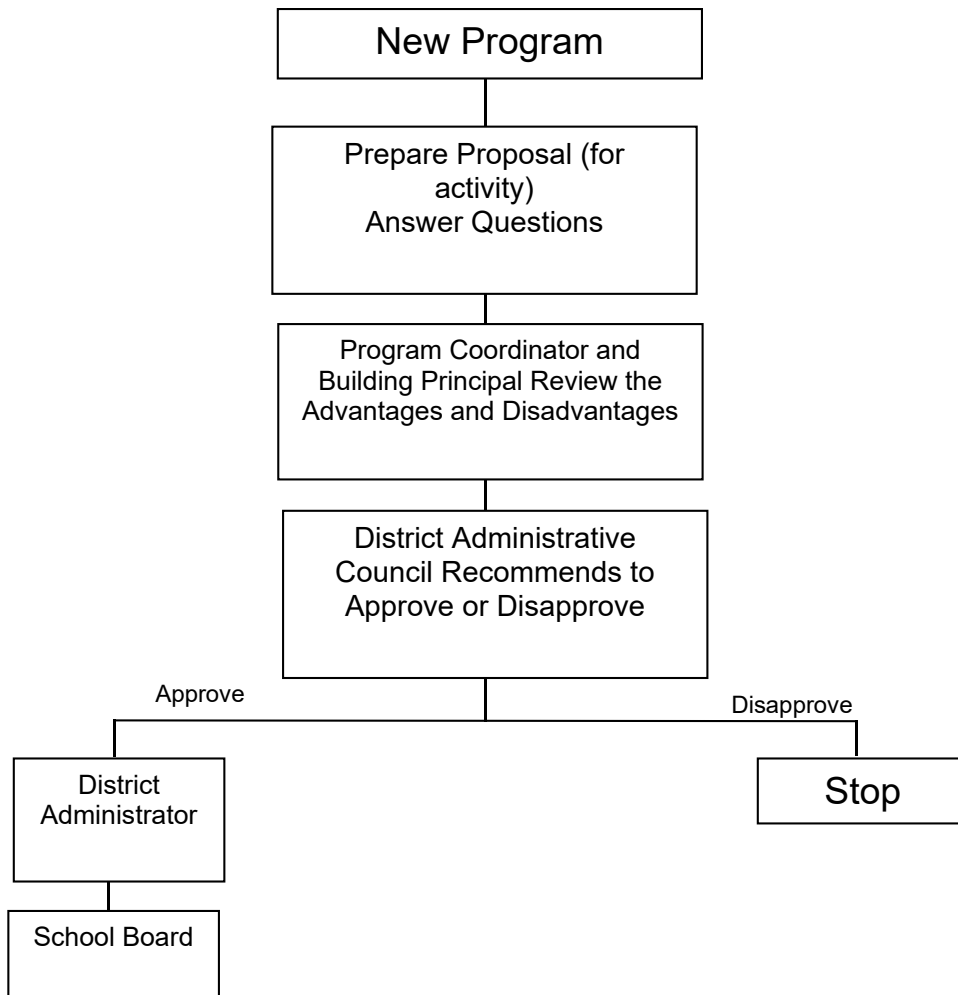


SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 379 - ADDING/DROPPING 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, 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 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. 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.

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 request must be made to the Athletic Director or affected Building Principal who, in turn, will forward the request to the Director Team for 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): August 14, 2023

REVIEW DATE(S): August 14, 2023

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

LEGAL REFERENCE: