



Leander ISD
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After-School Student Activity Guidelines

In order to be a school-sponsored after-school activity, a certified district employee must be in charge of the activity and appropriate space must be available. If these conditions cannot be met, the activity may be referred to the School Community Relations Department for consideration as an outside of school activity.

Additionally, the following guidelines must be met:

1. The employee in charge is required by LISD Board policy to attend annual sponsor training.
2. The employee in charge must wait until after school duty time before starting work on after-school activities. After-school duty time must be coordinated with the campus principal.
3. The activity must align with identified State and District goals and objectives.
4. All preparation and instruction for the activity must take place outside of regular school instructional time.
5. All volunteers must have an approved volunteer application and criminal history record check on file before volunteering.
6. Use of the facilities must be coordinated with the campus principals.
7. School facilities are to be left clean, with all litter removed.
8. If the activity creates an undue burden on office staff, the sponsoring employee will work with the principal to obtain volunteer help.
9. All revenue generated by the activity will be processed through the School Activity Fund. If an event is run as a fund-raiser, the sponsoring employee must submit the proper fund-raising request form to the campus office prior to committing to the activity.