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The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of co-curricular activities for pupils enrolled in grades 7 through 12. The Board shall maintain the program of co-curricular activities at no cost to participating pupils, except that pupils may be required to provide supplies in accordance with Board Policy No. 2520 on instructional supplies and pupils may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

For purposes of this policy, co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and do not include athletic competitions and practices. Co-curricular activities must be related to the curriculum but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

The Board will permit the use of school facilities by organizations of pupils during pupil activity periods. No group of pupils, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

No co-curricular activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent.

Pupils shall be fully informed of the co-curricular activities available to them and of the eligibility standards established for participation in co-curricular activities. Co-curricular activities shall be available to all pupils who voluntarily elect to participate except that where eligibility requirements specific to an organization are necessary or desirable, the Board shall be so informed and must approve the establishment of such eligibility standards before they may be operable.
The Board will not permit the organization of a fraternity, sorority, or secret society.

A pupil in grades 7 through 12 is ineligible for participation in co-curricular activities if he or she has:
1. Demonstrated unsatisfactory attendance by receiving a warning notice of unsatisfactory attendance;
2. Failed a course required for promotion or graduation in the preceding semester; or
3. Received a notice of warning of failure in a course required for promotion or graduation in the current semester.

Notwithstanding these standards, a pupil who has commenced preparation for participation in a public performance of a concert, recital, drama, debate or the like may continue to participate until the pupil has completed the performance.

No pupil who has been absent for a school day or who arrives later than a regular delayed opening schedule start time may participate in a co-curricular activity scheduled for the afternoon or evening of that school day.

The Superintendent shall prepare procedures to implement a co-curricular program and shall assess the needs and interests of the pupils of this district and provide for the continuing evaluation of the co-curricular program.

Adopted: November 3, 2009
Revised: March 6, 2012
Revised: September 16, 2014
2430 - CO-CURRICULAR ACTIVITIES

Section: Program □ Date Created: November, 2009 □ Date Edited: September, 2014

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" does not 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. The Director of Athletics and Student Activities will annually maintain a list of approved co-curricular activities, which will be distributed to Principals and approved by the Board. The list will include:

   a. Those co-curricular activities that have been in operation and have been found to address satisfactorily a continuing need,

   b. Newly approved co-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 or inactive co-curricular activity (has not run for two or more years) may be initiated in accordance with the following procedures:

   a. A written proposal for the new activity must be submitted to the Director of Athletics and Student Activities by March 1st for the following school year. The proposal should be approved by the Director of Athletics and Student Activities and building Principals, and then forwarded to the Student Activities Committee for BOE approval. 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) A description of the activities that participating pupils will conduct;

(5) An estimation of the costs, if any, that the activity will incur,

(6) 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,

(7) The manner in which pupil leaders will be chosen and organizational decisions will be made,

(8) The number of pupils who intend to participate in the activity, and

(9) 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 or inactive co-curricular activity will be approved May 1st by the Student Activities Committee 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 ten 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 co-curricular activities; and

(6) The proposed activity will be properly supervised.

4. Payment

   a. If initial approval is granted by the Student Activities Committee, the advisor will, on a volunteer basis, initiate the club beginning in September of the upcoming school year.

   b. Upon completion of the provisional year, if the Board of Education votes to include the activity, then the stipend amount will be determined by the negotiated co-curricular pay scale.
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 and/or teacher may 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 building administrator and Director of Athletics and Student Activities. If the pupil adheres to the plan and demonstrates his/her improved attendance within a period of not less than one month, the pupil may be reinstated to participation in co-curricular activities.

6. A pupil who has been suspended from participation in co-curricular activities for reason of poor academic performance will be offered an opportunity to establish, with the guidance counselor and Director of Athletics and Student Activities, performance goals in the subject(s) in which he/she is performing below expectation. The performance goals should include concrete objectives and timelines for improvement. When the pupil meets the agreed upon performance goals, he/she may be reinstated to participation in 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. Co-curricular advisors will be provided with an advisors' handbook that includes, as a minimum, these regulations and detailed school procedures for the conduct of co-curricular activities.

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 Director of Athletics and Student Activities a monthly report of activities for the school year. This shall include agendas, meeting schedules, and attendance records.

e. Ascertain that each participating pupil is involved in the activity to the extent commensurate with his/her interests and abilities;

f. Report periodically on the conduct and/or achievements of the activity;

g. Take all reasonable and necessary steps to safeguard the health and safety of participating pupils, including the prohibition of hazing and similar initiation rites;

h. Ensure the proper accounting and deposit of any funds raised or collected by the activity, in accordance with Policy No. 6660; and

i. Cooperate with the Director of Athletics and Student Activities in a year-end evaluation of the activity.

4. 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 use of facility from the Director of Athletics and Student Activities;

   b. Provide publicity and advertising information to the student body 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 Director of Athletics and Student 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.

5. Staff members other than the activity advisor may need to 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 Director of Athletics and Student Activities 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 Director of Athletics and Student Activities will conduct an annual evaluation of the overall program of co-curricular activities, based upon criteria contained in 3. b.

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 advisor 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;

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.

Adopted: November 3, 2009
Revised: September 16, 2014
Revised:
3244. IN-SERVICE TRAINING

The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district-wide and school-wide programs as well as individual personal improvement programs.

The Superintendent or designee shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall may include the demonstrable results by which the effectiveness of the program will be evaluated.

The Superintendent or designee shall report periodically to the Board on the conduct of the in-service training program and the results of its evaluation.

N.J.A.C. 6A:9-15.1 et seq.
Adopted: January 19, 2010
Revised:
3310. ACADEMIC FREEDOM

The curriculum adopted by the Board of Education is designed to address the educational goals established for this school district and to meet the needs of pupils students. The course guides prepared for each course of study describe the material to be covered in each course and, in general, the approach to be employed by the teaching staff member responsible for the course.

The Board recognizes that some deviation from the course guide is necessary to the free exchange of ideas within the classroom. Exposure to a wide range of ideas encourages the spirit of inquiry that is essential to the learning process; the thorough examination of those ideas aids pupils students in developing powers of reasoning and in acquiring habits of academic discipline.

The Board directs that the discussion of any issue not specifically covered by the course guide be conducted in an unprejudiced and dispassionate manner. The Board will not condone classroom discussion that is unrelated to the educational goals of this district or to the subject of the course of study, disrupts the educational process, does not match the maturity level of the pupils students, neglects to inform pupils students of various responsible points of view on the subject under discussion, or fails to take into account the sensibilities of the community.

Cross reference: Policy Guide No. 2240
Adopted: January 19, 2010
Revised:
POLICY

3322. STAFF MEMBER’S PERSONAL USE OF CELLULAR TELEPHONES

The Warren Hills Regional Board of Education recognizes a school teaching staff member may need to make a personal telephone call during their workday when the telephone call cannot be made before the staff member reports to work and/or after the staff member’s workday has concluded.

In the event the staff member has an occasion to make a personal telephone call during their workday, and the telephone call is of such a nature that it cannot be made before the staff member’s workday begins or after the workday has concluded, the school staff member may make a personal telephone call using their personal cellular telephone during the workday provided the telephone call is made during the staff member’s duty free lunch/break periods and/or preparation periods for teaching staff and is made outside the presence of pupils students either in an area inside or outside the school building designated by the staff member’s Building Principal or immediate supervisor.

A personal telephone call by a school staff member on their personal cellular telephone shall not be made while the staff member is performing assigned school district responsibilities.

In the event the staff member has an emergency requiring immediate attention that requires the personal use of their personal cellular telephone, the teaching staff member shall inform their Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

Adopted: January 19, 2010
Revised:
4322. STAFF MEMBER’S PERSONAL USE OF CELLULAR TELEPHONES

The Board of Education recognizes a school support staff member may have the need to make a personal telephone call during their workday when the telephone call cannot be made before the staff member reports to work and/or after the staff member’s workday has concluded.

In the event the staff member has an occasion to make a personal telephone call during their workday, and the telephone call is of such a nature that it cannot be made before the staff member’s workday begins or after the workday has concluded, the school staff member may make a personal telephone call using their personal cellular telephone during the workday provided the telephone call is made during the staff member’s free lunch/break periods and is made outside the presence of pupils either in an area inside or outside the school building designated by the staff member’s Building Principal or immediate supervisor.

A personal telephone call by a support staff member on their personal cellular telephone shall not be made while the support staff member is performing assigned school district responsibilities.

In the event the staff member has an emergency requiring immediate attention that requires the personal use of their personal cellular telephone, the support staff member shall inform their Building Principal or immediate supervisor before making the call or immediately after using the cellular telephone, depending on the nature of the emergency.

Adopted:
7320. LEASE OF SCHOOL PREMISES

The Board of Education will consider leasing premises owned by this Board and not presently used in the instructional program of the school district, provided that any such lease does not interfere in any way with the attainment of educational goals.

No lease shall be entered except by the resolution of the Board duly adopted, which authorizes the President of the Board to enter a lease contract and states the premises to be leased, the name and address of the lessee, the purposes for which the lessee intends to use the premises, the rental fee, the term of the lease, and such other terms and conditions as may be recommended by the Board Attorney and accepted by the Board. Any lease entered by this Board shall be in writing; a lease the term of which will extend beyond the life of this Board shall include the conditions that it will terminate unless ratified by the successor Board and any succeeding Boards.

No premises of this school district will be leased unless the lessee provides insurance in the a minimum amount of $1,000,000 bodily injury and $500,000 property damage for any claim arising out of the lessee's use of the lease premises and supplies documentation satisfactory to the Board as proof of that coverage.

Adopted: January 19, 2009
Revised:
7480. MOTOR VEHICLES ON SCHOOL PROPERTY

The school grounds owned and maintained by this Board of Education are subject to damage by motor vehicles. Accordingly, the Board has provided areas, adjacent to the school building, in which employees of the district, students and visitors to the schools may drive and park motor vehicles.

The Board prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snow mobiles, and mopeds, for any purpose on any part of the school property owned by the Board other than the driving and parking areas established by the Board except as expressly permitted by the business administrator/board secretary.

The Board directs the Superintendent to have conspicuous notices posted forbidding the parking of motor vehicles in undesignated areas of the school grounds.

The Board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

N.J.S.A. 2C:17-3

Cross reference: Policy Guide Nos. 5514, 7513
Adopted: January 19, 2009
Revised:
7490. ANIMALS ON SCHOOL PROPERTY

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils students.

Exclusive of service animals, pet animals are not permitted on school district grounds, except by the express permission of the Building Principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Board directs the Building Principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Adopted: January 19, 2009
Revised: