

REGULATION PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

PROGRAM

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2430R – EXTRA-CURRICULAR ACTIVITIES

A. Definition

“Extra-curricular activities” means activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board of Education; “extra-curricular activities” also includes the pupil clubs, associations, and organizations that conduct those activities. “Extra-curricular activities” does not include athletic competitions or practices or athletic teams or organizations.

B. Recognition

1. All extra-curricular activities must be approved by the Board. An organization of pupils or an activity conducted by and for pupils becomes an extra-curricular activity only when it has been duly approved by the Board.
2. The Board will approve annually and maintain a list of approved extra-curricular activities, which will be distributed to Principals. The list will include:
 - a. Those extra-curricular activities that have been in operation and have been found to address satisfactorily a continuing need,
 - b. Newly approved extra-curricular activities,
 - c. A brief description of each approved activity,
 - d. The name of the advisor of each activity, and
 - e. The name of the custodian of the activity's fund.
3. A new extra-curricular activity may be initiated in accordance with the following procedures:
 - a. A written proposal for the new activity must be submitted to the principal. The proposal will include;
 - (1) The name and purpose of the proposed activity and the date of the request,
 - (2) The name of a faculty member who has agreed to be its advisor,
 - (3) A plan for the use of school facilities, including the facility required, the times and frequency of use, and the portion of the school year the facility will be used,
 - (4) The need, if any, for support personnel or services,

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- (5) A description of the activities that participating pupils will conduct,
 - (6) An estimation of the costs, if any, that the activity will incur,
 - (7) A statement as to whether or not the proposed activity will involve fund raising and, if fund raising will be involved, the use that will be made of those funds,
 - (8) The manner in which pupil leaders will be chosen and organizational decisions will be made,
 - (9) The number of pupils who intend to participate in the activity, and
 - (10) Qualifications for participation, if any, and, if pupils must qualify on a basis other than interest and availability, the rationale for that qualification.
- b. A duly submitted proposal for a new extra-curricular activity will be approved if:
- (1) Its objectives are in harmony with the educational goals adopted by the Board;
 - (2) It is designed to meet assessed pupil needs and interests;
 - (3) At least 20 pupils have expressed an intention to participate in the activity;
 - (4) Participation is open to all interested pupils available for participation or, if participation is limited, any qualifications for participation are reasonably justified by the purpose of the activity;
 - (5) The proposed use of school facilities does not interfere with the instructional program or the conduct of established extra-curricular activities; and
 - (6) The proposed activity will be properly supervised.

C. Evaluation

1. An evaluation of each extra-curricular activity will be conducted by the Principal and the advisor at the end of the school year or the conclusion of the activity.

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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 May 1.
5. The Superintendent will conduct an annual evaluation of the overall program of extra-curricular activities.

Adopted: 14 January 2014