

REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 1 of 8
CO-CURRICULAR ACTIVITIES

R 2430 CO-CURRICULAR ACTIVITIES

A. Definition

"Co-curricular activities" means activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board of Education; "co-curricular activities" also includes the pupil clubs, associations, and organizations that conduct those activities. "Co-curricular activities" include athletic competitions or practices or athletic teams or organizations.

B. Recognition

1. All co-curricular activities must be approved by the Board. An organization of pupils or an activity conducted by and for pupils becomes a co-curricular activity only when it has been duly approved by the Board.
2. All Glassboro Public School clubs/organizations are required to follow the process listed below annually in order to be considered for Board of Education approval and payment, where applicable. Student interest and participation are the district's primary interest when approving clubs/organizations. Please follow the process and abide by the deadlines listed below. All attached forms must be completed in their entirety before the club/organization's submission to the BOE for approval. Forms must be submitted to the Assistant Principal for Athletics and Activities in the high school and the building principal in all other district schools.

Process for existing club approvals and end of the year payment:

DEADLINES:

- | | |
|------------------------|---|
| August 1: | The AD/Principal must submit a listing of ALL clubs/organizations for BOE approval. |
| August: | At the August School Board Meeting ALL clubs will be presented for approval. |
| On/Before
Sept. 15: | For ALL clubs that are BOE approved...the advisor will receive written confirmation from the BOE in the form of a contract. The contract will include advisor's name(s), club |



REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 2 of 8
CO-CURRICULAR ACTIVITIES

name and stipend or note this is the 1st year as a volunteer club/organization or it is a permanent volunteer position. (If written confirmation is NOT received from the BOE on or before September 15th, the club has not been approved and the advisor may NOT hold meetings.)

- Sept. 30: Advisors are to submit meeting dates to the AD/Principal.
- Nov. 30: Advisors are to submit a brief report to AD/Principal of attendance/meetings/activities to date.
- June 1: Advisor must submit the 2-page end of the year report* including intentions for the next school year and signed payroll voucher (where applicable).

* Attachment

3. A new co-curricular activity may be initiated in accordance with the following procedures:

Students must demonstrate an interest in the club by signing a statement of interest form with a faculty advisor's signature (required). Students and Advisors must complete and submit the mission form to AD/Principal for review.

Recommendation for new club/organization is sent to the Superintendent for review and for presentation to the BOE committee.

Committee puts new club/organization on the Board of Education agenda for Board vote for the October Board meeting.

If the new club is approved by the Board, the advisor will receive written confirmation from the BOE in the form of a contract. The contract will include advisor's name(s), club name and notation that this is a 1st year volunteer club/organization or a permanent volunteer position. (If written confirmation is NOT received from the BOE within 45 days, the club has not been approved and the advisor may NOT hold meetings.)



REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 3 of 8
CO-CURRICULAR ACTIVITIES

Please note: To be considered for a stipend after the 1st volunteer year, the club will be evaluated based on the mission statement and co-curricular activity report by the administration. A recommendation will then be made to the Superintendent determining the club/organization's status in year 2.

The recommendation for the applicable tier will be mutually agreed upon by the Principal/AD and GEA representative based on the co-curricular activity report.

Advisors that fail to abide by the noted deadlines and procedures will be denied the opportunity to be Board approved until the following school year.

C. Pupil Participation

1. The program of co-curricular activities should be sufficiently varied to meet the wide range of pupils' vocational, recreational, social, and cultural needs and interests.
2. All pupils will be provided with information on co-curricular activities at the start of the school year and will be invited to participate in one or more activities.
3. Eligibility standards are set forth in Policy No. 2430.
4. When a pupil becomes ineligible for participation in co-curricular activities by reason of poor attendance or poor academic performance, his/her teacher will so inform the advisors of the co-curricular activities in which the pupil participates. The advisor will suspend the pupil's participation, except as exempted by Policy No. 2430.
5. A pupil who has been suspended from participation in co-curricular activities for reason of poor attendance will be offered an opportunity to work out a plan for improved attendance with the Assistant Principal for Attendance. If the pupil adheres to the plan and demonstrates his/her improved attendance within a period of not less than one marking period, the pupil may be reinstated to participation in co-curricular activities.



REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 4 of 8
CO-CURRICULAR ACTIVITIES

D. Supervision

1. Each co-curricular activity must be supervised by at least one staff member appointed by the Board as advisor.
2. The Assistant Principal for Athletics and Activities/Principal will provide appropriate in-service training for co-curricular advisors.
3. Each co-curricular advisor shall:
 - a. Meet regularly and promptly with participating pupils at the assigned time and place of the activity and ensure an orderly environment appropriate to the purpose of the activity;
 - b. Instruct participating pupils in the purpose and conduct of the activity and explain any rules and/or standards to be observed in the conduct of the activity;
 - c. Encourage participating pupils to take appropriate responsibility for the conduct and leadership of the activity;
 - d. Prepare and submit to the Assistant Principal for Athletics/Principal and Activities a calendar of activities for the school year;
 - e. Prepare and maintain a membership list of participating pupils, keep an attendance record, and submit the membership list to the Assistant Principal for Athletics and Activities/Principal;
 - f. Ascertain that each participating pupil is involved in the activity to the extent commensurate with his/her interests and abilities;
 - g. Report periodically or as required to the Assistant Principal for Athletics and Activities/Principal on the conduct and/or achievements of the activity;
 - h. Take all reasonable and necessary steps to safeguard the health and safety of participating pupils, including the prohibition of hazing and similar initiation rites;



REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 5 of 8
CO-CURRICULAR ACTIVITIES

- i. Ensure the proper accounting and deposit of any funds raised or collected by the activity, in accordance with Policy No. 6660; and
 - j. Cooperate with the Principal in a year-end evaluation of the activity.
5. The advisor responsible for an activity scheduled for an evening or a weekend (such as a performance or social event) should consult Regulation No. 5850 and No. 9161 and should:
- a. Request permission for the activity and for the use of the facility from the Assistant Principal for Athletics and Activities/Principal;
 - b. Provide publicity and advertising information to the Assistant Principal for Athletics and Activities/Principal at least five working days in advance of the event;
 - c. Order any necessary tickets and/or program, correct proofs, and print;
 - d. Provide for any music required by hiring musicians and/or collecting records and tapes;
 - e. Arrange with the Principal for the provision of any additional security and/or traffic services, in accordance with Regulation No. 9320;
 - f. Arrange for any required audio or lighting equipment and supplies;
 - g. Provide for the checking of participants' and spectators' outerwear;
 - h. Provide for any food services that will be required;
 - i. Arrange for ushers and chaperones;
 - j. Provide for the prompt deposit of any moneys collected; and
 - k. After the event, report to the Assistant Principal for Athletics and Activities;



REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 6 of 8
CO-CURRICULAR ACTIVITIES

- (1) The number of tickets sold,
 - (2) The number of persons who attended the event,
 - (3) The amount of money collected and deposited, and
 - (4) An evaluation of the event, including an account of any unusual incidents.
6. Staff members other than the activity advisor should attend activities as follows:
- a. An administrator should be assigned to attend each evening and each weekend co-curricular activity;
 - b. Teachers are encouraged to support and attend a function that has been planned and prepared by a significant proportion of the pupils assigned to them;
 - c. All faculty members are encouraged to support and attend special co-curricular events that involve a significant degree of pupil planning and preparation such as plays, concerts, and dances.

E. Evaluation

1. An evaluation of each co-curricular activity will be conducted by the Assistant Principal for Athletics and Activities/Principal and the advisor at the end of the school year or the conclusion of the activity.
2. The evaluation will measure the activity against its stated objectives to determine if the objectives were met. Criteria may include:
 - a. Membership and attendance records;
 - b. Regularity of meetings;
 - c. The planning and execution of special events;
 - d. Evidence of pupil leadership and assumption of responsibility; and



- e. Such other indicia of pupils' growth and development as the evaluators may choose.
 - 3. The evaluation will include recommendations for the improvement of the activity or, if so indicated, for the cancellation of the activity.
 - 4. The written evaluation will be signed by the Principal and the advisor and sent to the Superintendent no later than July 1.
 - 5. The Assistant Principal for Athletics and Activities/Principal will conduct an annual evaluation of the overall program of co-curricular activities. That evaluation should consider whether the program has resulted in:
 - a. Improvement in school attendance;
 - b. Improvement in academic performance;
 - c. Increased participation in school activities; and
 - d. Improvement in school morale and pupil behaviors.
- F. Records
- 1. A pupil's participation in co-curricular activities shall be recorded in his/her record, will be preserved for the duration of the pupil's enrollment in the school, and may be released only in accordance with Policy No. 8330.
 - 2. Records of the conduct of co-curricular activities will be maintained by the Assistant Principal for Athletics and Activities/Principal and will include, as appropriate to the activity:
 - a. The period in which the activity occurred;
 - b. The numbers of participating pupils in each school year and/or present at each co-curricular event;
 - c. The name of the activity advisor;



REGULATION

GLASSBORO BOARD OF EDUCATION

PROGRAM
R 2430/Page 8 of 8
CO-CURRICULAR ACTIVITIES

- d. The printed product of the activity, such as copies of the school newspaper or literary collection;
- e. Copies of reports of the activity in newspapers and/or other public relations releases; and
- f. The financial records of the activity.

Issued: 24 February 2010



CO-CURRICULAR ACTIVITY REPORT

ALL advisors must complete this documentation. To ensure BOE payment of stipend, this form and payroll voucher must be completely filled out and returned to the Assistant Principal for Athletics & Activities/Principal by June 1st.

2013-14 Officers	2014-15 Officers
President:	
Vice President:	
Secretary:	
Treasurer:	
Committee Planner:	
Other:	

[illegible]

Meeting Dates: _____

Report of 2013-14 Activities Accomplished:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Intent to return: Please check the appropriate statement below.

_____ I plan to return as advisor for the above mentioned club/organization for the following school year.

_____ I do not plan on returning as advisor for the above mentioned club/organization for the following school year.

Planned Activities for 2014-15: meeting dates (i.e. day of week, time) and activity details

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Date _____ Advisor's Signature _____

Date Received _____ Received by _____

It is recommended that you keep a copy of this Activity Report for your records.