



**NOTICE OF THE MEETING OF THE  
POLICY COMMITTEE MEETING  
SCHOOL DISTRICT OF NEW LONDON  
Monday, August 14, 2023**



**PURPOSE:**

The purpose of this committee is to develop, evaluate, and make recommendations for the implementation of policy.

**RESPONSIBILITIES:**

To support and achieve the purposes of the Policy Committee, the following responsibilities will be incorporated into the Committee's activities and functions:

- Review and/or revise policies.
- Stay current in the field of school law.
- Conduct research into best-practices.
- Seek input from affected individuals.
- Develop policy drafts in the district's format consistent with the philosophy, culture and goals of the Board.
- Recommend draft policies for Board consideration and action.

Public notice is hereby given, as required by law, that the meeting of the Policy Committee of the School District of New London will be held at **1:00 p.m.** on **Monday, August 14, 2023**, at the District Administration Building, 901 West Washington Street, New London, Wisconsin 54961.

Matters to be taken up and discussed at this meeting are as follows:

- A. Public Input
- B. Policy/Administrative Guideline review and discussion:
  - 352 *Field Trips (SECTION TITLE)*
  - 352.1 Student Overnight and Extended Trips/Travel
  - 370 Co-Curricular Activities
  - 374 Fundraising and Collection of Money
  - 377 Interscholastic Activities
  - 377.1 Co-Curricular Professional Development
  - 379 Adding/Dropping a Sport, Activity or Coach
- C. Establish date and time for next meeting

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Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a "meeting" of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

**SCHOOL DISTRICT OF NEW LONDON**  
**8/14/23 POLICY REVIEW**

Name of Policy	Policy Changes	Admin Guideline Changes
352 <i>Field Trips (SECTION TITLE)</i>	N/A	N/A
352.1 Student Overnight and Extended Trips/Travel	No change	Updated timeline for application, as well as timelines on need for extended overnight stays beyond 3 days.
370 Co-Curricular Activities	No change	N/A
374 Fundraising and Collection of Money	No change	Added reference for designee to sign requests
377 Interscholastic Activities	No change	N/A
377.1 Co-Curricular Professional Development	Added approval of building principal	N/A
379 Adding/Dropping a Sport, Activity or Coach	Title change	Title change; Clarification of process of reviewing co-curricular activities and staffing needs.

**STUDENT OVERNIGHT AND EXTENDED TRIPS/TRAVEL**

The Board of Education recognizes the value of student travel.

The Board shall approve all student foreign travel in accordance with the timelines established. Foreign trip/travel is travel to any country outside of the United States.

The District Administrator shall review and approve student extended trips/travel in accordance with the timelines established. Extended trip/travel is travel within the United States that involves an overnight stay of 3 nights or more.

The District Administrator or designee shall review and approve student trips/travel relating to student competitions, student organizations, or any other school-sponsored student overnight trips of less than 3 nights in accordance with the timelines established.

Before any trip is approved, the District Administrator and Building Principal shall review the instructional purposes of the trip, transportation and lodging arrangements, financial responsibilities and district legal responsibilities and liabilities.

An extended student travel rotation schedule shall be utilized.

ADOPTION DATE: August 14, 2006

REVISION DATE(S): March 9, 2009; June 25, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1 Rotation Schedule  
Exhibit 2 Application to the District Administrator for  
Extended Travel  
Exhibit 3 Approval/Checklist of Documents to be  
Submitted for Student Travel

LEGAL REFERENCE:

**No change recommended.**

## SCHOOL DISTRICT OF NEW LONDON

### ADMINISTRATIVE GUIDELINE

#### 352.1 - STUDENT OVERNIGHT AND EXTENDED TRIPS/TRAVEL

- A. All overnight student trips/travel will adhere to the following standards:
1. If at any time after initial approval is granted the trip/travel is canceled, the District Administrator will be contacted immediately.
  2. Chaperones must be age 21 or older and must agree to follow all district policies/procedures and rules, as well as duties and guidelines assigned. Background checks must be completed on all chaperones attending trip if they are not employed by the School District of New London.
  3. The number of students per chaperone on a trip will not, without approval, exceed 10 to 1.
  4. Loss of instructional time will be considered when approving student trips/travel. It is expected that trips/travel be planned around natural school breaks such as winter or spring break.
  5. Emergency medical forms and parental release forms must be completed and signed by each student/parent.
  6. Trip/travel documentation/student rosters will be kept in a shared electronic format.
  7. All students participating in trips/travel will be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and co-curricular handbook. Bags may be searched at any time. Any student violating such rules will be subject to disciplinary action.
  8. A rotation schedule has been established for foreign and extended student trips/travel (Exhibit 1). The number of given trips will not exceed those outlined.
  9. Students must be enrolled as students at the time of departure in order to attend a class or organization trip. Exceptions may be determined by District Administrator or designee.
- B. The Board of Education will approve all **foreign travel** as follows:
1. The District Administrator must approve the trip 24 months in advance of the trip by completing the "Application to the District Administrator for Extended Student Travel" (Exhibit 2). This is for the commitment of the trip only. If the designated group does not wish to take a trip on their assigned year, the group/organization have the right to refuse

and the slot may be filled by another group who must apply to the District Administrator.

2. Application of the entire trip must be made 18 months in advance to the Board of Education for approval by completing the "Approval/Checklist of Documents to be Submitted for Student Extended Travel" (Exhibit 3).
  3. A summary report to the Board of Education will be required after any foreign trip has been taken.
- C. The Board of Education authorizes the District Administrator to approve **extended student trips/travel of 3 nights** or more as follows:
1. The District Administrator must approve the trip 18 months in advance of the trip by completing the "Application to the District Administrator for Extended Student Travel" (Exhibit 2). This is for the commitment of the trip only. If the designated group does not wish to take a trip on their assigned year, the group/organization have the right to refuse and the slot may be filled by another group who must apply to the District Administrator.
  2. Application of the entire trip must be made ~~12~~ 124 months in advance to the District Administrator for approval by completing the "Approval/Checklist of Documents to be Submitted for Student Extended Travel" (Exhibit 3).
- D. The District Administrator or designee shall approve student trips or travel relating to student competitions (i.e., athletics, show choir, jazz band), student organizations (i.e., forensics), or any other school-sponsored student **overnight trips of less than 3 nights**. Documentation shall be submitted as per building procedure. Should the need to exceed 3 nights arise, District Administrator will be notified.
- E. The following is required to be submitted to the District Administrator or designee 2 months prior to foreign travel or travel of 3 nights or more:
- a. List of chaperones. Background checks must be completed on all chaperones attending if they are not employees of the School District of New London.
  - b. List of students attending and current grade.
- F. The following is required to be submitted to the District Administrator or designee 2 weeks prior to foreign travel or travel of 3 nights or more:
- a. Final list of students attending.
  - b. Final list of chaperones attending.
  - c. List of emergency contact numbers.

- d. Phone numbers for students and chaperones in case of an emergency and someone needed to be contacted back at home.
  - e. Any changes to daily itinerary, flight/transportation, or transportation schedules.
- G. Any changes in chaperones or students attending, emergency contact numbers, daily itinerary, or transportation schedule must be communicated to the District Administrator or designee **prior** to departure.

ADOPTION DATE: August 14, 2006

REVISION DATE(S): March 9, 2009; June 25, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 352.1 Student Overnight and Extended Trips/Travel  
Exhibit 1 Rotation Schedule  
Exhibit 2 Application to the District Administrator for Extended Travel  
Exhibit 3 Approval/Checklist of Documents to be Submitted for Student Travel

LEGAL REFERENCE:

Updated timeline for application, as well as timelines on need for extended overnight stays beyond 3 days.

**SCHOOL DISTRICT OF NEW LONDON  
EXTENDED STUDENT TRAVEL THROUGH CLASS/ORGANIZATION  
ROTATION SCHEDULE**

<b>2003-04</b>	April 27-May 2, 2004	Music Department (Show Choir/Band)	New York
	June 9-16, 2004	Spanish Club	Costa Rica
<b>2004-05</b>	June 7-24, 2005	German Club	Europe
<b>2005-06</b>	April 18-24, 2006	Music Department (Band)	Hawaii
<b>2006-07</b>	June 10-20, 2007	Spanish Club	Spain
<b>2007-08</b>	April 10-15, 2008	Music Department	New York
		German Club	
<b>2008-09</b>			
<b>2009-10</b>	June 7-15, 2010	Spanish Club	Costa Rica
<b>2010-11</b>	April 6-12, 2011	Music Department (Show Choir/Band)	Florida
<b>2011-12</b>	April 18-23, 2012	Music Department (Show Choir/Band)	New York
<b>2012-13</b>	March 20-29, 2013	Spanish	Costa Rica
<b>2013-14</b>			
<b>2014-15</b>	April 14-19, 2015	8 <sup>th</sup> /9 <sup>th</sup> Graders	Washington D.C.

	March 29-April 1, 2015	Music Department (Choir/Band—Juniors and Seniors)	Chicago
<b>2015-16</b>	March 16-23, 2016	Spanish	Guatemala
<b>2016-17</b>	March 20-26, 2017	Music Department (Choir/Band)	New York
	April 4-9, 2017	8 <sup>th</sup> /9 <sup>th</sup> Graders	Washington D.C.
<b>2017-18</b>			
<b>2018-19</b>	April 4-6, 2019	Music Department (Choir/Band) close trip: 1-2 nights ("small" trip-every four years)	Chicago
	April 12-21, 2019	Spanish (every 3 years)	Spain
	June 3-7, 2019	End of 8th/9th grade	Washington D.C.
<b>2019-20</b>	June—CANCELED DUE TO COVID	End of 8th grade	Washington D.C.
<b>2020-21</b>	June—CANCELED DUE TO COVID	End of 8th grade	Washington D.C.
	CANCELED DUE TO COVID	Music Department (Choir/Band) ("large" trip every 4 years)	Hawaii
<b>2021-22</b>	March 31-April 5	Baseball	Florida
	April	Music Department (Choir/Band) ("large" trip every 4 years--cycle changed due to COVID)	Hawaii
	June	End of 8th grade	Washington D.C.
<b>2022-23</b>	June	End of 8th grade	Washington D.C.



	July 9-26	Agri-Science	Ireland
<b>2023-24</b>	June	End of 8th grade	Washington D.C.
	TBD	Music Department (Choir/Band) close trip: 1-2 nights ("small" trip-every four years)	Chicago/ Milwaukee /Twin Cities (TBD)
	TBD	Spanish (every 3 years—one cycle changed to 2 years due to COVID)	Costa Rica
<b>2024-25</b>	June	End of 8th grade	Washington D.C.
<b>2025-26</b>	June	End of 8th grade	Washington D.C.
	April	Music Department (Choir/Band) ("large" trip) (every 4 years)	
<b>2026-27</b>	June	End of 8th grade	Washington D.C.
	TBD	Spanish (every 3 years)	



**SCHOOL DISTRICT OF NEW LONDON**  
**APPLICATION TO THE DISTRICT ADMINISTRATOR**  
**FOR**  
**STUDENT OVERNIGHT AND EXTENDED TRIPS/TRAVEL**



**Application for extended student travel must be made to the District Administrator**  
**24 months prior to any foreign travel and**  
**18 months prior to any domestic travel of 3 nights or more.**

Name of group: \_\_\_\_\_

Name of individual completing this application: \_\_\_\_\_

Dates of trip: \_\_\_\_\_

Where trip is being taken: \_\_\_\_\_

Is this the rotation year of the group?  Yes  No  
 If no, state reason why this request is being made. \_\_\_\_\_

Educational value/instructional purposes of trip: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature

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Approved  
 Not Approved—Reason: \_\_\_\_\_

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 District Administrator

Copy to: Building Principal



**SCHOOL DISTRICT OF NEW LONDON  
APPROVAL/CHECKLIST OF DOCUMENTS TO BE  
SUBMITTED FOR STUDENT OVERNIGHT AND EXTENDED  
TRIPS/TRAVEL**



**For foreign travel**, this form, along with supporting documents, must be completed and submitted **eighteen (18) months prior to the trip to the Board of Education.**

**For extended travel of 3 nights or more**, this form, along with supporting documents, must be completed and submitted ~~twelve (12)~~ **six (6) months prior to the trip to the District Administrator.**

**Name of Trip:**

**Teacher Name:**

**Date(s) of Trip:**

- a. Instructional purposes of trip. (Not required for class/organization trips—already stated on initial request.)
- b. Cost of trip per participant and what is NOT included in price.
- c. An explanation of financial arrangements.
- d. Details of complimentary package.
- e. Approximate departure and return dates.
- f. Daily itinerary.
- g. Travel arrangements, i.e., bus, flight information, schedule
- h. List of chaperones.
- i. Background check form for each chaperone.
- j. Chaperone duties/guidelines.
- k. List of students attending and current grade.
- l. Student rules/expectations.
- m. Certificate of Insurance.
- n. Copy of parental release.
- o. Dates/times that will need to be entered in Aesop for absences of any staff members.

NOTE: Please submit to the District Administrator or designee 2 weeks prior to departure: (1) final list of students attending; (2) final list of chaperones attending; (3) list of emergency contact numbers; (4) phone numbers for students and chaperones in case of an emergency and someone needed to be contacted back at home; (5) any changes to daily itinerary, flight/transportation, or transportation schedules.

Any other changes must be communicated to the District Administrator or designee **prior** to departure.

Approved

Not Approved—Reason: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
District Administrator / Designee

**CO-CURRICULAR ACTIVITIES**

- A. Co-curricular activities are an integral part of the school's program. The following are the criteria for co-curricular activities:
  - 1. Activities are designed to be an extension of some curricular offering or provide positive educational experiences.
  - 2. Students are restricted to those activities appropriate to their age and/or grade level as established under the direction of the District Administrator.
  - 3. All rules and regulations for participation in co-curricular activities must be approved by the Board of Education.
  - 4. Activities and events shall be scheduled in such a way as to minimize infringement upon the regular school day and avoid interference with the daily schedule of classes. Any activity or event scheduled during the school day must have approval of the building principal.
  
- B. The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

ADOPTION DATE: April 15, 1996

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 379 Adding/Dropping Sports or Activities and Coaches  
Policy 411 Equal Educational Opportunities/Complaint Procedures

LEGAL REFERENCE: Section 118.13 Wisconsin Statutes  
Section 120.13(1) Wisconsin Statutes  
PI 9.03(1) Wisconsin Administrative Code

**No Change**

**FUNDRAISING AND COLLECTION OF MONEY**

- A. This policy will cover all fundraising activities by school-sanctioned groups and organizations associated with the School District of New London.
- B. Fundraising activities help student organizations and clubs by providing additional funds for supplies and equipment. Fundraising activities may also provide for extended educational opportunities (study tours, etc.) that require financial assistance.
- C. In order to be sensitive to the time requirements placed on students and the financial burden placed on the student's family and the community, the number of fundraising events per school or per club/activity may be limited by the building principal. An elementary school or middle school will have no more than one major fundraising project per year. Generally, a middle school or high school activity group will have only one major fundraising project per year.
  - 1. Definition of a major fundraising project: One which goes beyond the school's staff, students, and visitors. This does not apply to activities such as selling apparel at school events, car washes, or bake sales at a school-sponsored event.
- D. The district encourages the sale or distribution of non-food items or nutrient dense foods for all school functions, fundraisers, and other activities.
- E. Participation in any fundraising activity must be voluntary. Solicitation of family, friends, and neighbors is acceptable; however, "Door-to-door" solicitation by elementary age students is not permitted. According to state statute, no child under the age of 12 may participate in any fundraising unless he/she has written permission.
- F. Student groups may conduct projects for charitable giving of their choice with the approval of the building principal. These projects must follow the rules set forth in Board policies and procedures.
- G. Parent school-related groups must abide by this policy. No solicitation of pupils for funds or involvement in fundraising projects for charitable, philanthropic, or benevolent organizations or purposes will be permitted, without the written permission of the building principal or his/her designee; this does not apply to projects of Parent/Teacher associations.
- H. All funds collected will be recorded, deposited, and expended in accordance with Board policies/procedures or as established by the Director of Business Services. Only parent organizations will be permitted to maintain separate checking/savings accounts.

ADOPTION DATE: August 14, 2006

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1 Fundraising Application Form  
Policy 458 Wellness Policy  
Policy 662.1 Agency Fund (Student Activity)

LEGAL REFERENCE: Section 103.23 Wisconsin Statutes

No Change



## SCHOOL DISTRICT OF NEW LONDON

### ADMINISTRATIVE GUIDELINE 374 - FUNDRAISING AND COLLECTION OF MONEY

- A. A school calendar for all known fundraising activities including those in which the community is to be involved will be prepared by club advisors or officers and submitted to the principal to reduce date conflicts. The calendar will be submitted to the district administrator.
- B. Fundraising within the school will not be authorized unless the following requirements have been completed:
  - 1. The advisor of each club or co-curricular activity will submit the Fundraising Application form (Exhibit 1) justifying the reason(s) for the fundraising.
  - 2. The statement will be submitted to the building principal or his/her designee at least two weeks prior to the date the fundraising is to be conducted.
  - 3. The statement will include the list of items to be sold, the period of selling time, and the purpose for which the funds will be used.
  - 4. If approved, the request will be signed by the principal or designee and returned to the advisor.
  - 5. The district administrator will be apprised by each principal of what is pending and veto the project if deemed inadvisable.
- C. No student will be notified of a fundraising activity or be allowed to participate in a fundraising activity until the activity has been approved by the Building Principal and a contract has been signed.
- D. No staff member will be allowed to sign a contract or enter into an agreement for a fundraising activity until the Fundraising Application Form (Exhibit 1) has been completed and approved.
- E. Following approval of the fundraising activity, the following conditions must be met:
  - 1. The activity will not interfere with school proceedings and the process of education.
  - 2. The sale items must be of acceptable quality and good aesthetic taste.
  - 3. The proceeds of the fundraising activity must be processed through the Student Activity Fund Accounts.



- F. Graduating classes will designate the expenditures of funds from their accounts for a purpose beneficial to the school, community, and approved under normal district procedures. Upon graduation, funds remaining in a student activity account will become the property of the school district and may be reassigned within the student activity accounts.
- G. All student activity accounts must end the year with either a positive or zero balance. Any advisor to a club or organization, which ends the year with an activity account which has a negative balance, must prepare a correction plan with the principal. The Director of Business Services must also approve the correction plan, which when approved, will be placed on file for the annual audit.

ADOPTION DATE: August 14, 2006

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 374 Fundraising and Collection of Money  
Exhibit 1 Fundraising Application Form  
Policy 458 Wellness Policy  
Policy 662.1 Agency Fund (Student Activity)

LEGAL REFERENCE: Section 103.23 Wisconsin Statutes

Reference to designee to sign requests.

**INTERSCHOLASTIC ATHLETICS**

Qualified personnel shall be provided for coaching and supervising individual sports.

The Board of Education supports co-curricular activities that encourage maximum participation, and which are organized to meet the physical, intellectual, social and emotional needs of students. The District shall hold membership in the Wisconsin Interscholastic Athletic Association (WIAA). All athletic matters will adhere to the rules and regulations of the WIAA and National Federation of State High School Associations (NFHS). The District will further develop a local athletic code to govern the conduct and philosophy of participating athletes and coaches.

It is the policy of the School District of New London that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical mental, emotional or learning disability. The District encourages informal resolution of complaints under this policy. Formal complaints shall be processed in accordance with established procedures.

ADOPTION DATE: February 8, 2016

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No Change

**CO-CURRICULAR PROFESSIONAL DEVELOPMENT**

The School District of New London will support appropriate, relevant, and ongoing training through the provision of up to two (2) professional development days to be used for attendance at clinics, camps, state tournaments, or other training in an effort to enhance coaching methods and professional learning.

All requests for professional development must be approved by the Athletic/Activities Director and ~~District Administrator~~ Building Principal.

ADOPTION DATE: February 8, 2016

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

Added approval by Building Principal.

**ADDING/DROPPING A ~~SPORT, ACTIVITY, OR COACH~~CO-CURRICULAR  
ACTIVITY**

The Board of Education recognizes the need to establish a system for assessing the extracurricular programs in light of additional needs or possible reductions. Procedure 37~~5~~9 establishes a procedure with which the District can assess the current programs and requests for additional programs.

ADOPTION DATE: April 15, 1996

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1 Activity Proposal Form

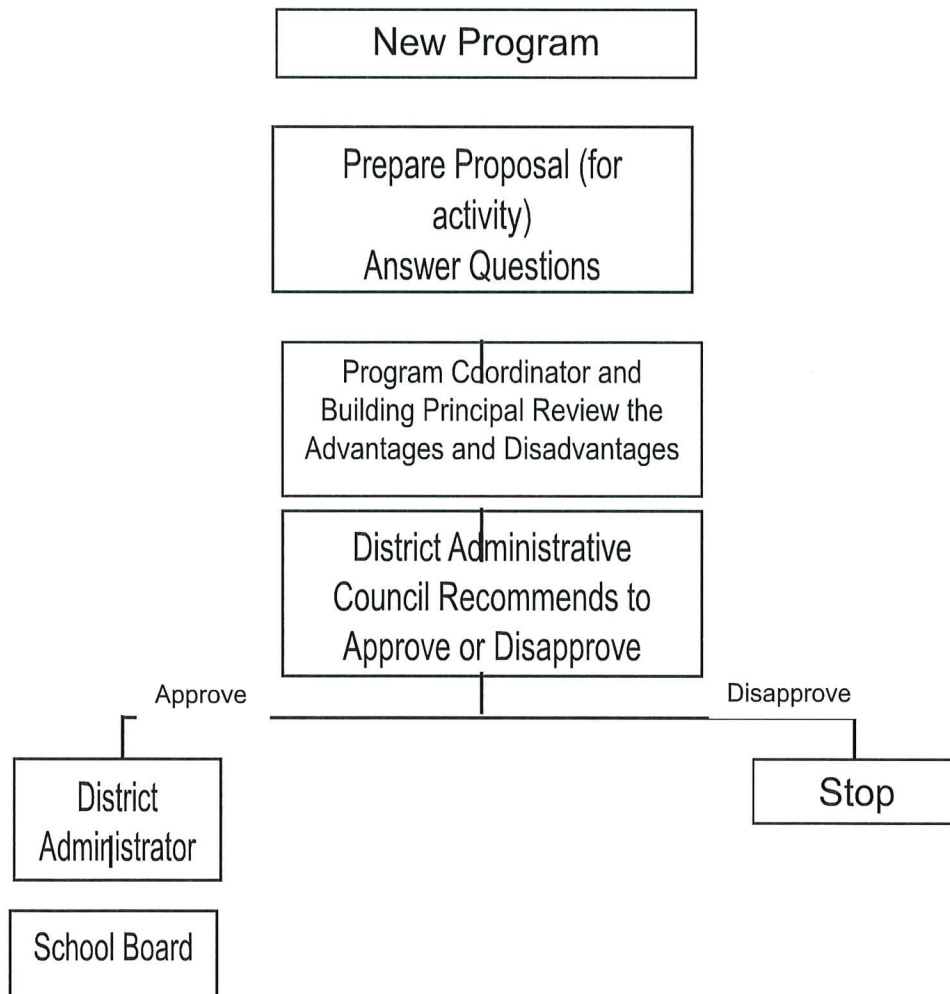
LEGAL REFERENCE:

Title change

**SCHOOL DISTRICT OF NEW LONDON**

**ADMINISTRATIVE GUIDELINE  
379 - ADDING/DROPPING ~~A SPORT, ACTIVITY, OR COACH A~~  
CO-CURRICULAR ACTIVITY**

- A. Interested person(s) or group(s) must complete the detailed Activity Proposal Form.
- B. The proposal is forwarded to the Program Coordinator and Building Principal(s) for review of advantages and disadvantages.
- C. The proposal is then forwarded to the ~~Director Team-District Administrative Council~~, where it will be viewed using the Activity Evaluation Guidelines. Approval or disapproval occurs at this level.
- D. If the proposal is approved, it is then forwarded to the District Administrator who presents it to the Board of Education for final approval or disapproval.
- E. **Steps of Flow Chart**



1. New Program desired (staff or community support group)
2. Prepare the Activity Proposal form (indepth) (Exhibit 1)
3. The Proposal is sent to the Program Coordinator and Building Principal(s) where a review of the advantages/disadvantages will occur. Principal(s) will make a recommendation to the Administrators' Council.
4. The Proposal is then sent to the ~~District Administrative Council~~ Director Team where recommendation to Approve/Disapprove will occur.
5. The Proposal, if approved, will be sent to the District Administrator, who will recommend approval to the Board of Education.

F. **Program Evaluation Guidelines**

1. The following prioritized considerations should be used when considering changes to the Student Activities Program:
  - a. Does the activity correct existing inequities between sexes, programs, and buildings? (Title IX) (mandated programs)
  - b. Will the new activity complement or enhance an existing program?
  - c. Does the activity adjust or improve an existing program?
  - d. Does the new activity have an advocate group?
  - e. Does the activity have a proposed entry level for the desired activity?
2. All proposals should address the following considerations:
  - a. Cost of the activity.
  - b. Level of participation.
  - c. How it supports other activities in the district.
  - d. Facility availability.
  - e. Availability of competition.
  - f. Student/faculty time loss from school.



- g. Must be District funded.
- 3. The Administrative Council will submit reasons for acceptance or denial of proposed activity.

**G. Recommended Number of Participants for Co-Curricular Activities**

- 1. ~~To be considered for district approval, any/all activities must possess a minimum of 15 participants. If numbers fall below participation limits, the program is placed on a probationary status. If the numbers are not met the following year, the program is dropped.~~  
The Athletic Director, building principals, and the District Administrator will review student participation in clubs and activities each year and determine if the program will continue for the current academic year.
- 2. ~~For an activity to be reinstated, it must be approved by the Board of Education through the Activity Proposal process.~~

**H. Recommended Number of Coaches/Advisors for Co-Curricular Activities**

- 1. In order to provide a safe, enjoyable, positive learning environment within the School District of New London's co-curricular activities, funding for additional Coaches/advisors may need to be added when participation levels exceed normal limits. A ~~written~~ request must be made to the ~~affected Activity Coordinator~~ Athletic Director or affected Building Principal who, in turn, will forward the request to the ~~District Administration Council~~ Director Team for approval. If recommended by the ~~District Administrative Council~~ Director Team, ~~the proposal is sent to the Board of Education for final approval.~~

- I. Any co-curricular activity that is formally dropped from the Board approved co-curricular listing, to be reinstated, it must be approved by the Board of Education through the Activity Proposal process.

ADOPTION DATE: April 15, 1996

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 379 Adding/Dropping a Sport, Activity, or Coach  
Exhibit 1 Activity Proposal Form

LEGAL REFERENCE:

Clarification of process of reviewing co-curricular activities and staffing needs.