



# COOPERSTOWN CENTRAL SCHOOL

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## Establishment of Extra-Curricular Clubs, Activities, and Programs

The Cooperstown Central School District Administration and our Board of Education occasionally receive new requests to support new Extra-Curricular programs through funding and sponsorship. These requests often emanate from students, staff, community members, or through community organizations.

To deal responsibly and systematically with such requests, the following practice will be followed for the establishment of Extra-Curricular clubs, activities and programs at Cooperstown Central School District:

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### I. Consideration by Director of Extra-Curricular Activities and Athletics and Building Principal

Students, persons, or organizations wanting to form Extra-Curricular clubs, activities or clubs to benefit students and enhance the learning culture of our School District shall petition the Building Principal in writing after first meeting with the Director of Extra-Curricular Activities and Athletics. The petition will state the purpose of the proposed club, activity or program and fully describe its mission, vision, and activities. The proposal will state its tangible educational benefits to students.

The Building Principal will then confer with the Director of Extra-Curricular Activities and Athletics, and will interview the students or other persons who submitted a proposal in order to review the appropriateness and usefulness of the new club, activity, or program. They will discuss potential student interest and official advisership.

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### II. Consideration by the Superintendent of Schools and Board of Education Committees

The Building Principal and the Director of Extra-Curricular Advisement and Athletics will meet with the Superintendent of Schools to review the request and details of initial implementation.

The request may then be included for consideration on an agenda of the Board of Education Public Relations, Policy, and Extra-curricular Programs Committee; Budget & Finance Committee; and the Curriculum & Instruction Committee.

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### III. Consideration by the Board of Education Review for Unfunded One-Year Trial Period

With approval of both Board of Education Committees the Superintendent of Schools will direct the Board Clerk to place the proposal on an upcoming Board of Education regular meeting agenda for Board vote by resolution for a one-year trial period of the club, activity, or program. During this one-year trial period, the club, activity or program will be implemented in full force without the financial support of the Board of Education.

The club, activity or program will acceptably meet the criteria according to the following criteria.

- The mission, vision and activities of the club, activity or program.
- Relationship to the District's educational mission, vision and goals
- Participation by students
- Availability of space and other resources
- Relevance to Curriculum
- Adviser interest
- Funding consideration
- Level of commitment of a highly qualified adviser

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#### **IV. Final Approval of Permanence by the Board of Education**

The Board of Education must be assured that the quality of the club, activity or program will be guaranteed to all students in a particular school level target population, as well as its viability in terms of funding and security of resources.

After a one-year trial period the Board of Education, upon the recommendation of the Director of Extra-Curricular Activities, Building Principal and Superintendent of School may grant approval for secure funding support, depending upon availability of funding, including hiring a highly qualified adviser (according to CCSDFA Memorandum of Understanding (MOU) for the following year.

The trial period provides Administration and the Board of Education opportunities to observe and evaluate the club's, activity's, or program's effectiveness and quality in terms of tangible educational benefits to students.

*The Board of Education may, at any time, based on the regular evaluation of a club, activity, or program move to cease support if it is not operating in the best interest of students, lack of educational relevance, or for reasons of financial stress.*