

Guidelines for Elementary Appendix F

Extra-Curricular Program Implementation

Introduction

For each school year, elementary schools will have the opportunity to run extra-curricular programs specific to their school site that follow the guidelines that follow. The guidelines are divided into two segments: (1) Guidelines and (2) Timelines.

Guidelines

The following guidelines are for buildings to use when planning and implementing extracurricular programs.

1. The School Department Committee (Building Committee) will review proposals annually and determine the extracurricular programs.
2. Gender, ethnic, and age equity of participants should be an integral component of the extra-curricular plan.
3. The School Department Committee will determine the format for proposal submission; should a proposal be used, a sample format is attached.
4. Specific dollar amounts for stipends will be determined annually by the School Department Committee as programs as determined, except those specific programs identified in the current Elgin Agreement with a predetermined dollar amount.
5. Following the completion of a program, feedback can be obtained from some of the following sources: parents, coordinator, students, principal, and staff.
6. Monies may be used to support stipends for those who coordinate, facilitate, and/or instruct the extracurricular programs.
7. A material fee can be charged for consumable materials, transportation, and entrance fees used in the program.
8. Priority for approval of proposal will be given to the following personnel:
 - a. Certified staff assigned to the building;
 - b. Certified staff in other elementary buildings;
 - c. Certified staff in district;
 - d. Other bargaining unit personnel.
9. Extracurricular programs will occur outside the school day.
10. All extracurricular programs and volunteers should align to District and School Board policy.

Timelines

The following timelines are recommended when a building plans and implements the extracurricular programs.

- Starting May 1 of the preceding school year, the School Department Committee may approve proposals for the following year.
- The School Department Committee may approve proposals as they arise during the school year.