that day.

7. Dismissal, Pickup, and Transportation

- Families are responsible for understanding the club's start time, end time, location, and dismissal procedure.
- Parents/guardians are responsible for timely pickup unless the club has an approved alternative dismissal procedure.
- Club leaders and volunteers are not responsible for supervising students after the club's scheduled end time except as specifically required by the approved club plan.
- Any student self-release or independent transportation arrangement must follow applicable school, district, and PTSA requirements and any required permission process.
- Repeated late pickup may result in a meeting with the family and, when necessary, removal from the club.

8. Volunteers

- Parent and community volunteers are an important part of making PTSA clubs possible.

· Volunteer roles may include supporting meetings, events, competitions, check-in/check-out, supplies, communication, and organization.
· Volunteers must complete any applicable Bellevue School District volunteer requirements, including background screening when required.
· Volunteers work under the direction of the club leader and may not independently change club policies, discipline students, or make commitments on behalf of the PTSA.

9. Outside Organizations and Instructors

· Some clubs may be supported or delivered by outside organizations, instructors, coaches, or community partners.
· The PTSA may establish separate agreements, contracts, or requirements for these partners.
· Outside instructors and organizations are expected to follow applicable school, district, PTSA, safety, supervision, and student-conduct requirements while working with Chinook students.
· Club registration materials will identify when an outside organization is providing or supporting the program.

10. Club Fees and Financial Assistance

· The PTSA may waive or adjust a fee when appropriate and approved by the PTSA Board or designated program leadership.
· When available, financial assistance may be offered for eligible PTSA-sponsored programs. Families may contact the PTSA for information about available assistance.
· Refunds, credits, or transfers for fee-based clubs will be handled according to the club's published refund policy and the circumstances of the cancellation or withdrawal.
· Fees may be paid through the payment method designated by the PTSA or club. Families should not pay individual volunteers or instructors directly unless specifically authorized by the PTSA.
· Participation in a fee-based club is not confirmed until any required registration and payment requirements have been completed, unless the PTSA has approved another arrangement.
· Any required fee will be clearly communicated before or during registration, including the amount, what the fee covers, and any applicable payment deadline.
· Some Chinook PTSA clubs may be offered at no cost, while other clubs may have a participation fee depending on the program, instructor, materials, competition costs, or other expenses.

11. Cancellations and Schedule Changes

· Club schedules may change because of school closures, facility availability, instructor availability, weather, competitions, or other circumstances.
· The PTSA will make reasonable efforts to communicate significant cancellations or schedule changes to registered families.
· The PTSA cannot guarantee that every canceled meeting will be rescheduled.

12. Capacity and Waitlists

- Clubs may have enrollment limits based on space, instructor availability, equipment, safety, or program requirements.
- When a club reaches capacity, the PTSA may establish a waitlist and contact families as openings become available.
- Waitlist and placement procedures should be applied consistently and equitably.

13. Communication

- Club-related communication may be sent by the PTSA, club leaders, instructors, or approved partner organizations.
- Families are responsible for providing accurate contact information and monitoring club communications.
- Club leaders and volunteers should use approved communication methods and should not establish inappropriate or private communication channels with students.

14. Student Safety and Concerns

- Safety concerns, suspected bullying or harassment, inappropriate conduct, or other serious concerns should be reported promptly to the appropriate club leader, PTSA representative, or school administrator, depending on the circumstances.
- The PTSA will address concerns in accordance with applicable school, district, and PTSA policies and procedures.

15. Photography and Media

- Photography or media permission may be requested separately from club registration.
- The PTSA will follow applicable school, district, and PTSA requirements regarding student images and identifying information.

16. Changes to Club Programs

- The Chinook PTSA Board reserves the right to modify, suspend, or discontinue a club when necessary because of enrollment, funding, staffing, safety, facility availability, school requirements, or other circumstances.
- Reasonable efforts will be made to communicate significant changes to registered families.

17. Policy Acknowledgment

- Parents/guardians registering a student for a Chinook PTSA-sponsored club acknowledge that they have reviewed these policies and understand that participation is subject to these expectations.
- Student participants are also expected to understand and follow the student expectations described above.

Board Approval: Approved by the Chinook PTSA Board: September 9, 2026