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| **Club Guidelines**  |
|  | **Lower Grades** | **Upper Grades** | **High School** |
| **Membership** | Membership in a club and active participation in its activities are required of all students. The students should consistently attend their club.Each club shall have at least a minimum of 25 and a maximum of 35 members per moderator.Students are expected to attend their assigned Rainbow Club for three terms: Tippy Toes, Samu’t Sari, and Little Chefs. Each student becomes a permanent member of the Rainbow Club starting the first meeting. | Membership in a club and active participation in its activities are required of all students. The students should consistently attend their club.Each club shall have at least a minimum of 25 and a maximum of 35 members per moderator, however, availability of the resources and the nature of club should be considered.Students who cannot be accommodated in the club of their first choice shall be advised to go to the club of their second or third choice. (Some clubs require qualifications/ tryouts.) Each student shall permanently be a member of a club on August 13. **Change of clubs during the school year shall not be entertained.**Students are expected to attend their chosen club for the entire year.Membership in two or more clubs is highly discouraged. |
| **Schedule** | Club period shall be at 1:00-2:00 PM for Grade 1, 1:20-2:20 PM for Grades 2 to 3 every first three Tuesdays of each month. | Club period shall be at 2:50-3:45 PM for Grades 4-6 every first three Tuesdays of each month. | Club period for High School shall be at 3:15-4:15 PM every first three Thursdays of each month. |
| **Attendance** | Students’ attendance shall be checked and strictly monitored by the moderators every meeting. Students are expected to be in their respective club venues in the entire duration of every meeting. Those caught loitering shall be subject to appropriate sanctions.The school rules on attendance and punctuality as stipulated in the handbook shall apply during club/activity periods. |
| **Grading System** | 1. Club activities are graded.
2. A rubric for the basis of grades is provided to all moderators.
3. The following are the components:

Performance - 35%Behaviour - 30%Attendance - 20%Promptness - 15%Total - 100%1. Below are the numerical grades with their letter equivalents:

A (95 - 100) C (70 - 74) Am (90 – 94) D (65 - 69) Bp (85 - 89) B (80 – 84) \*C and D are failing gradesBm (75 - 79) |
| **Requirements** | Each club member should bring the required materials to be assigned by his/her club moderator during the club meeting.Each club member should comply with the required club output to be assigned by his/her moderator at the end of each term.Each club member should behave properly at all times.Each club member is encouraged to participate actively in the in-reach or outreach activity of his/her club. | Each club member should bring the required materials to be assigned by his/her club moderator during the club meeting.Club members are encouraged to suggest possible club activities and output to their moderator within the academic year.Each club member should behave properly at all times.Each club member is encouraged to participate actively in the in-reach or outreach activity of his/her club. | Each club member should bring the required materials to be assigned by his/her club moderator during the club meeting.Club members are encouraged to initiate a club output and in-reach/outreach in collaboration with the other clubs and with the guidance of the club moderator within the academic year.Each club member should behave properly at all times. |
| **Venue** | Moderators and their respective members must meet at their designated venue.Moderators should inform the SCAO Head for a change of venue. |
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Reminders:

1. Students who are not in their respective club venues at 3:25pm will be marked late (after the finalization of clubs).
2. Club moderators should make sure that their students are accounted for.
3. After the list of members has been finalized, moderators should report at once if some students are present during the day but absent during club time.
4. Students are not allowed to eat during club period unless it is part of their club activities.
5. Students are not allowed to use their mobile phones, MLDs, and other gadgets unless needed for the club period's activities and with consent from the moderator.
6. Club moderators may issue VRs to those who violate school rules and regulations during club period.
7. Club moderators should maximize the 1-hour club period for activities which are related to their club. (Avoid giving free time, please.) Star and end on time.
8. Moderators should remind students to do Clean As You Go (CLAYGO) at all times.
9. Moderators should safeguard the facilities and report any maintenance needs to the head of the Physical Facilities Office or to SCAO.
10. Moderators should stringently observe “SAFETY FIRST” policy throughout the duration of the activity.
11. All equipment should be used properly. Air-condition and projector should be turned off after the activity.
12. During club time, all school rules apply.