

**BERKSHIRE HILLS
REGIONAL
SCHOOL DISTRICT
(BHRSD)**

CO-CURRICULAR GUIDELINES

By Vote of the School Committee

Adopted: **July 12, 2007**

Updated: 8/7/08, 10/2/08, **05/06/2010**, 11/18/2010

Berkshire Hills Regional School District (BHRSD) Co-Curricular Program

Berkshire Hills Regional School District Mission Statement:

To ensure all students are challenged through a wide range of experiences to become engaged, curious learners and problem solvers who effectively communicate, respect diversity, and improve themselves and their community.

District Co-Curricular Mission Statement:

Involvement in co-curricular activities benefits the student, the school and the community. The District schools create and support opportunities that extend and enrich students' educational experience through their participation in and commitment to co-curricular activities.

Monument Mountain Regional High School (MMRHS) Mission Statement:

Monument Mountain Regional High School community creates opportunities. That foster intellectual and personal growth and challenge all to become courageous learners, engaged citizens and individuals of integrity.

Monument Valley Regional Middle School (MVRMS) Mission Statement:

In cooperation with parents and the community, the Monument Valley Regional Middle School will provide all students a safe environment in which: personal and academic excellence is promoted and celebrated; all people value respect and responsibility; a spirit of inquiry is recognized and fostered; and, an enthusiasm for life-long learning is instilled.

Muddy Brook Regional Elementary School (MBRES) Mission Statement:

Mission Statement:

Children will, as a result of their time at Muddy Brook Elementary School: approach life and future challenges with joyful curiosity and the skills to succeed; ask good questions, seriously consider big ideas, and effectively communicate their thinking; develop knowledge of their strengths and challenges that will lead to a strong sense of self and increased confidence; care for and respect themselves and each other, and connect with their community; and, relish learning from differences and embrace diversity.

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BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT

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50 Main Street · P.O. Box 617 · Stockbridge, MA 01262 · 413-298-4017

The impetus for developing Co-Curricular Guidelines came from many places, over a period of time, and was spread across the K-12 spectrum. The elementary school provides after-school programming, as well as coordinates with community agencies and the parents' association. The middle school recognizes the need for a diversified program to meet changing student interests. The high school, which must comply with Massachusetts Interscholastic Athletic Association regulations, has long had a tradition of rich co-curricular programming and several parental booster clubs. It has also seen participation levels ebb and flow, as well as experienced the impact of co-curricular time commitments on academic achievement levels. The District has honed its budget to be respectful of its community support.

Because of the complexity of co-curricular programming at the high school, a school-based committee, known as *The Summit Committee*, was formed in the spring of 2007 by Principal Marianne Young. The committee was comprised of members who represented coaches, advisors, directors, parents, administration and the School Committee. The committee authored a report containing current practices and suggested changes. After several meetings and hours of discussion, the School Committee made initial revisions, revised again based on input from the high school administration, and revised yet a third time. Knowing that the District cannot anticipate all the potential program or financial impacts the School Committee is committed to the Guidelines being a living document, in the process of revision over time.

The School Committee remains committed to this process and to developing a set of guidelines that will:

- Recognize that student learning is the District's first priority but that it is supported and enhanced by a strong, varied and developmentally appropriate co-curricular programs.
- Provide fair and equitable support for programming within each school and across schools.
- Establish funding guidelines for parental organizations, community agencies and groups, as well as booster-clubs that delineate the appropriate roles for the District organizations.

As always, we welcome any suggestions and are committed to strengthening the BHRSD co-curricular programming, K-12.

Berkshire Hills Regional School District School Committee

Co-Curricular Program

Definition:

A program complimenting but not part of the regular curriculum.*

Co-Curricular Activities:

Co-curricular activities are those programs that have all of the following characteristics:

1. The program is supervised or financed by the Berkshire Hills Regional School District (District).
2. Students participating in the program do so voluntarily.
3. Students represent the District and the school.

Co-curricular activities are not part of the regular school curriculum, are not graded and do not offer credit.

An activity is not a co-curricular activity if any of the following conditions apply:

1. It is a teacher-graded or required program or activity for a course.
2. It is part of the requirements for graduation from the District.

The co-curricular program of the District is comprised of both athletic programming and other diverse opportunities, suited to the age and interests of the students at each level.

**The American Heritage ®Dictionary of the English Language, Fourth Edition*
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General Guidelines

Addition and/or Elimination of a Co-Curricular Activity

The addition of any program or activity will be done with the recommendation of the Principal and will be guided by an assessment of costs, enrollment numbers and projections, an assessment of the benefit of the proposed program to the school and students and the impact such an addition will have on the school and the students. Any such potential addition must maintain the guidelines set forth in this document, be cost neutral to the District and uphold all legal requirements.

Similarly, should funding or other factors necessitate the reduction or elimination of any program, the decision to do so will be guided by enrollment numbers and projections, an assessment of the benefit of the program to the school and students, and the impact such reduction will have on the school and students.

The Principal will keep the Superintendent informed of any program additions, reductions or eliminations. The Superintendent will similarly inform the School Committee in a timely fashion.

Advisors/Coaches/Directors

- **Recruitment and Recommendation for Hiring**

All advisor and director positions will be posted internally District-wide. In the event of no District applicants, the advisor and director position(s) will be advertised.

All coaching positions will be posted internally District-wide. Should vacancies exist, at the close of that posting, the position(s) will be posted internally and advertised externally. The Athletic Director will offer recommendations regarding coaching positions.

The schools and District recognize the value of faculty serving as advisors and directors and the resulting benefits evident within the school. As such, when considering applicants from both the District and the community of equal qualification, staff members will be preferred.

Staff and community members wishing to serve as advisors, directors and/or coaches will apply for the desired position and, if deemed qualified, be appointed by the Principal, pending final approval by the Superintendent. All coaches must attend the MIAA Coaches Education Classes, by their second appointment.

*** All appointed personnel must have a CORI check approved by the Superintendent and be fingerprinted per DESE and District requirements.*

*** All advisors, directors and coaches must take an online ethics test, per state law requirements, and submit evidence of such to the Superintendent's office within two weeks of the start of the activity. Go to: http://db.state.ma.us/ethics/quiz_MEthics/index.asp for the test.*

- **Evaluation**

All advisors and directors will be evaluated by the Principal and/or his/her designee on an annual basis. All coaches will be evaluated by the Athletic Director and/or his/her designee on an annual basis.

Booster Clubs and Other Parental Supporting Organizations

All fundraising activities of such organizations will follow procedures and policies currently in place within the District. They will work with the Principal and/or Athletic Director and funds raised will be deposited into the appropriate organization's Activity Account from which all expenditures will be paid.

Supporting groups are comprised mainly of parents of students who participate in the activity the organization supports. Support can be through fundraising, chaperoning, assisting in work or any other means of providing help to the co-curricular activity. BHRSD recognizes the important role supporting organizations play in creating co-curricular opportunities for students and in maintaining excellent programming. The District also recognizes and supports the invaluable contribution parents and community members provide in helping students experience success. As such, BHRSD welcomes the organization and participation of supporting organizations.

Supporting organizations will work with advisors and the Principal to enhance the co-curricular program through fundraising, chaperoning and other volunteer efforts.

Supporting organizations will follow school District policies in all fundraising initiatives. Funds raised by such organizations may be used to enhance the co-curricular activity through the purchase or funding of ancillary items including: supplementary equipment, costumes and celebrations. Supporting organizations monies are not to be used to fund advisor or coaching positions, mandatory program equipment and transportation, or to provide stipends, honorariums or any other financial remuneration to individuals. The only ongoing exception to this provision is for three musicians that may be hired to perform in the spring musical. Per prior agreement, the musical booster club has permission to provide funding to the District for these additional positions annually as needed at the contract stipend rate. The School Committee maintains the right to approve other additional advisor, director and or coach positions on a case by case basis based on a demonstrated need. Such need can include, but not be limited to safety, participation numbers, and coaching experience. The exception and subsequent appointment would only be for the school year in which it was approved.

Supporting organizations will track all expenditures in support of their specific co-curricular activity and are responsible for submitting (1) a checklist annually and (2) an annual financial report to the Business Administrator at the end of each season.

Budgeting

Each advisor will determine the fiscal needs of its program and propose its annual operating budget. The Principal will review requests and determine the allocation, if any, of funds in keeping with BHRSD policies and the needs of the entire co-curricular program.

Co-Curricular Program

In keeping with BHRSD Policy JJ- Co-Curricular Activities, the District will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students. The District offers diverse programs to cultivate students' physical, mental, and social awareness, to develop critical and creative thinking, and to encourage active involvement in society. Students have a voice in developing co-curricular activities. Co-curricular programming will include, but is not necessarily limited to, athletics, inter-mural activities, academic activities, social and civic activities, the arts and advisory boards.

At the elementary and middle schools, a listing of all co-curricular activities will be prepared by the Principal and will be posted on the school's website at the beginning of the school year.

Annually, at the high school, and prior to the closing of school, a listing of all co-curricular activities will be prepared by the Principal and disseminated to students and families for the coming year.

Financial Guidelines for Parent Support and Fundraising Groups

The Berkshire Hills Regional School District is appreciative of and thankful for the support parental groups provide for co-curricular and athletic activities. Parents participate as spectators, volunteers and fundraisers. Their support provides a sense of community for our students and as volunteers they often provide the extra

hands needed to accomplish an activity. Their fundraising provides many enrichment activities for our students.

It is important to recognize, however, that BHRSD does not audit or provide accounting for financial records of these organizations.

To provide added credibility for parental organizations and that of the school district, the District developed a set of financial accounting recommendations. Annually each organization will submit a document of assurance to the District that they are following these recommendations. In exchange, the District will allow them to use, subject to applicable District policy, the school/district name, facilities and appropriate equipment as well as publicize their activities. (see Addendum for recommended guidelines and annual assurance forms) Coaches and activity advisors are **NOT** allowed to be signers on a supporting organization's checking account.

The School Committee will host a special informational meeting annually, in the fall, for the heads of these organizations and other interested parties to familiarize them with the rationale for such recommendations and the procedures to be followed.

Fundraising and Funding by Supporting Organizations

Supporting organizations will not provide financial remuneration to individuals. They will track all expenditures in support of their selected co-curricular activity and are responsible for submitting an annual financial report to the Business Administrator at the end of each year. Supporting organizations will follow District policies in all fundraising initiatives. Funds raised by supporting organizations may be used to enhance the co-curricular activity through the purchase or funding of ancillary items including: supplementary equipment, costumes, and celebrations.

If a supporting organization has received prior approval from the School Committee to fund a position, it will be posted, applications sought, and CORI/Fingerprint checks performed. Further, the amount of the stipend for each position must be negotiated by the District through the BHEA contract. Additionally, the supporting group will transfer the money to the District in advance of the activity and the District will issue the stipend check.

Should supporting parental organizations wish to show their appreciation to advisors/directors at the close of a season/activity with the presentation of a gift, the value must not exceed \$50 per individual.

Participation

In keeping with BHRSD Policy JJ-E Co-Curricular Activities, no student shall be restricted from participating in a co-curricular activity based on age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness. Students have reasonable access to all activities. If participation is limited for any reason, it will be done in accordance with procedures established by the BHRSD.

No student will be denied the ability to participate in any co-curricular activity due to the inability to pay the user fee.

Responsibility

The appropriate advisor/director for co-curricular activities will be accountable for ensuring all guidelines contained in this document relative to their activity are implemented as well as any other regulations or laws pertinent to their activity.

Salaries and Stipends

All remuneration including stipends, honorariums and salaries of BHRSD co-curricular employees will be paid by the Berkshire Hills Regional School District in accordance with negotiated agreements with the

Berkshire Hills Education Association. Volunteers will not be compensated, either by the District or other supporting organizations.

Supervision

In keeping with BHRSD Policy JJ - Co-Curricular Activities, all co-curricular activities will be supervised at all times by an advisor or director.

User Fees

BHRSD supports District funding of co-curricular activities to the extent possible. However, in order to maintain as robust a co-curricular program as possible, the BHRSD School Committee approved user fees at Monument Mountain Regional High School. The MMRHS fee structure is outlined on page 9. The School Committee reserves the right to review user fee amounts on an annual basis.

User fees will be waived for those students who participate in the free and reduced lunch program.

No student will be denied the ability to participate in any co-curricular activity due to the inability to pay the user fee.

Volunteers

The District recognizes, welcomes and supports the role of volunteers in the co-curricular program. All volunteers will complete the Volunteer Letter of Interest form registering them and will complete a CORI background check. A volunteer is any individual who works with the students or helps with a school group, without financial compensation. Volunteers are not decision-makers regarding students or programs but may contribute to discussion and/or deliberation regarding such decisions. All volunteer coaches will attend the MIAA Coaches' Education classes. BHRSD will pay for volunteers' attendance at clinics when attendance is requested by the District.

Muddy Brook Regional Elementary School (MBRES) CO-CURRICULAR PROGRAM

Muddy Brook Regional Elementary School (MBRES) believes that co-curricular activities are part of a balanced educational experience designed to support the development of the whole child. All students are encouraged to join co-curricular activities that are of interest to them. Students and families are encouraged to bring to the school new ideas and opportunities for co-curricular programming.

All students must meet participation expectations including:

- school attendance;
- following of school rules and guidelines;
- meeting attendance and participation expectations of each club or activity.

All club and activity advisors will meet with interested students at the start of the program to outline expectations and goals for the group.

All MBRES students are encouraged to participate in after school activities. However, not all students who wish to participate in a particular activity may be able to do so. The size of the group may be necessarily limited by safety concerns, the size of the advising staff, facilities limitations, and funding. When it is deemed necessary by the advisor/director and the Principal to limit the number of students in the activity, cuts will be made in accordance with guidelines, which will be made clear to all students and their families prior to the end of the first week of the activity. Should cuts be made, affected students will meet with the advisor/director and be given the rationale for the decision, and/or encouraged to consider another activity.

All advisors will meet with students prior to the end of the first week of the activity to review expectations and goals for the group. All advisors/directors will meet or contact parents prior to the end of the first week of the activity to outline expectations and goals for the program. If students or parents/guardians cannot attend this meeting, the school will make alternate arrangements, if requested, by the parent/guardian. If contacting the parent, rather than meeting with them personally, the advisor/director will receive a signed form indicating the parent is in receipt of all materials and has been provided with an explanation.

All advisors will be selected and appointed by the Principal pending final approval by the Superintendent. All advisors will be evaluated on an annual basis according by the Principal or his/her designee.

All advisors/directors will be accountable for ensuring implementation of all guidelines contained in this document, as well as any other pertinent regulations or laws.

Monument Valley Regional Middle School (MVRMS) CO-CURRICULAR PROGRAM

Monument Valley Regional Middle School (MVRMS) believes that co-curricular activities are part of a broad educational program designed to support the development of young individuals through the pursuit of excellence. All students are encouraged to join co-curricular activities that are of interest to them. Students are encouraged, as well, to bring to the school new ideas and opportunities for co-curricular programming.

All students must meet participation expectations determined by the school and outlined in the MVRMS Parent/ Student Handbook including:

- school attendance;
- following of school rules and guidelines;
- abstaining from the use of and/or possession of tobacco, alcohol, and drugs;
- meeting attendance and participation expectations of each club or activity.

All club and activity advisors will meet with interested students at the start of the program to outline expectations and goals for the group.

All MVRMS students are encouraged to participate in school clubs and activities. However, not all students who wish to participate in a particular activity may be able to do so. The size of the group may be necessarily limited by safety concerns, scope of the club, the size of the advising staff, facilities limitations, funding, and/or student ability in the given activity. When it is deemed necessary by the advisor/director and the Principal to limit the number of students in the activity, cuts will be made on the basis of ability, skill development, performance readiness, and in accordance with guidelines made clear to all students and their families prior to the end of the first week of the activity. Should cuts be made, students not selected will meet with the advisor/director and be given the rationale for the decision, given direction and recommendations that afford the student the opportunity to improve for future opportunities, and/or encouraged to consider another activity.

All advisors will meet with students prior to the end of the first week of the activity to review expectations and goals for the group. All advisors/directors will meet or contact parents prior to the end of the first week of the activity to outline expectations and goals for the program. If the advisor/director anticipates there will be a need for cuts to be made, the students and their families will receive the evaluation criteria at this meeting and an explanation of how it will be used. If students or parents/guardians cannot attend this meeting, the school will make alternate arrangements, if requested, by the parent/guardian. If contacting the parent, rather than meeting with them personally, the advisor/director will receive a signed form indicating the parent is in receipt of all materials and has been provided with an explanation.

All advisors will be selected and appointed by the Principal, pending final approval by the Superintendent. All advisors will be evaluated on an annual basis according by the Principal or his/her designee.

All advisors/directors will be accountable for ensuring implementation of all guidelines contained in this document, as well as any other pertinent regulations or laws.

Monument Mountain Regional High School (MMRHS)
CO-CURRICULAR PROGRAMS

Activity/User Fees

~~Beginning September 2010,~~ Students involved in athletics, the Fall Festival of Shakespeare and the Spring Musical will be assessed an activity/user fee. The fee is designed to assist the school and the district in its mission to maintain excellent programming for our students while remaining responsible to the fiscal needs of the community. We have set a reasonable fee and designed a system that will meet the needs of our families.

Fee Structure

Per Student: \$100.00 per sport/activity named above with a cap of \$200.00

Per Family: \$100.00 per sport/ activity named above with a cap of \$400.00

Families who qualify for the free or reduced lunch program are eligible for a waiver of this fee and should indicate such on the Athletic Participation Fee form.

Payment Procedure:

1. Complete the attached form. (Form Should be attached)
2. Keep the pink copy for your records.
3. Place the white and yellow copy in the envelope provided and seal the envelope.
4. Return the sealed envelope to your child's coach.
5. Deadline: paperwork and fee should be returned to the varsity coach within ten (10) days of the first practice.

Monument Mountain Regional High School

CO-CURRICULAR PROGRAMS

Athletics

Monument Mountain Regional High School (MMRHS) is a member in good standing of the Massachusetts Interscholastic Athletic Association and all athletic programming is designed and governed according to MIAA regulations and BHRSD policy.

In accordance with BHRSD Policy JJ-IBR, the philosophy of interscholastic athletics at MMRHS is the development of young individuals through the pursuit of excellence. By emphasizing physical as well as mental conditioning, participation, commitment and teamwork, the student athlete will learn the importance of cooperation, integrity, loyalty and discipline both to themselves and to their team members and school.

Interscholastic athletics are part of a broad co-curricular program designed to teach and develop certain athletic skills and to reinforce concepts of cooperative effort (teamwork), sound, ethical decision-making (sportsmanship), and self-discipline and esteem.

All student athletes must meet participation expectations determined by the MIAA and the school and outlined in the MMRHS Student Handbook including:

- the meeting of academic requirements (a passing grade of at least 65% in four academic courses) Student grades are reviewed each quarter. For the Winter and Spring seasons, eligibility is determined by the review of the previous quarter grades. Eligibility for the Fall season is determined by the closing year end grades from the previous year. If a student is determined NOT eligible, they remain ineligible until the end of the next quarter when grades are again reviewed.
- participation in the Project Impact Program including all students participating in Co- Op Programs;
- school attendance;
- a yearly physical examination;
- following of school rules and guidelines;
- abstaining from the use and/or possession of tobacco, alcohol, and drugs; and,
- meeting attendance and participation expectations for practices and games.

All MMRHS students are encouraged to try out for athletic teams. However, not all students who wish to participate in a particular sport may be able to do so. The size of the team may be necessarily limited by safety concerns, rules of the sport, the size of the coaching staff, facilities limitations, funding, and/or student ability in the given sport.

When it is deemed necessary by the coach and the Athletic Director to limit the number of athletes on a team, cuts will be made on the basis of ability, skill development, readiness for competition, and in accordance with guidelines made clear to all students and families. Should cuts be made, students not selected for the team will meet with the coach and be given the rationale for the decision, given direction and recommendations that afford the student the opportunity to improve for the next season, and/or encouraged to consider another sport.

All coaches will hold one mandatory meeting before the close of the first week of practice with interested student athletes and their families. Coaches will inform students and their parents/guardians of the expectations and goals for the team, the schedule, the coach's plan and philosophy regarding team design, playing time, and assignments. If the coach anticipates there will be a need for cuts to be made, the students

and their families will receive the evaluation criteria at this meeting and an explanation of how it will be used. If students or parents/guardians cannot attend this meeting, the school will make alternate arrangements, if requested, by the parent/guardian. If contacting the parent, rather than meeting with them personally, the coach will receive a signed form indicating the parent is in receipt of all materials and has been provided with an explanation.

All coaches will be recommended for appointment by the Principal, with recommendation from the Athletic Director according to BHRSD policy and athletic job descriptions, be appointed by the Principal pending final approval by the Superintendent. All coaches will be evaluated by the Principal and/or his/her designee with input from assistants on an annual basis. All coaches are expected to follow MIAA and school policies, and all coaches must attend the MIAA coaches' education classes prior to their second appointment. All coaches will meet with the Athletic Director prior to the start of the season to discuss expectations and goals for the coach and the team, practice and game schedules, and school guidelines and/or requests. Should the coach or Athletic Director foresee the need for cuts as deemed necessary for any reason, the guidelines for such cuts will be articulated at this time and, with the approval of the Principal be made clear to students and their families at the mandatory meeting.

It is the responsibility of the Athletic Director to ensure that all guideline contained in this document, as well as all other pertinent regulations and laws are implemented. The Athletic Director will annually be evaluated in writing by the Principal.

Monument Mountain Regional High School

CO-CURRICULAR PROGRAMS

All Other Co-Curricular Activities

MMRHS believes that co-curricular activities are part of a broad educational program designed to support the development of young individuals through the pursuit of excellence. All students are encouraged to join co-curricular activities that are of interest to them. Students are encouraged, as well, to bring to the school new ideas and opportunities for co-curricular programming.

All students must meet participation expectations determined by the school and outlined in the MMRHS Student Handbook including:

- all students involved in a co-curricular program that meets more than twice during any week of its season must meet the academic eligibility expectations outlined in the school's athletic guidelines. Student grades are reviewed each quarter. For the Winter and Spring seasons, eligibility is determined by the review of the previous quarter grades. Eligibility for the Fall season is determined by the closing year end grades from the previous year. If a student is determined NOT eligible, they remain ineligible until the end of the next quarter when grades are again reviewed.
- school attendance;
- following of school rules and guidelines;
- abstaining from the use of and/or possession of tobacco, alcohol, and drugs; and,
- meeting attendance and participation expectations of each club or activity.

All club and activity advisors will meet with interested students at the start of the program to outline expectations and goals for the group.

All MMRHS students are encouraged to try out for and/or participate in school clubs and activities. However, not all students who wish to participate in a particular activity may be able to do so. The size of the group may be necessarily limited by safety concerns, scope of the club, the size of the advising staff, facilities limitations, funding, and/or student ability in the given activity. When it is deemed necessary by the advisor/director and the Principal to limit the number of students in the activity, cuts will be made on the basis of ability, skill development, performance readiness, and in accordance with guidelines made clear to all students and their families prior to the end of the first week of the activity. Should cuts be made, students not selected will meet with the advisor/director and be given the rationale for the decision, given direction and recommendations that afford the student the opportunity to improve for future opportunities, and/or encouraged to consider another activity.

All advisors will meet with students prior to the end of the first week of the activity to review expectations and goals for the group. All advisors/directors will meet or contact parents prior to the end of the first week of the activity to outline expectations and goals for the program. If the advisor/director anticipates there will be a need for cuts to be made, the students and their families will receive the evaluation criteria at this meeting and an explanation of how it will be used. If students or parents/guardians cannot attend this meeting, the school will make alternate arrangements, if requested, by the parent/guardian. If contacting the parent, rather than meeting with them personally, the advisor/director will receive a signed form indicating the parent is in receipt of all materials and has been provided with an explanation.

All advisors will be selected and appointed by the Principal, pending final approval by the Superintendent. All advisors will be evaluated on an annual basis according by the Principal or his/her designee.

All advisors/directors will be accountable for ensuring implementation of all guidelines contained in this document, as well as any other pertinent regulations or laws.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

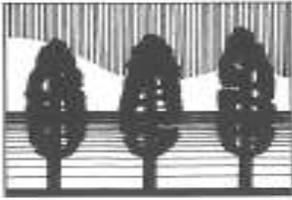
1. The schools will observe a complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents/guardians in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

LEGAL REF.: M.G.L. 71:47
603 CMR 26:06

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- (1) Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted as such school which restrict students participation on the basis of race, color, gender, sexual orientation, religion or national origin. 603 CMR 26.06(1) does not prohibit school committees from allowing use of school premises by independent groups with restrictive membership.
- (2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion or national origin of the student except as provided in 603 CMR 26.06(7).
- (3) Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
- (4) In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
- (5) In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
- (6) A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (7) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and complete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
- (8) Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

LEGAL REF.: M.G.L. 71:47
603 CMR 26.06



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50 MAIN STREET • P.O. BOX 617 • STOCKBRIDGE, MA 01262 • (413) 298-4017

BHRSD CH 385

CORI REQUEST FORM

Berkshire Hills Regional School District has been certified by the Department of Criminal Justice Information Services (DCJIS) (formerly known as CORI) for access to all criminal case data including conviction, non-conviction and pending. I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge. **All items marked with an (*) are required.**

***Please circle the appropriate purpose/school:** Employee Volunteer Chaperone Parent Contractor

***School:** Muddy Brook Monument Valley Monument Mountain

APPLICANT INFORMATION (Please Print)

*Last Name *First Name *Middle Name Suffix

*Maiden Name or Alias (If Applicable) Place of Birth *Date of Birth *(XXX)-()-()
*Last 6 digits of SS# (required)

*Sex: HEIGHT: ft. in EYE COLOR: *Driver License/ ID Number: *State of Issue:

Mother's Full Maiden Name Father's Full Name

CURRENT and FORMER ADDRESS: _____

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

*** The above information was verified by reviewing the following form of government issued photographic identification:

*APPLICANT SIGNATURE:

*IDENTIFICATION VERIFIED BY: SIGNATURE OF BHRSD AUTHORIZED EMPLOYEE

REQUESTED BY: SIGNATURE OF CORI AUTHORIZED EMPLOYEE

BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
Great Barrington Stockbridge West Stockbridge

EXTRA-CURRICULAR & VOLUNTEER APPOINTMENT FORM

Name:

Position (Title):

School:

Stipend:

Account Funding Position: _____
(grant, Title I, SPED, Operating, *Booster Club, etc.)

School Year:

Required of People who are not regular employees of BHRSD

Name:

Address:

Phone #:

Social Security #

- ___ **Typed letter of interest from applicant**
- ___ **A completed W9 form**
- ___ **CORI Form**
- ___ **Drug Free Workplace & Sexual Harassment Signature Sheets**

Signature - Building Principal

Date

.....
Approved

Signature - Superintendent of Schools

Date

***If a Booster Club proposes to support an additional position, approval must be secured through the Athletic Director, Building Principal, Superintendent and School Committee.**

11/15/2010

Recommended Controls for Fund Raising Organizations

Receipts:

- The person who opens the mail should keep a log of all receipts received listing the donor and the amount.
- Any checks received should immediately be endorsed “for deposit only” to the entity’s bank account.
- All receipts should be turned over to the treasurer as soon as possible.
- The treasurer should prepare a deposit ticket matching the amount on the ticket to the amount appearing in the log maintained by the person who opened the mail. All checks shall be copied and the copies attached to the bank deposit receipt.
- Receipts should be deposited by the as soon as possible after receipt. Until the deposit is made, all receipts should be placed in a locked location, with limited access.
- All cash received should be documented based on the manner in which it was received. For cash received as a donation or from sales, not including gate receipts, all cash should be documented in duplicate, with one copy given to the donor/”salesperson” and one copy maintained for the treasurer. Cash generated during a bake sale or other similar sale, need only be verified in total and a receipt given when the total is transferred to the treasurer. Whenever possible, cash should be counted in the presence of two people. The treasurer’s copy of the cash receipt should be attached to the bank deposit receipt.
- For ticket sales, not including gate receipts, numbered tickets should be maintained by a designated person. The designated person should be responsible for allocating tickets to other individuals and maintaining a log of issued tickets. Cash or check receipts should match the number of tickets sold.
- Periodically, the organization’s President or other authorized representative should send a letter of acknowledgement to donors based on information provided in the receipts log.

Disbursements:

- All regularly scheduled disbursements should be made by check. If petty cash or debit card is used, expenditures should be supported by receipts.
- Checks are pre-numbered, the sequence is accounted for regularly, and unissued checks are controlled and kept in a secure location.
- All checks must be manually signed by an authorized individual. Coaches and activity advisors are NOT allowed to be signers on a supporting organization’s checking account.
- The check signers must review and initial all supporting documentation prior to signing a check.
- A copy of the check along with all supporting documentation should be kept in a disbursements file for a period of at least seven years.

General:

- Bank reconciliations are prepared and reviewed, by an individual who is not the check signer, in a timely manner.
- Every month a detailed cash report listing opening balances, receipts, disbursements, closing balance and a reconciliation with the bank statement should be prepared and submitted to the President and all members of the executive board or other authorized members (such as the finance committee).

Organization: _____

Date: _____

**Recommended Controls for Fund Raising Organizations
ANNUAL CHECKLIST**

Receipts:

Yes/No

- 1. Receipt log maintained for all receipts received by mail. _____
- 2. All checks endorsed "for deposit only". _____
- 3. Receipts turned over to the treasurer as soon as possible. _____
- 4. Treasurer confirms deposit matches check log. _____
- 5. All checks copied and copies attached to the bank deposit receipt. _____
- 6. Receipts on date received by treasurer, or locked up until deposit. _____
- 7. Cash receipts documented and receipt given to donor/"salesperson". _____
- 8. All cash receipts attached to the bank deposit receipt. _____
- 9. Numbered tickets maintained and accounted for. _____
- 10. Letter of acknowledgement sent to donors. _____

Disbursements:

- 1. Regular disbursements made by checks. Petty cash supported by receipts. _____
- 2. Checks are pre-numbered; unissued checks are kept in a secure location. _____
- 3. Checks signed by authorized individual. _____
- 4. Supporting documentation reviewed and initialed by check signers. _____
- 5. Checks and supporting documentation kept on file for seven years. _____

General:

- 1. Bank reconciliations prepared and reviewed by an individual who is not the check signer. _____
- 2. Detailed cash report present each month to board of directors (or others acting in that capacity). _____

Please explain any "No" responses.

Signed:

Title: _____

BHRSD Action: (approval entitles organization to use school name(s))

FUNDRAISING FORM

Date _____

Sponsoring Activity _____ Sponsoring Faculty Member _____

Proposed Fund Raising Activity _____

Date Of Activity _____ From _____ To _____

Anticipated Revenue To Be Raised _____

Company To Be Used (if applicable) _____

Type Of Fundraising Activity _____

Will Students be Directly Involved? _____

Grade Level Of Students Directly Involved? _____

Purpose of Fundraising _____

Sponsoring Faculty Member _____

Principal _____

Approved Not Approved

Superintendent _____

Approved Not Approved

Approval Number _____

**BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES/GROUNDS & EQUIPMENT**

(Before completing, please read attached conditions of use)

DIRECTIONS TO APPLICANT: Complete and submit application to the Principal's or the Superintendent of School's designee. The Principal's and Superintendent's signature on the original constitutes a contract for the applicant's use of facilities, grounds or equipment as specified below.

Name of the Group: _____

Applicant's Name: _____

Applicant's Address: _____
(Billing Address) (Street) (City) (State) (Zip)

Applicant's Phone #: _____
(Home) (Work) (Fax)

Facilities/Grounds/Equipment Requested: _____

Purpose of Use: Practice Performance Other: _____

Date Beginning: _____ Time: _____ a.m. p.m.
(Day of Week) (Complete Date)

Date Ending: _____ Time: _____ a.m. p.m.
(Day of Week) (Complete Date)

What time will Facility be needed for your preparation? _____ Clean-up by District: _____

Anticipated number of persons to be in attendance: _____ Fee to be charged to those attending: _____

Specify equipment to be furnished by School District: _____

Please read carefully: On behalf of the above organization, I hereby certify that I have read and understand the conditions of rental attached to this application. I agree to provide adequate adult supervision at all times during the use of the facility. I will assume responsibility for all fees, charges and damage claims resulting from such use of facilities.

Applicant's Signature: _____ Date: _____

PRINCIPALS APPROVAL SIGNATURE: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE DISTRICT OFFICE

BEFORE USE:

Civic: _____ Non Civic: _____ Rental Fee: _____ Certificate of Insurance Required: _____
Deposit Received: _____ Anticipated Service Fee: _____ Custodial: _____ Cafeteria: _____
Extra Utilities: _____ Management Fee: _____ Technician(s) _____ Food Worker: _____
Per Ticket Sold: _____

Space and time reserved on: _____ by: _____

Comments: _____

APPROVAL OF SUPERINTENDENT'S OFFICE (DESIGNEE) _____

Distribution of Copies: Applicant Principal Assistant Principal Custodian Business Office
Food Services Auditorium Manager Other _____

AFTER USE:

Rental Fee: _____ Service Fee: _____ Repair Charges: _____
Charged to Account: _____ Auditorium: _____ Grounds: _____
Equipment: _____ Other: _____