

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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Hortonville Area School District STUDENT ACTIVITIES

Co-curricular Activities Proposal Packet

In this packet, you will find important information regarding the process of establishing a co-curricular activity in the Hortonville Area School District.

Please review and fill out this packet entirely before submitting it to the Student Activities Division in Student Services.

Deadline to submit an application

First semester: November 1

Second semester: April 1

Questions can be directed to the Director of Student Activities.

Sam Engelland

Director of Student Activities

samuelengelland@hasd.org

(920) 779-7933 ext. 13182

After the completed packet has been returned to the Student Activities Office, the application goes through the following process:

1. Review of application by the Director of Student Activities for school-sponsored activities and conditions for school-recognized activities (see page 7-8).
2. Student leaders present to the Student Leadership Advisory Council (S.L.A.C.) subcommittee.
3. Recommendation by the S.L.A.C. subcommittee to Director of Student Activities for acceptance or rejection of the club as a school-sponsored club or school-recognized club.
4. The final decision of acceptance or rejection of the club is made by the Director of Student Activities and Principal, District Administrator and School Board.
5. If a club is accepted as a school-sponsored club, the club will be on "pilot" status for

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two full semesters and a specific plan to start as a school-sponsored pilot club will be developed by the advisor, students, and Student Activities Director.

Hortonville Area School District

Mission Statement: Our community ensures every student learns at the highest level.

This mission is pursued through a focus on four educational goals which are academic skills and knowledge, vocational skills, citizenship, and personal development.

In accomplishing this mission, Hortonville High Schools seeks to produce graduates that will be self-sufficient and fulfill their responsibilities to contribute to the “common good” by actively participating in affairs affecting all members of society.

Co-curricular Activities at HASD

Co-curricular activities at Hortonville serve to provide students the opportunity to become authentically engaged in the campus community, gain a deeper sense of belonging, and enhance their learning in a co-curricular setting. Leaders and members of co-curricular activities have the opportunity to create inclusive communities for the student body which support Hortonville’s mission of ensuring every student learns at the highest level. By engaging in authentic participation, students are able to develop leadership skills, meet peers with similar interests, and contribute positively to their community and school experience.

Starting a Co-curricular Activity at HASD

Prior to completing and submitting the co-curricular activities application, consider the following questions as it intends to increase the likelihood of success and effectiveness of the proposed club:

- What is the mission of this co-curricular activity?
- What are the goals and objectives of this co-curricular activity?
- What are the lessons or experiences this co-curricular activity will provide HASD students?
- Who is the target audience of this co-curricular activity and grade level?
- How does this co-curricular activity appeal to students not currently involved?
- How does this co-curricular activity differ from any other current HASD co-curriculars?
- How does this co-curricular activity promote Hortonville’s mission, vision, and Portrait of a Graduate?
- What steps will you take to ensure this co-curricular activity is successful during the pilot phase?

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- How will you ensure the co-curricular activity is sustainable in the future?

Steps to Create a New Student Co-Curricular Activity

1. Student Co-curricular Activity

- Consider what the purpose and vision is for the co-curricular activity and how the Hortonville community would benefit from the activity.
- Read through the co-curricular activities Proposal Packet.
- Find 10 or more currently enrolled HASD students that are interested in being an active member of the co-curricular activity and have them sign the “Proposed Active Members” form
 - At least 5 students need to be returning to HASD the following year
- Develop a thorough, in-depth Activity Proposal (see page 6 for template)
- Submit the completed application packet (pages 4-6) to Student Services for processing.
 - Note: If the mission or purpose of the proposed co-curricular activity is similar to an existing co-curricular activity, the club will not be considered for approval.


2. Student Co-curricular Activity

- If approved by the Student Leadership Advisory Council, the co-curricular activity will create a 7-minute formal co-curricular activity proposal presentation to be given to the S.L.A.C. subcommittee, highlighting each item on the Co-curricular Activity Proposal Template.
- After presentation and Q&A, S.L.A.C. a subcommittee votes to make a recommendation to the Director of Student Activities.
 - To be recommended, the co-curricular activity must have at least $\frac{2}{3}$ S.L.A.C. subcommittee approval.
- Following final approval by the Director of Student Activities, Principal, District Administrator and School Board, the advisor position will be posted for a minimum of two weeks.
- The co-curricular activity and advisor will set up a Co-curricular Activity Orientation to review important procedures and submit forms.
- After the Co-curricular Activity Orientation meeting, the co-curricular may begin meeting as an official HASD pilot co-curricular activity

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3. **Student Leadership Advisory Council**

- Verify the necessary documents of the application are completed.
- Conduct risk assessment of the proposed co-curricular activity.
- Find 10 or more currently enrolled HASD students that are interested.
 - If risk assessment is high, the HASD staff will determine whether or not the co-curricular activity proposal will be denied.
- Contact students who proposed the co-curricular activity to discuss the application and next steps.
- Once the co-curricular activity application is approved, schedule the co-curricular activity proposal presentation with the S.L.A.C.

Hortonville Area School District STUDENT ACTIVITIES

Co-curricular Activities Application Packet

Date of Submission: _____

Person(s) Presenting the Proposal:

Name: _____

Email Address: _____

Name: _____

Email Address: _____

Name: _____

Email Address: _____

Name of Co-curricular Activity: _____

Type of Activity:

Art Career Competition Dance Discussion Intramural

Leadership Media Music Recreation Service Theater World Culture

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Co-curricular Activities Mission Statement:

The mission statement includes the co-curricular activity's purpose and its educational value in the Hortonville Area School District.

Proposed Active Members

A minimum of 10 current students of the Hortonville Area School District are required as members for official recognition. At least 5 need to be returning students for the following school year.

	Name	Grade	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

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15.			
16.			
17.			
18.			
19.			
20.			

How will this co-curricular activity appeal to students not currently involved?

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Co-curricular Activity Proposal

Please follow the template below and ensure all sections are properly answered in-depth. Any section that may pose insufficient will be addressed by the HASD Activities Leadership Team.

Name of the Co-curricular Activity

- The name of the co-curricular activity shall be (name of activity).

Mission Statement

- The mission statement of (name of activity) shall be: (includes the co-curricular activity's purpose, vision, and goals for the future*).
*must support the Mission of the Hortonville Area School District and not conflict with any HASD policies.

Student Learning Objectives

- As a result of students participating in (name of activity), they will: (specifically identify what members will learn and/or develop).
 - What do you want students to walk away with; how does this activity impact their learning and growth as a Polar Bear? How does it enhance their overall Hortonville School experience?

Membership Requirements

- Identify any specific prerequisites or requirements for students to join (name of activity).
 - (Name of activity) shall not deny membership to any current student of the Hortonville Area School District High on the basis of gender, race, religion, national origin, sexuality, or disability.

Fundraising (if applicable)

- (Name of activity) will be fundraising money for (indicate what programs/expenses the fundraising will cover).
- List specific fundraising strategies the activity will pursue and the timeline (if available) of when strategies will be implemented.

Budget and Projected Expenses

- (Name of activity) anticipates it will cost (total dollar amount) annually to operate.
 - Indicate reasoning behind total expenses along with its relevance to the purpose of the activity.

Co-curricular Activity Leadership Structure

- Identify the leadership structure for (name of activity). The structure should include titles of positions, responsibilities, and selection criteria.

Meetings

- Regular meetings for (name of activity) shall be: (indicate frequency and time, as well as proposed day of the week).

Extramural Mission Statement (if applicable)

- The mission statement of affiliation or extramural organization*, national and/or local, is as follows: (provide official mission statement). Explain your relationship with the organization and how it will enhance your activity.
- *Extramural organizations must not conflict with the Hortonville Area School District's Mission Statement or Student Code of Conduct.

Successful Completion of Pilot Status

A group initially approved as a pilot co-curricular activity may be approved for full status as a school-sponsored club upon application to the Student Activities Director demonstrating that it has:

1. Been in existence at least one school year (two consecutive semesters);
2. Maintains a membership of at least 10 students;
3. Has a constitution describing the purpose, goals, and structure of the club;
4. Has identified activities;
5. Has an identified meeting structure; and
6. Has a District-paid adult sponsor. If no district personnel is interested, a request can be made to look outside the district.

NEW CLUB CRITERIA

School-Sponsored Co-curricular Activities

1. To be eligible for consideration as a co-curricular activity sponsored by the Hortonville Area School District, a club must meet the following criteria:
2. Evidence of sufficient student interest (i.e., 10 or more students);
3. Congruence with Board Policy and the District's purpose statement for its co-curricular program;
4. Availability of an appropriate adult sponsor;
5. Inclusiveness (i.e., the degree to which the club is designed to appeal to and include students regardless of race, gender, religion, national origin, sexuality disability, etc.); and
6. No significant duplication of purpose, goals, or activities of an existing school-sponsored co-curricular activity.

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School-Recognized Co-curricular Activities

Student co-curricular activities which the Hortonville Area School District determines not to sponsor may nonetheless be recognized by the school, in accordance with the federal Equal Access Act, consistent with the District's efforts to encourage the emotional, cultural, mental, physical, and social growth of its students, and subject to the following conditions:

1. Meetings or activities are voluntary and student-initiated;
2. There is no sponsorship of meetings or activities by the Hortonville Area School District, the government, or its agents or employees;
3. Meetings or activities do not materially and substantially interfere with the orderly conduct of educational activities within the school, nor are they unlawful or otherwise contrary to the mission of the school;
4. Employees or agents of the Hortonville Area School District or the government are present at religious meetings or activities only in a non-participatory capacity;
5. Non-school persons may not direct, conduct, control, or regularly attend meetings or activities;
6. Meetings and activities must occur during non-instructional time;
7. The Hortonville Area School District expends no funds beyond the incidental cost associated with providing the space for student-initiated meetings; and
8. All literature, signs, or other publicity of school-recognized clubs shall include a disclaimer provided by the District stating that the club is not school-sponsored or endorsed and must be approved by the Student Activities Director or his/her designee before posting or broadcasting.