

Ohio Digital Learning School

Board Policy – School-Sponsored Student Activities and Clubs

Policy Statement

Ohio Digital Learning School (ODLS) recognizes that student clubs and school-sponsored activities enhance student engagement, leadership, academic success, and school connectedness. The Board of Directors authorizes the establishment of student organizations and extracurricular activities that support the educational mission of the school and comply with applicable federal law, Ohio law, sponsor requirements, and Board policy.

This policy shall be administered in accordance with **Ohio Revised Code 3313.535** and all other applicable state and federal laws.

Definitions

School-Sponsored Activity

An activity, organization, competition, event, or program that is approved by the school and supervised by a designated staff member.

Student Club

A voluntary student organization approved by the school for educational, service, leadership, academic, cultural, career, or recreational purposes.

Sponsor (Advisor)

A school employee or Board-approved volunteer responsible for supervising the club or activity.

Student Eligibility

To participate in school-sponsored activities or clubs, students must:

- Be currently enrolled at Ohio Digital Learning School.
- Remain in good standing with school attendance and engagement expectations.
- Follow the Student Code of Conduct.
- Meet any additional eligibility requirements established for a specific activity (such as academic eligibility, auditions, certifications, or competition requirements).

- Maintain appropriate behavior during all meetings, events, and communications.

The school may temporarily suspend participation for disciplinary, safety, or eligibility concerns.

Club Sponsor Requirements

Each school-sponsored activity or club shall have an approved sponsor.

Sponsors must:

- Be a school employee or Board-approved volunteer.
- Complete all required background checks when applicable.
- Complete required annual school training.
- Follow all Board policies and school procedures.
- Maintain appropriate supervision of students.
- Ensure activities provide a safe and inclusive environment.
- Report safety concerns or misconduct immediately.
- Maintain attendance or participation records when required.
- Ensure school resources are used appropriately.
- Communicate with students using school-approved communication methods.

Sponsors may not delegate supervision responsibilities to individuals who have not been approved by the school.

Sponsor Responsibilities

Sponsors are responsible for:

- Planning and supervising meetings.
- Monitoring student conduct.
- Promoting positive student engagement.
- Following financial procedures when fundraising or collecting funds.
- Coordinating events with school administration.

- Maintaining required documentation.
 - Reporting injuries, incidents, or concerns immediately.
 - Ensuring compliance with all school policies.
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Formation of Student Clubs

Students or staff wishing to establish a new club must submit a proposal to school administration.

The proposal shall include:

- Club name
- Purpose and objectives
- Expected student interest
- Proposed sponsor
- Planned meeting schedule
- Planned activities
- Safety considerations
- Funding needs, if applicable

The administration will review all proposals to ensure they:

- Support the educational mission of the school.
- Comply with state and federal law.
- Meet school safety expectations.
- Have adequate supervision.
- Do not duplicate existing programs unnecessarily.

Final approval shall be granted by the Head of School or designee.

Club Operations

Approved clubs shall:

- Operate under school supervision.
 - Meet only at approved times.
 - Follow all Board policies and the Student Code of Conduct.
 - Use only approved communication platforms.
 - Obtain administrative approval before school-sponsored events, travel, or fundraising.
 - Maintain records requested by the school.
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Student Conduct

Students participating in clubs or activities shall:

- Demonstrate respectful behavior.
- Follow all school rules.
- Comply with technology and social media policies.
- Respect the rights of other participants.
- Follow sponsor directions.
- Report unsafe or inappropriate behavior.

Violations may result in disciplinary action and/or removal from participation.

Annual Review

The Board shall review this policy annually to ensure continued compliance with:

- Ohio Revised Code
- Ohio Department of Education and Workforce requirements
- Sponsor requirements
- Applicable federal regulations
- Current school operational practices

Any revisions shall be approved by the Board and documented in the official Board minutes.

Record Retention

The school shall maintain documentation related to:

- Board approval of this policy
- Annual policy reviews
- Club applications
- Club approvals
- Sponsor assignments
- Background check verification
- Meeting records, when applicable
- Required training documentation

Records shall be maintained in accordance with the school's Records Retention Policy.

Legal Reference

- Ohio Revised Code 3313.535
- Applicable federal and state nondiscrimination laws
- Ohio Digital Learning School Student Handbook
- Ohio Digital Learning School Board Policies