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**EGG HARBOR TOWNSHIP SCHOOL DISTRICT**

**ATHLETIC DEPARTMENT**

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CO-CURRICULAR GUIDE

**EGG HARBOR TOWNSHIP HIGH SCHOOL**

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**ALDER MIDDLE SCHOOL**

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**INTRODUCTION**

This Co-Curricular Guide has been developed to provide advisors with the necessary information to best serve the students of EHTHS. The clubs and activities are designed to help young people develop their unique gifts and talents, individually and collectively. Your role as an advisor is to facilitate this process. You are to foster the development of gifts and talents by establishing an environment in which students can develop leadership skills and learn responsibility.

**School Philosophy**

Students are our central concern at EHTHS, and the school exists in order to provide an educational environment that encourages students to learn and requires them to exercise flexibility, imagination, sensibility and sensitivity.

Education at EHTHS offers programs responsive to students’ needs, interests, abilities and goals. By encouraging students to participate in the process, the school promotes self-direction and a development of self-worth, as well as, a respect for the needs, rights and feelings of others. The school’s programs are designed to develop the useful skills needed to become responsible and functioning members of an increasingly complex technological society. Education at EHTHS aims to instill in students an appreciation of American and world cultures and an awareness of their responsibilities as citizens. Additionally, by developing critical thinking skills, the students should be able to comprehend and evaluate the forces that influence and control their lives.

**Mission Statement**

The mission of the Egg Harbor Township School District is to ensure that all students acquire knowledge, skills and attitudes necessary to realize their potential and become productive and responsible citizens of a changing world; this is accomplished by providing dynamic educational programs in partnership with parents and our entire diverse community, within our academic, business, cultural and scientific environment.

**General Club Information**

**All Clubs:**

A copy of your constitution must be on file with the Athletic Director. This should include your club’s goals, objectives, activities, procedure for the election of officers, the duties and responsibilities of the officers and club members, the meeting times, expectations of the advisor and funding sources for the club.

* **Each club must have a minimum of fifteen (15) active members.**
* **Each club must hold a minimum of one (1) meeting a month.**
* **A designated club member must complete the club meeting form at every meeting. Forms are to be kept on file by the club and a copy sent to the Athletic Director, monthly.**

At the end of the year, each club must submit to the Athletic Director, the forms indicating the completion of the following individual club guidelines:

**Individual Club Guidelines**

* Competitive Clubs - Minimum of two (2) competitions yearly
* Service Clubs - Mandatory performance of five (5) hours yearly per member.
* Cultural Affairs Clubs - Must hold a minimum of two (2) yearly events open to the public or general student body.
* Public Affairs Clubs - Must hold a minimum of three (3) yearly events open to the public or general student body.
* Personal Interest Clubs - Summary of yearly activities, projects, etc.

**Meeting Guidelines**

* Meetings should be designed so that they last the full activity period. The agenda should be planned so that the activities/materials/topics presented at the meeting are sufficient to warrant a one hour meeting. If meetings are called to distribute information only, an announcement should suffice. **Clubs and activities that hold meetings that last less than one hour, may be placed on inactive status.**
* Minutes must be taken at each meeting by a designated club member.
* **Advisors must be present and actively supervise students for the entire meeting.**
* Students must arrive on time and remain in the meeting room for the entire meeting.
* Students should not be wandering about the building during a meeting.
* Minutes must be submitted by a student to the Athletic Director after each meeting.

**Use of Building**

1. The building/grounds may only be used on a pre-scheduled basis with the knowledge and permission of the Principal. All clubs/activities wishing to use the building must submit the Master Calendar Activity Request Form at least ten (10) school days prior to the scheduled activity.
2. Under no circumstances may the building be used, whether for practice, changing, or procuring equipment without a Black Seal licensed staff member on duty.
3. When school is canceled for weather related reasons, all co-curricular activities are cancelled as well. This includes scheduled competitions, as well as practices and rehearsals. Coaches, directors, advisors or parent groups are not permitted to conduct practices/rehearsals, whether mandatory, optional, either on or off campus, on days when school is cancelled due to weather related conditions.
4. If school is cancelled for other reasons, e.g. power failure, the building principal or his/her designee shall determine if it is appropriate to conduct co-curricular events or practices.
5. This also applies when school is cancelled immediately preceding a weekend or holiday on which events are scheduled.
6. Sunday practices/rehearsals may only be scheduled with the prior approval of the Superintendent or his/her designee.

**The Role and Responsibilities of the Advisor**

**An advisor shall:**

* Guide, lead, shape and provide parameters in which students can make decisions.
* Uphold the rules, spirit and standards of EHTHS.
* Hold students accountable.
* Ensure that all forms are completed accurately and submitted in a timely manner.
* Ensure that the club/activity does not lose money.
* Provide active supervision: an advisor must be present at all activities in which students are present. This includes after school, evening and weekend activities. This responsibility cannot be assigned to a parent unless it is an emergency, or the Athletic Director has granted prior permission.
* Ensure that all Board of Education policies and regulations concerning clubs/activities are followed. Examples of Board policies and regulations include, but are not limited to the following:
	+ Policy Title
	+ Co-Curricular Activities
	+ Student Activities Funds Management
	+ Student Eligibility for Participation in Athletic & Other Co-Curricular Activities in Grades Nine through Twelve
	+ Field Trips
	+ Social Events & Field Trips
	+ Co-Curricular Activities
* Advisors must submit a roster to the Athletic Director after the first sign up meeting.
* No student can participate in a club/activity until they have satisfied the Participation Fee Policy for EHTHS.
* If you are planning an activity that requires a permission slip, such as a trip, the permission slips should be signed and returned in addition to the collection of monies.
* Advisors are responsible for making transportation arrangements.
* If you are planning an activity that requires chaperones, the advisors should have a meeting with the chaperones prior to the activity to discuss the roles and responsibilities of the chaperones. The Athletic Director must approve all chaperones.
* Certain activities require a parent/guardian signature on the permission slip, regardless of the age of the student. See the Athletic Director for details.
* All posters must be approved by an administrator prior to being displayed. Posters may not exceed 3ft. by 3ft. and should be displayed in the dining halls or main hallway outside the dining halls (unless permission is granted by an administrator, to hang them elsewhere). **STUDENTS AND ADVISORS ARE REMINDED THAT THE USE OF SCOTCH TAPE IS PROHIBITED**
* All events, such as proms, sport banquets, musicals, etc., must be placed on the master calendar. Forms will be sent to each advisor during May to schedule those events for the next year.
* All funds must be deposited into the school account within 24 hours.
* Daily announcements must be approved and submitted, on the appropriate form, by advisors the day before the announcement is to be made. No announcements will be made at the end of the school day unless approved by an administrator.

**Student Eligibility**

**Eligibility:**

All students must pass a minimum of six (6) courses per marking period in order to be eligible for participation in co-curricular activities. Eligibility for activities will be determined on a marking period by marking period basis as follows:

1. **Fall activities** - final grades, preceding school year, as appropriate, summer school grades – passing 6 classes. To remain eligible, students must pass 30 credits (6 classes) in the first marking period.

2. **Winter Activities**- first marking period grades- passing 6 classes plus 30 credits previous school year.

3. **Spring activities** – second marking period grades- passing 6 classes and semester average passing 30 credits. To remain eligible students must pass 30 credits in the third marking period.

Note: Students may lose the privilege to participate in co-curricular activities under the following conditions:

Violate the attendance policy.

Cut 4 or more classes

Failure to pass 6 classes in the proceeding marking period

Are placed on a behavioral contract by their Assistant Principal that specifies the loss of co-curricular privileges.

**Note: In order to participate in a co-curricular activity, the student must be in school for at least four (4) hours.**

**Fundraising procedures have changed. Please refer to the application in the Appendix. All Fundraising activities must be approved by the Athletic Director.**

**Fundraising**

* All events sponsored by clubs/activities must be placed on the master calendar. In order to be placed on the master calendar, the advisor must submit a Fundraising Approval Form to the Athletic Director at the end of each school year in May. One more option for fundraisers will be given prior to the beginning of each marking period for one week only. These forms can be found in the main office.
* Each sanctioned club/activity is allowed to participate in fundraising activities. The Board of Education must approve all fundraisers. The Athletic Director will forward the list of fundraisers to the Board of Education.

**In school fundraisers:**

* Food sales – are to be held after school near the dining hall.
* Small item sales – may be held during lunches or after school.
* T-shirt sales – held during lunches.
* Dances – follow directions under ticket sale procedures.
* Productions – follow directions under ticket sale procedures.

**Out of school fundraisers:**

* Car Washes – Advisors must make arrangements with the location where the car wash is being held. If holding a car wash on school grounds, the club must make appropriate arrangements with the Operations Foreman prior to the activity.
* A-thons – Usually held by athletic teams. Coaches are responsible for coordination and must be present.
* Advisors must be present for the entire activity. Advisors must remain until the last student is picked up from the event.

The following fundraising activities are reserved:

* Concession at Boys’ Basketball Games Parents Group
* Concession at Girls’ Basketball Games Cheerleaders
* Concession at Football Games Parents Group
* Homecoming Dance Student Council

**A treasurer’s report should be submitted twice a year, at the end of the 1st semester and at the end of May if the account is held in an outside banking facility.**

**Student Activity Fund Procedures**

1. Tax Exempt Certificates **MUST** be used for purchases and receipts **MUST** be handed in with the voucher.

2. Five (5) days notice is required for check requests and for any cash boxes/change needed for events.

3. Fill out deposit and voucher forms completely. Advisor’s signature is required on all voucher forms. Copies of these forms are in the Athletic Director’s office.

4. To prepare a deposit:

CASH: Place all bills face up in one direction, like denominations together. Use coin wrappers when appropriate.

CHECKS: All checks made payable to **EHTHS**. Remove all staples from checks. **Each check needs a notation (preferably on the check memo line), as to which Activity Account is being credited for the deposit. Use abbreviations when possible.** Group checks by denomination.

5. Make copies of checks if needed for your record-keeping.

**Ticket Sale Procedures**

*Prior to selling tickets to any dance/prom/trip, the advisor must check with the Assistant Principals to obtain a list of students who have lost the privilege to attend co-curricular functions. Once all tickets are purchased, the advisor (s) must provide a list of participants to the Assistant Principals. If any student loses co-curricular privileges after purchasing a ticket, the Assistant Principal will be responsible for notifying the student that they may not attend the function. No refunds will be given to students who lost co-curricular privileges.*

**Dances:**

If your club/activity is sponsoring a dance, the following procedures must be followed:

* Students will not be permitted entry after the first hour of a dance, or the designated time of the activity. **Student ID’s are required for entrance/admittance.**
* Any student who knows that he/she will not be able to arrive within the designated time of the activity must obtain permission for late entry from an assistant principal in advance.
* Students leaving the building will not be permitted to return.
* Disorderly persons will be removed from the building and no refund will be given. Parents will be contacted in the event of such a problem.
* Smoking, alcoholic beverages and drugs are not permitted on school premises. Disciplinary actions will be taken in accordance with the Board of Education policies.
* High school activities are open only to students in grades 9-12. If an activity permits guests to the event, each student is permitted to bring only one guest. All guests’ names must be registered in advance and submitted to an Assistant Principal. **NO GUEST OVER THE AGE OF 19 WILL BE ADMITTED.**
* Personal property is subject to inspection prior to entry to any activity.

**Productions:** (Talent shows, etc.)

* Productions should be placed on the calendar at the end of each school year.
* Arrange for chaperones and submit supervision form to Assistant Principal at least three days prior to the event.

**Ticket Sales for Dances/Activities:**

* If your club/activity is selling tickets the following procedures must be followed:
* Only club/activity members/officers should be present at the location where tickets are being sold.
* Secure a cash box Athletic Director.
* Keep accurate records on a daily basis of who purchased tickets.
* Make a deposit every day with the Athletic Director.

**Ticket Sales for Large Events** (Proms, Class Trips, etc)

* Payment must be by check only.
* Only class members/officers should be present at the location where tickets are being sold.
* Secure a cash box from the Athletic Director

Keep accurate records on a daily basis of who purchased tickets.

Make a deposit every day with the Athletic Director.

**Homecoming**

* Spirit week is the week prior to the homecoming game and dance. On the Thursday evening before the homecoming football game, each of the classes will be allowed to decorate the school under the following rules:
* Each class will be assigned a hallway
* Advisors and two parents (see below) must be present during the decorating. Decorating should be done from 6:00 p.m. and finished no later than 10:00 p.m.
* NO SPRAY PAINT.
* You may decorate doors, but you must be able to open them.
* Windows on doors may not be covered up.
* Do not stick anything to the soffits above – only on the cement painted areas.
* You may not stick anything to lockers.
* Bring your own supplies – scissors, tape, paint, brushes, etc.
* PAINTING ON THE RUGS IS PROHIBITED – water based poster paint only. Painting must take place in the art room or outside. Bring drop cloths.
* NO DUCT TAPE, DOUBLE SIDED TAPE, OR SCOTCH TAPE
* Any materials borrowed from the school must be cleaned and returned to their proper place.
* DAMAGES OCCURRING DUE TO DECORATING WILL BE BILLED TO THE CLASS.

**Mementos, Souvenirs and Commemorative Items**

* School sponsored events, such as proms and dinner banquets, often include commemorative items intended to serve as a reminder of pleasant and meaningful public school experiences. These souvenirs are given to participants as gifts, the cost of which is often included in the price of admission. The Board of Education heartily supports the concept of mementos. However, brandy snifters, wine glasses, beer mugs, shot glasses and ashtrays are not appropriate mementos for school-sponsored events.
* We as a community, do not approve of messages that condone underage drinking, drug abuse, smoking or sexual harassment. Gifts designed to commemorate pleasant and meaningful experiences at school-sponsored events should reflect the values and morals of our community. Accordingly, the Board of Education directs the Superintendent to provide guidelines to staff such that the selection of items as souvenirs does not inadvertently send an inappropriate message to our young people.

**Calendar Meetings**

**First Calendar Meeting:**

Student Council and Classes 9, 10, 11 & 12 - each group will be allowed to schedule three (3) fundraising activities. Proms and/or trips do not count as fundraisers. The rotation order will be as follows: Student Council, 12th grade, 11th grade, 10th grade, and 9th grade. If additional fundraisers are desired, the advisor and one officer will have to attend the second calendar meeting. They will be allowed to schedule events after all the clubs, activities, sports, etc., have completed their scheduling.

**Second Calendar Meeting:**

At least one week prior to the meeting, a sign-up sheet will be placed in the Athletic Director’s office. Any club, activity or athletic team who plans on attending the calendar meeting, must sign the sheet. The rotation order for the meeting will be determined by a random drawing by impartial observers. Each club/activity will be allowed no more than three (3) fundraising activities.

**Food Sales:**

Prior to the calendar meetings, a notice will be distributed requesting clubs/activities to sign-up for food sales. Any club, activity or athletic team may participate in a food sale. This will not count as one of your three (3) fundraising activities. You will be given the option to sell food one day a week, for a marking period.

**General Club Meetings**

**Agenda Planning:**

An agenda is a specific list of items to be addressed at a meeting. The president and the executive committee should prepare a draft of the agenda a few days in advance of the meeting. Copies of the agenda should be distributed to everyone attending the meeting in advance. Attendees should have the opportunity to add to the agenda at the beginning of the meeting. Each member should receive a working copy of the agenda at the meeting. This copy should provide for additional items and notes.

**Sample Agenda:**

**Call to Order:** Official opening of the meeting by the presiding officer.

**Roll Call:** Read by the secretary who reports that a “quorum” exists. A quorum is defined in the Constitution of each club.

**Reading of the Minutes:** Minutes are the record of what took place at the last meeting. The secretary reads the minutes. The presiding officer asks for additions or corrections to the minutes. If there are none, the presiding officer says, “Minutes stand approved as read”. If there are additions or corrections, the secretary makes them and then the minutes are approved as corrected.

**Officer Reports:** All officers are invited to speak in order of their responsibility.

**Standing Committee** Groups that have a specific job report on their activities.

**Reports:**

**Temporary Committee** Groups with short-term jobs report.

**Reports:**

**Unfinished Business:** Ideas, tabled motions and projects from previous meetings are discussed.

**New Business:** Any item that has not been previously addressed by the membership is considered.

**Announcements:** Reminders about coming events or messages.

**Adjournment:** Formal ending of the meeting by a vote.

**Parliamentary Procedure Guide**

Parliamentary procedure is a set of rules that helps groups make decisions. The following are a few examples of parliamentary procedures that may help your club/activity organize your meetings.

**The Rules:**

All members have equal rights and privileges.

Every person’s rights are protected. The majority decides each issue.

Each question is fully discussed by the members.

Only one issue is discussed at a time.

The meaning of each item must be clear to every person before the vote is taken. When there is not further discussion, the group votes.

The group may delegate duties and powers, but it keeps the right to make the final decision.

It is the responsibility of the presiding officer to apply the rules fairly. The president does not vote except in the case of a tie.

**How Groups Decide:**

All decisions are reached through motions: Statements given to the group for consideration, discussion and voting.

Any member may “make a motion.” It must be “seconded” to show that at least two members are interested in the proposal.

Members who wish to discuss the motion, ask for “recognition from the chair.” They discuss the fact of the proposal, not the personalities and motives of the person who proposed.

No person who has spoken may speak again until everyone who wishes to speak has had a turn.

When there are no further questions or statements, the chairperson of the group calls for a vote.

**Voting May Be:**

Voice Vote: Easy and fast – the vote is clearly one way or the other.

Show of Hands: Gives an exact count, quickly

Roll Call: Keeps a record of how each member votes.

Ballot: Insures secrecy.

**Voting Decided By:**

Majority: At least one more than half the total votes cast.

Popularity: The most votes cast.

Two-Thirds Vote: At least 2/3 of the votes cast.