



POLICY

**Haddonfield
Board of Education**

PROGRAM

2430/Page 1 of 3
Co-Curricular Activities
M

2430 CO-CURRICULAR ACTIVITIES

The Board of Education believes that the goals and objectives of this district are best achieved through a diversity of learning experiences, some of which are more appropriately conducted outside the regular school instructional program. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of students, and to enable students to explore a wider range of individual interests than might be available in the regular curricular program.

The Board shall provide school facilities, supplies, and equipment, and assign staff members to support a program of co-curricular activities for students in grades K through 12. The Board shall maintain the program of co-curricular activities. An activity fee may be required to cover the cost of the activity, as outlined in Board Policy 2436. Additionally, students may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

For Purposes of this policy, co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and do not include athletic competitions and practices. Co-curricular activities may be related to the curriculum but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

The Board will permit student organizations to use school facilities during student activity periods. No group of students, regardless of its size, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

No co-curricular activity shall be considered under the sponsorship of this Board unless it has been approved by the Superintendent. However, if the Board expends finances, Board approval is required.

Students shall be fully informed of the co-curricular activities available to them and of the eligibility standards for participation. Co-curricular activities shall be available to all students who voluntarily elect to participate.

The Board will not permit the organization of a fraternity, sorority, or secret society.

The co-curricular program is regarded as an integral part of school life. Students are encouraged to consider the extracurricular activities the school sponsors and to participate in at least one.

Eligibility - High School



POLICY

Haddonfield Board of Education

PROGRAM

2430/Page 2 of 3 Co-Curricular Activities M

The New Jersey State Board of Education mandates that all school districts adopt eligibility requirements for students who wish to participate in athletic and extracurricular activities. Accordingly, the Haddonfield Board of Education has adopted the following policy:

A. Credit Requirements

1. To be eligible for co-curricular activities during the first semester of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a student must have passed 30 credits during the preceding academic year. (This provision shall not apply to incoming 8th graders).
2. To be eligible for co-curricular activities which begin during the second semester a student must have passed the equivalent of 15 credits at the close of the first semester. Full year courses shall be equated to semester courses to determine credits passed during the preceding semester.

B. Student Behavior Requirements

1. The Principal may deny eligibility to any student who has exhibited either chronic or serious misbehavior. Possession or use of alcohol or drugs and behavior that jeopardizes the health and safety of other students are examples of serious misbehavior that will result in a student being declared ineligible.

Eligibility for participation in activities is determined each September by the student's cumulative average and the number of credits earned during the preceding school year. A student who has not earned 30 credits, will be ineligible for activities which begin in September.

A student who has earned fewer than 30 credits in an academic year will be ineligible until the end of the first semester unless he/she attends summer school and earned enough credits to reach the 30 credit requirement prior to September.

Eligibility Middle School

To remain eligible to participate in extracurricular activities, students must maintain good academic standing and demonstrate responsible school behavior and attendance.

1. To participate in any extracurricular school activity, club, sport, or Rec Hall, a student must be in school attendance for a minimum of four hours on the day of the activity. If the activity is on a Saturday, Sunday, or a day when school is not in session, the student must have been in school attendance for at least four hours on the previous school day. Students who are late to school and arrive after 9:30 am without a legitimate excuse, or who leave early and are not in attendance for four or more hours, may not participate in extracurricular activities unless the principal grants permission.



POLICY

**Haddonfield
Board of Education**

PROGRAM

2430/Page 3 of 3
Co-Curricular Activities
M

The Superintendent shall prepare procedures to implement a co-curricular program, assessing the needs and interests of students in this district, and provide for the ongoing evaluation of the program.

39 U.S.C.A. 1701 et seq.
N.J.S.A. 18A:11-3; 18A:42-2; 18A:42-5

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REGULATION

PROGRAM

**Haddonfield
Board of Education**

R 2430/Page 1 of 7
Co-Curricular Activities

R 2430 CO-CURRICULAR ACTIVITIES

A. Definition

“Co-curricular activities” means activities conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board of Education; “co-curricular activities” also include the student clubs, associations, and organizations that conduct those activities. “Co-curricular activities” do not include athletic competitions, practices, teams, or organizations.

B. Recognition

1. All co-curricular activities must be approved by the Board. An organization of students or an activity conducted by and for students becomes a co-curricular activity only when it has been duly approved by the Board.
2. The Board will approve annually and maintain a list of approved co-curricular activities, which will be distributed to Principals. The list will include:
 - a. Those co-curricular activities that have been in operation and have been found to address a continuing need satisfactorily,
 - b. Newly approved co-curricular activities,
 - c. A brief description of each approved activity,
 - d. The name of the advisor of each activity, and
 - e. The name of the custodian of the activity's fund.
3. A new co-curricular activity may be initiated in accordance with the following procedures:
 - a. A written proposal for the new activity must be submitted to the Principal. The proposal will include;
 - (1) The name and purpose of the proposed activity and the date of the request,
 - (2) The name of a faculty member who has agreed to be its advisor,
 - (3) A plan for the use of school facilities, including the facility required, the times and frequency of use, and the portion of the school year the facility will be used.



REGULATION

PROGRAM

Haddonfield Board of Education

R 2430/Page 2 of 7
Co-Curricular Activities

- (4) The need, if any, for support personnel or services,
- (5) A description of the activities that participating students will conduct;
- (6) An estimation of the costs, if any, that the activity will incur,
- (7) A statement as to whether or not the proposed activity will involve fundraising and, if fundraising will be involved, the use that will be made of those funds,
- (8) The manner in which student leaders will be chosen and organizational decisions will be made,
- (9) The number of students who intend to participate in the activity, and
- (10) Qualifications for participation, if any, and, if students must qualify on a basis other than interest and availability, the rationale for that qualification.

b. A duly submitted proposal for a new co-curricular activity will be approved if:

- (1) Its objectives are in harmony with the educational goals adopted by the Board;
- (2) It is designed to meet assessed student needs and interests;
- (3) At least 20 students have expressed an intention to participate in the activity;
- (4) Participation is open to all interested students available for participation or, if participation is limited, any qualifications for participation are reasonably justified by the purpose of the activity;
- (5) The proposed use of school facilities does not interfere with the instructional program or the conduct of established co-curricular activities; and
- (6) The proposed activity will be properly supervised.

C. Student Participation



REGULATION

PROGRAM

Haddonfield Board of Education

R 2430/Page 3 of 7
Co-Curricular Activities

1. The program of co-curricular activities should be sufficiently varied to meet the wide range of students' vocational, recreational, social, and cultural needs and interests.
2. All students will be provided with information on co-curricular activities at the start of the school year and will be invited to participate in one or more activities.
3. Eligibility standards are set forth in Policy No. 2430.
4. When a student becomes ineligible for participation in co-curricular activities, their teacher will so inform the advisors of the co-curricular activities in which the student participates. The advisor will suspend the student's participation, except as exempted by Policy No. 2430.
5. A student who has been suspended from participation in co-curricular activities will be offered an opportunity to work out a plan for improvement with the Dean of Students/Assistant Principal. If the student adheres to the plan and demonstrates improvement within a period of at least one month, they may be reinstated to participation in co-curricular activities.
6. A student who has been suspended from participation in co-curricular activities will be offered an opportunity to establish with the Dean of Students performance goals in the subject(s) in which he/she is performing below expectation. The performance goals should include concrete objectives and timelines for improvement. When the student meets the agreed-upon performance goals, they may be reinstated to participation in co-curricular activities.

D. Supervision

1. Each co-curricular activity must be supervised by at least one staff member appointed by the Board as advisor.
2. The Superintendent will provide appropriate in-service training for co-curricular advisors.
3. Co-curricular advisors will be provided with an advisor's handbook that includes, as a minimum, these regulations and detailed school procedures for the conduct of co-curricular activities.
4. Each co-curricular advisor shall:
 - a. Meet regularly and promptly with participating students at the assigned time and place of the activity and ensure an orderly environment appropriate to the purpose of the activity;



REGULATION

PROGRAM

Haddonfield Board of Education

R 2430/Page 4 of 7
Co-Curricular Activities

- b. Instruct participating students in the purpose and conduct of the activity and explain any rules and/or standards to be observed in the conduct of the activity;
 - c. Encourage participating students to take appropriate responsibility for the conduct and leadership of the activity;
 - d. Prepare and submit to the Dean of Students/Assistant Principal a calendar of activities for the school year;
 - e. Prepare and maintain a membership list of participating students, keep an attendance record, and submit the membership list to the Dean of Students/Assistant Principal;
 - f. Ascertain that each participating student is involved in the activity to the extent commensurate with his/her interests and abilities;
 - g. Report periodically or as required to the Dean of Students/Assistant Principal on the conduct and/or achievements of the activity;
 - h. Take all reasonable and necessary steps to safeguard the health and safety of participating students, including the prohibition of hazing and similar initiation rites;
 - i. Ensure the proper accounting and deposit of any funds raised or collected by the activity, in accordance with Policy No. 6660; and
 - j. Cooperate with the Principal in a year-end evaluation of the activity.
5. The advisor responsible for an activity scheduled for an evening or a weekend (such as a performance or social event) should consult Regulation No. 5850 and No. 9161 and should:
- a. Request permission for the activity from the Principal and for the use of the facility from the Principal and building usage.
 - b. Provide publicity and advertising information to the Principal at least 10 working days in advance of the event;
 - c. Order any necessary tickets and/or program, correct proofs, and print;
 - d. Provide for any music required by hiring musicians and/or collecting records and tapes;



REGULATION

PROGRAM

Haddonfield Board of Education

R 2430/Page 5 of 7
Co-Curricular Activities

- e. Arrange with the Principal for the provision of any additional security and/or traffic services, in accordance with Regulation No. 9320;
 - f. Arrange for any required audio or lighting equipment and supplies;
 - g. Provide for the checking of participants' and spectators' outerwear;
 - h. Provide for any food services that will be required;
 - i. Arrange for ushers and chaperones;
 - j. Provide for the prompt deposit of any money collected; and
 - k. After the event, report to the Dean of Students/Assistant Principal:
 - (1) The number of tickets sold,
 - (2) The number of persons who attended the event,
 - (3) The amount of money collected and deposited, and
 - (4) An evaluation of the event, including an account of any unusual incidents.
6. Staff members other than the activity advisor should attend activities as follows:
- a. An administrator should be assigned to attend each evening and each weekend co-curricular activity.
 - b. Teachers are encouraged to support and attend a function that has been planned and prepared by a significant proportion of the students assigned to them;
 - c. All faculty members are encouraged to support and attend special co-curricular events that involve a significant degree of student planning and preparation, such as plays, concerts, and dances.
- E. Evaluation
1. An evaluation of each co-curricular activity will be conducted by the Principal and the advisor at the end of the school year or at the conclusion of the activity.
 2. The evaluation will measure the activity against its stated objectives to determine if the objectives were met. Criteria may include:
 - a. Membership and attendance records;



REGULATION

PROGRAM

Haddonfield Board of Education

R 2430/Page 6 of 7
Co-Curricular Activities

- b. Regularity of meetings;
 - c. The planning and execution of special events;
 - d. Evidence of student leadership and assumption of responsibility; and
 - e. Such other indicia of students' growth and development as the evaluators may choose.
 3. The evaluation will include recommendations for the improvement of the activity or, if so indicated, for the cancellation of the activity.
 4. The written evaluation will be signed by the Principal and the advisor and sent to the Superintendent no later than 30 days following the conclusion of the activity.
 5. The Principal will conduct an annual evaluation of the overall program of co-curricular activities. That evaluation should consider whether the program has resulted in:
 - a. Improvement in school attendance;
 - b. Improvement in academic performance;
 - c. Increased participation in school activities; and
 - d. Improvement in school morale and student behaviors.
- F. Records
 1. A student's participation in co-curricular activities shall be recorded in his/her record, will be preserved for the duration of the student's enrollment in the school, and may be released only in accordance with Policy No. 8330.
 2. Records of the conduct of co-curricular activities will be maintained by the Dean of Students/Assistant Principal and will include, as appropriate to the activity:
 - a. The period in which the activity occurred;
 - b. The number of participating students in each school year and/or present at each co-curricular event;
 - c. The name of the activity advisor;



REGULATION

PROGRAM

Haddonfield Board of Education

R 2430/Page 7 of 7
Co-Curricular Activities

- d. The printed product of the activity, such as copies of the school newspaper or literary collection;
- e. Copies of reports of the activity in newspapers and/or other public relations releases; and
- f. The financial records of the activity.

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