

Co-Curricular\Extra-curricular Guidelines

Board Policy #2430 along with administrative guideline #2430 provide direction on the steps needed for a co-curricular or extra-curricular activity or club to receive approval to be offered to the students at Wayland Union Schools. These guidelines are required as a means to assure that both current and long term obligations and commitments are considered and approved prior to the activity or club being offered to students.

Activities will be classified as follows:

Curriculum related- Activities which directly or indirectly support an academic course or class offered to students in grades kindergarten through 12th grade.

Non-curriculum related- Activities offered to students which provide recreation or interest based activities that cannot be directly or indirectly tied to an academic course or class and are offered to students in grades kindergarten through 12th grade.

Determination if an activity is curricular or non-curricular will be made by building administrator recommendation and Superintendent\Board of Education authorization.

Curriculum Related

All curriculum related activities or clubs must be approved, using the application process, before any student participates in the activity.

Applications will be accepted twice per year once in April and once in October. Applications in April will be for activities proposed to begin at the start of the next school year. Applications in October will be for activities proposed to begin at the start of the second semester of the current school year.

Submitted applications will be reviewed by the building principal and then forwarded to the Superintendent. Superintendent will review the application and forward to either the Athletic subcommittee or Curriculum subcommittee of the Board of Education for consideration and possible approval.

Associated pay rates will be discussed\negotiated with the Wayland Union Education Association and when appropriate added to Schedule B of the union contract.

No activity should be offered to students for participation until final approval is provided by the Superintendent.

Non-Curriculum Related

All non-curricular related activities or clubs must be approved, using the application process, before any student participates in the activity.

Applications will be accepted anytime during the school year. Submitted applications will be reviewed by the building administrator who will then forward to the Superintendent for review and possible approval. Non-curricular activities will not be approved if the activity will require any current or future financial commitment by the district. All non-curricular activities will either be support and managed by volunteers or support financially by parent-teacher organizations, boosters or other non-district funding. If any portion of the proposed costs are to be paid by grant funds or by any parent organization, education foundation or other non-profit entity a commitment letter must be obtained from the organization indicating the following:

- Type of costs the organization is willing to fund
- The amount of costs the organization is willing to fund
- The timeframe for which the organization is willing to fund the costs

Applications which propose outside funding sources and do not have a commitment attached will not be considered for approval. Applications proposing outside funding must include a plan how the costs will be covered once grant or outside funding ends.

No activity should be offered to students for participation until final approval is provided by the Superintendent.