

**PROCEDURE ON SCHOOL SPONSORSHIP OF EXTRA-CURRICULAR ACTIVITIES**

- I. Criteria used to determine status of an extra-curricular activity - the status will be determined based on the following critical factors:
  - A. Number of students committed to participating in the activity,
  - B. Availability of facilities and transportation,
  - C. Availability of coaches, directors, and/or supervisors,
  - D. Impact on existing programs,
  - E. Funding sources and fiscal impact; both start-up and continuing, as determined by the administration,
  - F. Local, conference, state, national participation logistics, and
  - G. Equal opportunity (Title IX).

An annual report highlighting these components shall be submitted to the principal by the coach/advisor/director at the end of each season/session/year.

- II. Adding a new extra-curricular activity:
  - A. A "new" activity is one which has not been offered for a period of two or more years. This includes any additional sections or levels added to existing activities.
  - B. Advocates present a written, formal proposal/request to the building principal before November 1 of the school year prior to the school year of implementation. This proposal will include names, addresses, and telephone numbers of proponents/advocates. It will provide data regarding the seven (7) factors cited in the annual report.
  - C. The principal will facilitate preliminary review of the feasibility, using the seven (7) factors.
  - D. The principal will forward the preliminary review and any recommendations to the superintendent.
  - E. The superintendent will review the proposal and the feasibility study and make a recommendation to the School Committee.
  - F. The School Committee will review the findings and act to sponsor, to sanction, or to refuse the addition of the activity.
  - G. If it has been agreed that monies for this new extra-curricular activity are to be cost shared, the monies required for a sanctioned sport must be submitted to the business manager on the following schedule: 1/3 six (6) months prior to the start of the activity, 1/3 three (3) months prior to the start of the activity, and the final 1/3 prior to the first session/meeting of the activity. Any unencumbered funds will be refunded if the activity does not take place.

- III. Deleting an extra-curricular activity:
  - A. The principal will review the seven (7) factors based on the annual report submitted by the coach/advisor/director to the principal at the end of each season/session/year.
  - B. If, after reviewing the seven (7) factors, the principal feels the activity does not merit the continuing allocation of resources, and/or continuing sanctioning, the

principal will recommend to the superintendent the suspension for one year with review for inclusion or the deletion for the following year.

- C. The superintendent will review the recommendation and make a recommendation to the School Committee for action.
- D. Activities which are suspended will automatically be reviewed for reinstatement the following year. Activities which are deleted can only be reactivated through the 'Adding a New Extra-Curricular Activity' procedure.
- E. The School Committee will review the findings and take action.

### III. Definitions:

- A. Sanctioning is a vote by the School Committee to recognize the existence of an extra-curricular activity. School district involvement may vary. Any activity to be sanctioned must follow the guidelines for 'Adding a New Extra-curricular Activity' outlined above; all criteria outlined in Section I must be met. The School Committee will hire and terminate the coach-advisor-director and will determine the continued status of the sanctioned activity on an annual basis.
- B. Sponsorship is a vote by the School Committee to both sanction and core-fund the activity.
- C. Core-funding is basic financial support including facility, coach-advisor-director, officials/event administration expenses, transportation, materials and/or supplies, and uniforms as required.
- D. Non-sanctioned activities are requested to avoid using the school's name when referring to the activity.