

# **EXTRA-CURRICULAR ACTIVITIES HANDBOOK**

<b>Section A:</b>	<b>Student Council Constitution, By-Laws related Administrative Procedures</b>
<b>Section B:</b>	<b>Board of Education Policies and Administrative Procedures (Financial)</b>
<b>Section C:</b>	<b>Finance</b>
<b>Section D:</b>	<b>Operations</b>
<b>Section E:</b>	<b>Board of Education Policies and Administrative Procedures (Senior Trip &amp; Extracurricular Activities)</b>
<b>Section F:</b>	<b>Elections</b>
<b>Section G:</b>	<b>Advisors/Sponsors</b>
<b>Section H:</b>	<b>Forms</b>

<b>SECTION A:</b>	
Student Council Constitution, By-Laws related Administrative Procedures	3-11
Appendix A: Sample Agenda	12
Appendix B: Officers and Members for Current Year	13
Appendix C: Permanent Record of Class Members Participation	14
<b>SECTION B:</b>	
Management of Extracurricular Activity Funds - Policy	15
Extracurricular Activity - Procedures	16
Management of Extracurricular Activity Funds – Procedures	17-20
Extracurricular Events – Procedures	21-22
Use of Facilities Buildings and Grounds – Procedures	23-24
Appendix D: Requests for Transportation	25
Student Fund Raising Activities	26-27
<b>SECTION C:</b>	
Regulations Concerning Fund Raising	28
Extracurricular Activity Officer Form	29
Extracurricular Activity Meeting Minutes Form	30
Regulations for School Organization Treasurers	31-32
Cash Receipt Worksheet	33
Profit and Loss Statement	34
<b>SECTION D:</b>	
Students Attending Co-Curricular Activities from 3-4 PM	35
Rules for Class Activities	35
Posters and Bulletins	35
School Dances	36-37
Prom Rules	38-39
Dance/Prom Concert Groups Rider	40-41
Dance Attendance/Sign In, Sign Out	42
Application for Guest	43
Chaperone Agreement	44
<b>SECTION E:</b>	
Rules and Procedures for All Senior Trips	45-55
Rules and Procedures for All Overnight Extracurricular Trips	56-65
Eligibility Policy for Extracurricular Activities Grades 7-12	66-67
<b>SECTION F:</b>	
Student Council Election Process	68-69
Student Council Election Petition	70
Class Officer Election Petition	71
Club/Organizational Activity Elections	72
<b>SECTION G:</b>	
Advisors to Clubs and Organizations	73
List of Advisors	74
Extra Curricular Activity Sponsor Agreement	75
<b>SECTION H:</b>	
Activity Form	76
Request for Use of School Facilities	77

**A. STUDENT COUNCIL CONSTITUTION, BYLAWS & RELATED  
STUDENT COUNCIL ADMINISTRATIVE PROCEDURE**

**THE LAURENS CENTRAL SCHOOL STUDENT COUNCIL CONSTITUTION**

**PREAMBLE**

We, the students of the Laurens Central School, hereby establish this Constitution for the promotion of a well defined, partial self-government which stresses the cooperation of the students, teachers, and the administration. It will stress equal, un-favored judgment over all matters concerning the student body and protect the freedom and dignity of the student body. This Constitution shall be a sign of the student's concern for all activities in this school and community pertaining to them.

**ARTICLE I**

**Section 1**

The name of this organization shall be the Laurens Central School Student Council. The powers of this council, which are so stated in this constitution, shall be vested in a General Council, an Executive Branch and a Judicial Branch.

**Section 2**

The objectives of the Student Council are as follows:

1. To express the student's interests on all occasions including confrontations with the administration, faculty, and the Board of Education.
2. To establish a program of activities and keep a calendar of them. All activities must have final approval by the school administration.
3. To promote pride in our school.
4. To promote good relationships among the community, the school, other schools, the students, the faculty, and the administration.
5. To achieve and maintain the high standards and reputation of our school while practicing and defending student privileges.
6. To function as a model government so as to provide a means of understanding and participation in a democratic governmental system, available to all students, with no discrimination because of race, creed, national origin or sex. This organization is in full compliance with all federal and state laws dealing with equal opportunity.

**ARTICLE II**

**Section 1**

1. **GENERAL COUNCIL REPRESENTATION** - This Council shall consist of a minimum of sixteen members. Four of these members shall be the executive officers; named as President, Vice President, Secretary, and Treasurer. The remaining members shall consist of two representatives

from each grade, seven through twelve, and shall be elected by the members of the grade which they represent, on the same day the officers are elected. Also, each organization, excluding the classes, must be represented in the Student Council in order to function. These organizations shall elect or appoint one representative to the Student Council on the same day the officers of the organization are elected.

2. **GENERAL COUNCIL REPRESENTATIVE QUALIFICATIONS** - Each representative must be a member of the body he/she represents, and may not hold an executive office in that body. Each representative must represent only one organization or class. He/she should be an alert, dependable person, capable of leading the students and actively voicing their interests, but at the same time, being a servant of the represented body's decisions.

## **Section 2**

1. **REGULATIONS OF ELECTIONS** - Elections of members and officers shall be held annually in the spring of each school year. The election will be by secret ballot and a candidate will be elected to each office by a majority vote in grades seven through twelve. A committee appointed by the President, consisting of four members of the Student Council, will run the elections.
2. **QUALIFICATIONS** - Any person in grades nine through eleven will be allowed to run for a Student Council executive office. In order to qualify as a candidate, a student must submit a petition containing twenty signatures of Laurens students in grades seven through twelve, two weeks before an election day. Students are not obligated to vote for the candidate whose petitions they sign. A candidate may or may not be a member of a party. There may be primaries within each party or every party if one is so called for. The candidates for the executive offices must be available to any source of media in the school, and may speak before the entire student body should there be an election assembly.
3. **VACANCY (order of succession)** - Should the office of President become vacant, the Vice President shall serve in this office for the balance of the said term. The new President would then appoint a committee to nominate at least two candidates for the Vice Presidency. The candidate receiving a two-thirds vote of the General Council shall then fill the office. New Presidents must be sworn in with the President's Oath before assuming office. Should the offices of the Secretary or Treasurer become vacant, the identical selection procedure to that of the vice presidency shall be used to fill the office.
4. **RE-ELECTION OF OFFICERS** - The existing officers are eligible for re-election to the same office or another office of the Student Council.

## **Section 3**

1. **MEETINGS** -- There will be one General Council meeting every month of the school year, unless it is impossible to have one. The President of the Student Council is empowered to call a meeting of the General Council at any time convenient and necessary. Student Council attendance has priority over all other student activities.
2. **ABSENCES FROM MEETINGS** - Any Student Council representative absent from three General Council meetings without a legal excuse is discharged from the Council and a new representative will be elected by the body being represented. All legal excuses will be determined by and at the discretion of the President and the General Council.

## **Section 4**

The Student Council shall have the power, by a majority vote of its members, and subject to approval by the Superintendent of the school:

1. To have charge of all matters pertaining to all extra-curricular activities and money-making projects. It shall be known that this Council will be impartial with all organizations that it governs. No special privileges will be given to any club, class or other body unless otherwise stated in this constitution. However, the Council holds the right to regulate activities of these bodies and to fine or otherwise reprimand them, if they do not conform to these regulations.
2. To investigate and report on all matters referred to it by the administration, faculty, and/or the student body, which includes the conduct of these so-named bodies.
3. To make recommendations to the student body or the administration on any point or thought desirable for the betterment of the school's welfare.
4. To represent any and every member of the student body facing any action by the administration, which is judged to be undeserved or unfair by the General Council.

## **ARTICLE III**

### **Section 1**

1. THE PRESIDENT'S OATH - The newly-elected President shall be sworn in at the first Student Council meeting of the school year.

The President's Oath is as follows:

"I, \_\_\_\_\_, do solemnly swear that I will faithfully execute the Office of President of Laurens Central School Student Council; and will, to the best of my ability, preserve, protect and defend the Constitution of the Laurens Central School Student Council and the Constitution of the United States of America. So help me God."

2. TERM OF OFFICE - The newly-elected President of the Student Council will have a term of office of one year after he/she is so inaugurated into the said office.
3. DUTIES OF THE PRESIDENT - The President shall not serve as a representative of his/her class, but rather he/she shall serve in the interests of the entire student body. He/she shall be the Chief Officer of the Student Council and shall preside at all meetings, assemblies, and elections of the Student Council unless he/she is a candidate, in which case the General Council shall appoint a Chairman of Elections. The President shall call meetings of the General Council and its part when necessary. He/she shall appoint chairmen, and members of any committees necessary to carry out the business of the Council.

## **Section 2**

1. **DUTIES OF THE VICE PRESIDENT** - The Vice President shall not serve as a representative of his/her class, but rather, he/she shall serve in the interests of the entire student body. He/she shall preside at all meetings of the Council and of the student body when the President is absent or is unable to act; or upon call of the President. The Vice President shall be informed and prepared in the office of the Presidency.

In the case that a committee lacks a Chairman, the Vice President shall have the duty of filling that vacancy, unless otherwise indicated by the General Council.

## **Section 3**

1. **DUTIES OF THE SECRETARY** - The Secretary shall prepare and keep the minutes of the General Council and its parts. The Secretary shall sign all papers on which the signature of the Secretary is authorized. He/she shall maintain all correspondence and will be responsible for all inter-school media communications with the General Council. The Secretary is also responsible for keeping an accurate and detailed Activities Calendar.

## **Section 4**

1. **DUTIES OF THE TREASURER** - The Treasurer shall keep records of all expenditures, receipts and deposits of the Student Council treasury. He/she shall be available to report on these records at all meetings of the General Council and its parts.

## **Section 5**

1. Any Student Council officer, unable or unwilling, to successfully fulfill the duties of their office may be removed from office at the discretion of the advisor, with the advisement of the administration.

# **ARTICLE IV**

## **BY-LAWS**

### **A. Executive Committee**

1. The Executive Committee shall meet prior to the General Council meeting to plan the agenda and organize the calendar.
2. The Executive Committee has the power to implement decisions.
3. The Executive Committee may authorize expenditure of nominal funds for beneficial leadership training of Student Council officers.

### **B. Class and Club Organizations**

1. **Student Dues** - Classes may not require students to pay dues.

2. Student to be in Good Standing

- a. A member of the class according to homeroom assignment.
- b. Must pay all assessed fees assigned on time. (i.e. graduation caps, gowns, announcements, fund-raising fees.)
- c. Should participate in and actively support all activities sponsored by the class or club.
- d. Failure to comply may exclude a student from class trips, the senior trip, prom decorating, or any other class activity or extracurricular activity, as recommended by the Superintendent, advisor, or officers of the class or club.

Delinquent assessed fees must be paid by the end of May of that school year to ensure good standing status for the next year.

C. Sales Procedures

1. Refer to Section C: Finance.

D. Other Responsibilities of Officers

1. President -
  - a. To provide leadership
  - b. To plan goals and purposes with your Executive Board.
    - (1.) fund raising programs
    - (2.) student body activities
    - (3.) agenda for regular general meetings
      - (a.) have this approved by advisor two days before meeting
      - (b.) run off copies for each member
  - c. Run the general meeting according to parliamentary procedure - see booklet
  - d. Preside over all meetings, activities, assemblies of Student Council
  - e. Appoint Chairman of Committees for each activity taking place.
  - f. Delegate responsibility so that as many as possible have opportunity to be “do-ers.”
  - g. See that these responsibilities are carried out.
  - h. In case one must miss a meeting, advise your vice-president of agenda and prepare him/her to take over.
2. Vice President -
  - a. Be ready to take over meeting in President’s absence.

- b. Report to the general meeting about the Executive Board meeting.
- c. Publicize and announce regular meeting(s) to student body.
- d. Be a member of every committee formed.
- e. With advisor, create a calendar of school events to be prepared at executive meeting not at the general meeting.
  - (1) activity forms
    - (a) Check over all student activity forms submitted.
    - (b) Consider in order submitted.
    - (c) Fill in "date action taken."
    - (d) If necessary, fill in date Building Use form must be filed by-
      - (1 month before activity)
        - 1. Put in separate folder to check on
        - 2. Send reminder note to advisor four weeks before activity.
        - 3. Follow-up whether activity was held as scheduled
  - (2) With advisor's approval, schedule events on Student Council Calendar - (schedule Student Council events first). Keep posted.
  - (3) Obtain approval at general meeting.

3. Secretary -

- a. Keep attendance record of all meetings, by roll call. Record late comer.
 

P = present	EX = excused
A = absent	L = late
- b. Keep an accurate account of all decisions at both executive and general meeting(s).
  - (1) topics discussed
  - (2) decision reached (tabled, motion made and passed, names)
  - (3) record motion - who made it and who seconded it.
- c. Read last meeting's minutes at each meeting.
- d. Use a special notebook. Make three copies of each meeting.
  - (1) your Secretary book
  - (2) your president before he/she leaves the meeting
  - (3) your advisor
- e. Keep a copy of agenda with your minutes for each meeting.

4. Treasurer -

- a. At Executive Board meeting, prepare and balance books. Be prepared to give accounting at General Meetings.
- b. Write checks according to school procedure, to pay all expenditures.

- c. Receive and count with a committee, and deposit all monies collected before the end of the next school day following an activity.
- d. Arrange for cash-box and cashiers for each fund-raising activity, as well as necessary change.
- e. Be at as many as possible (fund raisers) to oversee sales and collection.

5. Student Council Representatives -

- a. Your ideas and discussion of topics under consideration are an important part of Laurens Central School's Student Council governing organization - bring ideas and/or concerns from your class.
- b. Attendance is required at ALL meetings
  - (1) If more than three unexcused absences, your class will be asked to choose someone to take your place.
- c. Calendar of Events
  - (1) See that your class officers submit necessary activity forms as early as possible.
  - (2) Dates scheduled on 1st come - 1st served basis.
- d. Report back to your class about Student Council meeting(s) and activities during homeroom the day following the General Meeting. (Write information on the board, with teacher's approval.)
- e. Publicize student body activities - especially to your class.
- f. Your attendance and support is expected at Student Council sponsored activities.
- g. You are expected to actively participate on committees and in the preparations and clean-up of each activity Student Council sponsors.

E. Student Council members should conduct themselves under a code of moral ethics, and set a positive example for the entire student body. As an elected or appointed member of student council you are expected to have self-discipline and be willing to serve the student body. Student council members are expected to promote leadership and responsible behavior at all times, at school and, before and after school hours.

- 1. Student Council members are expected to comply with all Rules and Regulations as outlined in the Extra-Curricular Activities Handbook, and Student Handbook. In addition to the rules outlined in the Student Handbook, the following participation rules apply to members of the Student Council.
- 2. Participation Rules: Student Council members are not to possess, be in the presence of, or use alcohol, tobacco/vaping products, illegal drugs, or misuse prescription or nonprescription drugs/inhalants on or off school grounds.
- 3. Consequences for violations of the above rules include, but are not limited to:

- a. First offense: Suspension from all student council activities for a minimum of thirty (30) calendar days and loss of officer position, if applicable.
  - b. Second offense: Suspension from all Student Council activities for a full calendar year from the date of the infraction and loss of officer position, if applicable.
  - c. Third offense: Student will no longer be able to participate in student council or be a student/class representative, and permanent loss of officer's position.
  - d. Re-instatement requirements (all of which must be fulfilled)
    1. Letter of "Request" for re-instatement and formal apology letter sent to administration.
    2. Planned community service project; which will include a written plan.
    3. Implementation of the community service project.
    4. Formal apology to the student council.
    5. A vote by the entire student council; 2/3 yes required for re-instatement.
4. Student Council members cannot participate in the following, at any time:
  - a. Use, possession, or sale of a controlled substance in any form.
  - b. Use, possession, or sale of drug paraphernalia in any form.
  - c. Be at a location where any of the above takes place. In other words, at a party where it takes place, you will be subject to these rules.
  - d. Members will not frequent locations where they are likely to violate the above rules or where controlled substances are being illegally served to minors.
5. Any Student Council member who violates the Rules (4 a-d) while participating in Student Council will be subject to the following.
  - a. FIRST VIOLATION – the member will be suspended from participation in Student Council for the remainder of the year.
  - b. SECOND VIOLATION – the member will be suspended from participation in Student Council for the remainder of their eligible period at Laurens Central School.
6. Any member who violates any of the above rules will not receive any awards for participating in Student Council and will not be eligible for Student Council Scholarships.
7. All violations will be cumulative for the student's entire Student Council participation eligibility.
8. There will be no reinstatement for the violations outlined in number 4 above.

This Constitution was read at the \_\_\_\_\_ General Meeting of the Laurens Central School Student Council. Motion was made, seconded, and carried, that this be accepted as read. This is now the Constitution of the Laurens Central School Student Council, and supersedes any earlier constitution, rules, or procedures.  
Signed,

The Student Council, - 2023 - 2024			
_____	Tara Bookhout	President	Grade 12
_____	Eowyn Chickerell	Vice President	Grade 12
_____	Courtney McCarthy	Secretary	Grade 9
_____	Victoria Stevens	Treasurer	Grade 12
_____	Jonathan Powers	Advisor	

## ARTICLE V

### AMENDMENT PROCESS

#### A. Amendment Process

1. When it becomes necessary the Student Council Constitution may be amended following the process outline below.
  - a. Proposal – 2/3 of Student must approve of any proposed amendment
  - b. Ratification – 2/3 of all classes must approve the amendment for ratification

Student Council has proposed and 6/6 classes have voted to approve the following amendment:

#### Amendment I: Change in Representative Qualifications

Article II, section 1, item 2. "GENERAL COUNCIL REPRESENTATIVE QUALIFICATIONS - Each representative must be a member of the body he/she represents, and may not hold an executive office in that body, *unless no other viable candidates are nominated.*"

## APPENDICES

- A. Agenda (sample)
- B. Officers and Members for Current Year
- C. Permanent Record of Class Member Participation

## APPENDIX A

Re: Sample Agenda

(Secretary - follow this in recording your minutes)

1. Meeting called to order (time, by whom, {president})  
Use gavel.
2. Roll Call (record absences)
3. Reading of the Minutes of previous meeting
4. President asks for approval, or corrections “approved as read” - get a motion.
5. Officer Reports
  - a. Treasurer -
    - (1) report expenditures, funds on hand
    - (2) present bills, obtain approval
  - b. Vice President
    - (1) calendar of activities - (all requests must be in before executive meeting, to be presented here)
    - (2) charge class representatives to remind advisor of up-coming activity
    - (3) Suggestions?
6. Committee Reports
  - a. sign - report what’s to go on next month, ask for additions
  - b. activities for next month by committee chairman
  - c. appoint chairman for future activities (two months ahead, if possible)

**APPENDIX B**  
**STUDENT COUNCIL MEMBERSHIP**  
**2023- 2024**

President – Tara Bookhout  
Vice President – Eowyn Chickerell  
Secretary – Courtney McCarthy  
Treasurer – Victoria Stevens

Representatives:

Class of 2024	Hunter Huffman TBD
Class of 2025	Libby Cox Brooke Mann
Class of 2026	Allison Johnson Ryleigh Williams
Class of 2027	Kendall Capraro TBD
Class of 2028	Kelsey Cox Cole Williams
Class of 2024	Connor Pettit Ariella Cohen

## APPENDIX C

## PERMANENT RECORD OF CLASS MEMBER PARTICIPATION

Class of \_\_\_\_\_ for the year \_\_\_\_\_ - \_\_\_\_\_ Advisor \_\_\_\_\_

Pres. \_\_\_\_\_ Vice President \_\_\_\_\_

Secretary\_\_\_\_\_Treasurer\_\_\_\_\_

Activity \_\_\_\_\_ Date \_\_\_\_\_

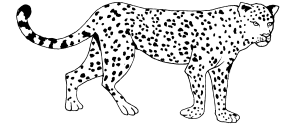
### Class Members(List)

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# Laurens Central School District Board Policy

**STUDENT – 7200**

**Subject:     Management of Extracurricular  
                  Activity Funds**



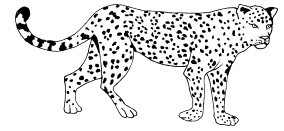
The Board of Education recognizes that the fundamental task of the school is to prepare young people for life. The purpose of this policy is to promote the organization and maintenance of extra-classroom activities and to provide for an accounting system for managing student funds which shall be designed to yield the largest possible educational return to pupils without sacrificing the safety of funds, or exposing pupils to undue responsibility or routine.

The administration is charged with the responsibility for making rules, regulations and procedures for the conduct, operation, and maintenance of extra-classroom accounts, and for the safeguarding, accounting and audit of all monies received and derived there from which conform to the following basic principles:

- a. Two separate and independent sets of records of receipts and expenditures shall be maintained.
- b. The authority to expend monies shall be distinct and separate from the custody of these monies.
- c. At least two individuals shall take part in each act of disbursing money.
- d. The custodians of funds shall report to the Superintendent of Schools and Board of Education quarterly (and independently).
- e. All accounts shall be independently audited at least annually.
- f. Procedures shall be established which will insure a prompt and careful examination and check of each receipt and each payment.
- g. The accounting system shall be such that it will yield the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

***Adopted:*                             12/15/82**  
***Reviewed & Readopted:*     8/20/2008**  
***Reviewed & Readopted:*     7/22/2020**

# Laurens Central School District Board Policy



## **STUDENT – 7200.1**

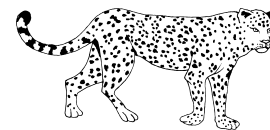
**Subject:**     Extracurricular Activity  
                  Administrative Procedures

The Board recognizes that the fundamental task of the schools is to prepare young people for life. In order for this preparation to be done properly, the educational program of the schools must be as wide as life itself. An integral part of such a program is extra-classroom activities. They represent an essential part of the educational experiences which should be available to young people. In order to promote the organization and maintenance of extra-classroom activities, the Board directs the Superintendent to develop rules and regulations for the establishment, conduct, operation, and maintenance of extracurricular activities.

*Adopted:*                               12/15/82  
*Reviewed & Readopted:*       8/20/2008  
*Reviewed & Readopted:*       7/22/2020

# Laurens Central School District

## Board Policy



### **STUDENT – 7200.2**

**Subject:** Management of Extracurricular Activity  
**Funds:** Administrative Procedures

#### 1. Financial Procedures

All extra-classroom activity funds shall be handled in accordance with the financial procedures illustrated by FINANCE PAMPHLET 2, THE SAFEGUARDING, ACCOUNTING, AND AUDITING OF EXTRACLASROOM ACTIVITY FUNDS, published by the New York State Education Department as amended and adopted for local application by the Superintendent of Schools.

- 1.1 Extracurricular Fund Accounts may be established specifically to handle those funds which are legally in the care of duly appointed officers or representatives and advisors of any Board of Education approved student organization.
- 1.2 Approved student organizations must have officers elected by the given student populace or appointed by the Coach which they serve. One of these officers must be a Student Treasurer who will be entrusted with the funds in the Extracurricular Fund Account. This Treasurer is responsible to the Advisor appointed by the Board of Education and the Administration.
- 1.3 The Advisor and the Administration are responsible for working with the student organization to establish proper bookkeeping and accounting procedure to insure that the funds of the organization are safe-guarded. Each organization is responsible for maintaining an accounts book which shall be balanced and reconciled with the bank statement and the books of the Extracurricular Treasurer.
- 1.4 All funds should be deposited with the Extracurricular Treasurer over the signature of the Treasurer of the student organization and the advisor. The Extracurricular Treasurer should issue a receipt for all deposited monies.
- 1.5 At no time should the Advisor, student treasurer, or Extracurricular Treasurer keep in the school or in his/her possession more than \$50. The student treasurer and advisor are responsible for any loss of money which is not covered by insurance, in the event that proper procedures are not adhered to.
- 1.6 Withdrawals for payment of any bills can only be made upon the presentation of a signed invoice which has the approval of the authorized officer of the organization and its advisor.

## **STUDENT – 7200.2**

**Subject:** Management of Extracurricular Activity  
Funds: Administrative Procedures cont.

- 1.7 Withdrawal forms should include the signature of the advisor and the student treasurer and should be presented to the Extracurricular Treasurer on the authorized form with the approved invoice.
- 1.8 The check withdrawing the funds from the Extracurricular Account will be drawn upon the presentation of the necessary documentation mentioned above. The check shall include two signatures: (a) Extracurricular Treasurer, (b) Administration.
- 1.9 Extracurricular Accounts may be closed out by action of the Board of Education, if the student organization for any reason ceases to exist. The Board of Education can authorize that these funds be withdrawn and deposited in an appropriate student activity fund account.
- 1.10 The Extracurricular Treasurer will present quarterly to the Board of Education for their review and approval, a statement that shall contain the following: Name of the Extra-Curricular account, previous month's balance, receipts and balances, payment, present balance, reconciliation of bank balance which will show outstanding checks. This report should have the signature of the Superintendent.
- 1.11 It is the responsibility of the Administration and the Advisor to be sure that the Student Treasurer and officers are aware of their responsibilities in handling Extracurricular Activity Accounts.
2. BASIC PLAN FOR THE SAFEGUARDING, ACCOUNTING, AND AUDITING OF EXTRACURRICULAR ACTIVITY FUNDS, UTILIZING A CENTRAL TREASURER AND AN AUDITOR
- 2.1 GENERAL

This plan describes an accounting system and procedures in which only one set of records is kept by an adult designated by the Board of Education. Essential safeguards are established because pupils also keep records of receipts and expenditures, and both the central records and the pupil's records are under the direct supervision of an auditor designated by the Board of Education.

### 2.2 APPOINTMENT OF OFFICERS

The Board of Education shall appoint, on the recommendation of its chief executive officer, members of the faculty and/or staff to fill the following positions:

- A. Extracurricular Account Treasurer
- B. Advisor for each extracurricular activity

## **STUDENT – 7200.2**

**Subject:** Management of Extracurricular Activity  
Funds: Administrative Procedures cont.

### 2.3 FUNCTIONS AND DUTIES OF OFFICERS

#### 2.31 Extracurricular Activities Treasurer

It shall be the duty of the Treasurer to have custody of all funds. All disbursements of funds shall be by means of pre-numbered check forms signed by the Treasurer upon receipt of a disbursement order signed by the Activity Treasurer and Faculty Advisor. The Treasurer shall have no part in the approval of payments, but shall disburse funds only on the presentation of a properly signed pay order in duplicate providing, of course, that there are sufficient funds available in the account. The Activity Treasurer will post the payment after receiving the pay order. The completed check will be sent to the vendor by the Advisor of the activity.

The Treasurer shall keep an account listing the receipts and expenditures of each individual activity and post a register of all the receipts and disbursements of the combined pupil organization on forms approved by the Board of Education and/or school auditors.

The Treasurer shall receive and verify the bank statements and prepare reports for presentation to the Superintendent of Schools. These reports should show beginning balances, receipts, disbursements, and the ending balances, for each organization, as well as a copy of the bank reconciliation. They shall be submitted to the Board of Education quarterly.

At the end of the school year, it shall be the duty of the Treasurer to assemble the quarterly reports and prepare a composite report listing the financial condition of each activity for the full school year for the Superintendent of Schools and the Board of Education.

#### 2.3.2 Activity Advisor

It shall be the duty of the Activity Advisor to guide and advise the pupil officers in planning extra-classroom activities and the planning of financial budgets. Each Advisor shall guide the student treasurer in posting his/her account ledger and quarterly check the balancing of the Activity Student Treasurer's accounts and the completeness of their supporting evidence. The activity advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all pay orders drawn on the Extracurricular Treasurer for disbursement of funds. The Activity Advisor is responsible for determining which of the activities of the organization are subject to sales tax and for taking steps that all tax information is accurately recorded and sent to the Extracurricular Treasurer. The Activity Advisor shall constantly work toward the goal of insuring the largest educational return from the activities participated in by the pupils.

**STUDENT – 7200.2**

**Subject:** Management of Extracurricular Activity  
Funds: Administrative Procedures cont.

**2.3.3 Activity Student Treasurer**

The Activity Student Treasurer shall receive all monies raised by the activity and shall immediately deposit such funds with the Extracurricular Treasurer. Duplicate statement of deposit slips shall be made out and signed by the activity treasurer. One of these is to be retained by the Extracurricular Treasurer and one will be signed and returned to the Activity Student Treasurer.

The Activity Student Treasurer shall pay all bills by issuing pay orders signed by himself/herself and the Activity Advisor. This form is to be made in duplicate and is an order on the Extra Curricular Treasurer to issue a check for payment of the invoice which shall be attached to the pay order. The Activity Advisor will send the check to the vendor.

The Student Treasurer shall keep a ledger showing all receipts and expenditures and indicating a daily running balance which shall be on a form prescribed by the Extra Curricular Treasurer. He/she shall file all supporting data, chronologically, as evidence for the entries made in the ledger.

**2.3.4. Independent Auditor**

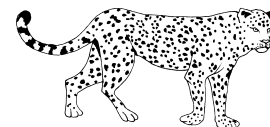
The independent auditor appointed by the Board of Education to make an annual audit of all school district finances will be required to include the extra-classroom activity fund as part of the annual audit. This audit should include a statement of receipts, disbursements, and balances for each activity together with a reconciliation of cash.

***Reviewed & Adopted: 8/20/2008***

***Reviewed & Adopted: 7/22/2020***

# Laurens Central School District

## Board Policy



### **STUDENT – 7200.3**

**Subject:**     Extracurricular Events Procedures

The Board of Education of Laurens Central School supports the concept of extra-curricular activities and/or events as an important adjunct to the educational program. Extra-curricular activities will be supported to the extent that they are supervised properly to insure the health, safety, and welfare of the students involved and within the ability of the school district to financially support such activities.

Extra-curricular activities are divided into the following categories:

- (1) The extra-curricular activities scheduled as a part of the Laurens Central School District's participation and membership in a formal or informal organization controlling the activities; i.e., New York State Music Association, New York State Public High School Athletic Association, Section IV of the New York State Public High School Athletic Association, Tri-Valley School League -- to mention a few. Examples of these kinds of activities: Athletic programs, All-County music program, Honor Society.
- (2) Activities which are a part of student organizations. Examples of these activities are: Student Government, Class organizations, Varsity Club, etc.
- (3) The extra-curricular activities that are an integral part of or an out-growth of the regular academic program. Examples: Marching Band, Concert Band, Color Guard and certain field trips.

The lists above are not all inclusive but serve to set the guidelines for the type of activities classified under each category.

The Board of Education directs the Administration to draw up rules covering the above-mentioned activities when such rules are needed to be different and distinct from the general rules found in the Student Handbook and/or other rules established for the particular extra-curricular event.

The Board of Education of Laurens Central School establishes the following guidelines for instituting these rules and supervising all extra-curricular events. The Superintendent has the authority to enforce these rules and regulations to see that the health, safety, and welfare of the participants involved are protected.

- (1) The Superintendent will establish the number of teacher and parent chaperones required for each and every event.

**STUDENT – 7200.3**

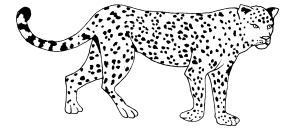
**Subject:**     Extracurricular Events Procedures

- (2)     A Chaperone Agreement Form #7001 will be completed by the appropriate person in charge of the extra-curricular activity which will show a list of names of the chaperones of the event, and an assurance that all chaperones have received a copy of the appropriate rules to be enforced.

*Adopted:*                     4/15/81  
*Reviewed & Readopted:*   8/20/2008  
*Reviewed & Readopted:*   7/22/2020

# Laurens Central School District

## Board Policy



### **STUDENT – 7200.4**

**Subject:**      Use of Facilities: Buildings and  
                     Grounds

#### **IN GENERAL:**

1. Requests for use of Laurens Central School cafeteria, buildings and/or grounds will be submitted on forms available in the Superintendent's office and/or main office.
2. The Administration will approve such requests if they comply to:
  - a. Facility availability on date requested;
  - b. Legality of requesting organization to have public facility;
  - c. Organization accepts financial responsibility for repair, or replacement of any damaged public property and for the reimbursement of any additional expenses incurred by the Board of Education.
  - d. Function requested does not conflict with any school organization's programs or activities.
3. Organization requesting space will be notified of special conditions or requirement concerning staffing, chaperones, etc., prior to date of event.
4. All additional costs will be billed to the sponsoring organization.
5. All costs due to misuse of district property will be billed to the sponsoring organization.

#### **SPECIFIC RULES:**

1. Supervision shall be adequate for the number of persons in attendance. Adults will be required to chaperone and supervise all events attended by school-aged persons.
2. The Discipline Code in the Student Handbook shall be followed.
3. Adequate lighting shall be maintained at all times.
4. Decoration of spaces should be approved in advanced by the Administration responsible. Scotch tape, tacks, or nails should not be used.
5. Any refreshments served should be consumed in the immediate service area. In the event kitchen facilities are required, the Cafeteria Manager must be contacted and approve arrangements and service.
6. The sponsoring organization should inform group members of the entrance and exit to be used for the activity. One adult should be appointed to insure that the building is secure at the end of the activity.
7. The sponsoring Organization will be billed for custodial or other services required for activity. Notation of such charges will be made on application.
8. "Closed program" activities should be indicated on application. Persons other than those invited to attend must be prohibited.
9. "Open program" activities should be indicated on the application and the sponsoring organization will be expected to provide supervision adequate for the crowd expected.

**STUDENT – 7200.4**

**Subject:**     Use of Facilities: Buildings and  
                  Grounds

10.     The sponsoring organization must make occasional checks of the parking areas during the course of any evening events.
11.     The sponsoring organization will guarantee enforcement of any and all regulations, whether “open” or “closed,” whether a school sponsored organization or a non-school group. Adult supervision is a must at all times.
12.     Do not publicize your event until written permission is obtained from the Superintendent with appropriate jurisdiction.

***Reviewed & Adopted:***           ***8/20/2008***

***Reviewed & Adopted:***           ***7/22/2020***

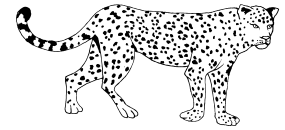
## **Appendix A**

### **Laurens Central School Transportation Requests**

1. All requests for transportation by school bus for extracurricular trips are to be made by the extracurricular activity advisor using the district on-line trip request system.
2. All such requests are to be made at least two weeks in advance.
3. Should the trip be canceled, it is the responsibility of the advisor to notify the Head of Transportation 24 hours in advance of departure time. Failure to do so will result in the activity being required to reimburse the district for one-hour of the appointed driver's time.
4. All requests for transportation by charter bus are to go directly to the Head of Transportation. (DO NOT use the on-line system). Due to the additional requirements placed on schools by the NYSDOT, the Head of Transportation will make all of the arrangements for use of charter buses for any and all school related trips.

# Laurens Central School District

## Board Policy



### **STUDENT – 7200.5**

**Subject:**        Student Fund Raising Activities

The Board of Education encourages the faculty and students to plan educational activities that can be included within existing budgetary appropriations. The Board recognizes that certain school-sponsored organizations have a legitimate need to raise funds to cover expenses for extra educational projects or activities not covered by budget funds.

The Student council will coordinate the fund-raising activities for all school organizations. Each year every group that wishes to conduct a fund-raising campaign must submit a plan to the Student Council following guidelines outlined by the administration. The Board authorizes the administration to grant final approval or disapproval of all fund-raising activities.

Most fund-raising activities will be limited to students in grade seven through twelve (7-12). Elementary grades 4-6 will be permitted to participate in fund-raising activities only under special circumstances when the educational benefits seem to warrant.

All projects involving the sale of commercial products or solicitation of funds by student organizations or classes shall have the approval of the administration prior to any agreements, contracts or publicity.

All non-school organizations who wish to conduct fund-raising activities in the school must secure the approval of the Superintendent. The Board recognizes that groups such as the booster clubs, the parent-teacher organization, and others may wish to conduct fund-raising in the community. Where this is planned, representatives of these school-supportive organizations are asked to coordinate these projects whenever possible to avoid conflicts with student groups. This should be accomplished through the Superintendent's Office.

The Board of Education recognizes there may be some need for students to raise funds to conduct school activities. All such related activities are regulated by the district and must be:

1. Conducted by a recognized student group for the purpose of contributing to educational objectives.
2. Appropriate to the age or grade level.
3. Activities in which schools may appropriately engage.
4. Conducted under the supervision of advisors and/or administrators.

## **STUDENT – 7200.5**

**Subject:**        Student Fund Raising Activities

5.        Conducted in such a manner and at such times as not to encroach upon instructional time, interfere with regularly scheduled school classes and activities, or involve excessive out-of-school time.
6.        Not unduly demanding on advisor's time or work.
7.        Evaluated annually by advisors, administrators, and students.
8.        Conducted to avoid excessive financial impact on the community.
9.        Limited to prevent over-emphasis on fund raising as a part of the educational program.
10.      Candy, chocolates, or other foods where sugar is the main ingredient cannot be sold as a fund-raising activity unless the candy is part of a larger fund-raising package.

The application of the above criteria for student sales and activities shall be supervised by the Student Council and the Superintendent. The use of a coordinating committee to review product quality, to avoid duplication, and to prevent violation of this policy is encouraged.

***Reviewed & Readopted:***        ***8/20/2008***

***Reviewed & Readopted:***        ***7/22/2020***

## C. FINANCE

**REGULATIONS CONCERNING FUND RAISING** - In an effort to coordinate the activities, provide mutual planning and eliminate overlapping of effort, all future fund raising campaigns must have the approval of the Student Council.

All school student organizations shall be required to submit this completed form to the Student Council.

Organization\_\_\_\_\_Sponsor\_\_\_\_\_Date\_\_\_\_\_

1. Budget of estimated expenses: \_\_\_\_\_
2. Current balance\_\_\_\_\_
3. List the fund raisers/projects your organization hopes to run this year. Include anticipated time frames. Turn the form into the student council advisor. No fund raiser may be held without student council approval.

a. Fund Raiser #1

Name/Type of Project: \_\_\_\_\_

Desired Dates: \_\_\_\_\_

b. Fund Raiser #2

Name/Type of Project: \_\_\_\_\_

Desired Dates: \_\_\_\_\_

c. Fund Raiser #3

Name/Type of Project: \_\_\_\_\_

Desired Dates: \_\_\_\_\_

5. Student Council Approval:

a. Fund Raiser #1      Granted \_\_\_\_\_ Denied \_\_\_\_\_ Approved Dates \_\_\_\_\_

b. Fund Raiser #2      Granted \_\_\_\_\_ Denied \_\_\_\_\_ Approved Dates \_\_\_\_\_

c. Fund Raiser #3      Granted \_\_\_\_\_ Denied \_\_\_\_\_ Approved Dates \_\_\_\_\_

Routing:

A. To Student Council for approval

B. Once/if approved the following copies will be distributed by the Student Council:

1 copy with the Advisor/Coach

1 copy with the Superintendent

1 copy with the Activity Sponsor.

- See Student Council Advisor with all questions.

**C. FINANCE**

**EXTRACURRICULAR ACTIVITY OFFICER DESIGNATION FORM**

**Laurens Central School  
Extracurricular Activity  
Officer Form**

**Turn completed form into the Extracurricular Treasurer.**

**Name of Activity/Class/Club:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Statement of Purpose:**

**It is the responsibility of the Advisor of each activity to submit this completed form and any updates to the District Extra Curricular Treasurer.**

**The form must be completed and turned in prior to the start of any fund raising activity.**

<u><b>Officers</b></u>	<u><b>Name</b></u>	<u><b>Signature</b></u>
<b>President</b>	_____	_____
<b>Vice President</b>	_____	_____
<b>Secretary</b>	_____	_____
<b>Treasurer</b>	_____	_____
<b>Advisor</b>	_____	_____

**Approved by the Laurens Central School Board of Education**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**C. FINANCE Continued**

**EXTRACURRICULAR ACTIVITY AND CLUB MEETING MINUTE FORM**

**Laurens Central School District  
Extracurricular Activities and Clubs  
Meeting Minutes Form**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting was called to order at \_\_\_\_\_ by \_\_\_\_\_  
(time) (name)

Officers present: President \_\_\_\_\_  
Vice Pres.: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

List or attachment of members present at meeting:

List or attachment of guests present:

The secretary read the minutes of the last club/activity. The minutes were  
(\_\_\_\_\_) approved as read (\_\_\_\_\_) corrected as follows:

\_\_\_\_\_.

**Treasurers Report:**

Balance as of \_\_\_\_\_ was \$ \_\_\_\_\_

Receipts as of \_\_\_\_\_ were \$ \_\_\_\_\_ (total)

Expenditures as of \_\_\_\_\_ were \$ \_\_\_\_\_ (total)

New Balance as of \_\_\_\_\_ is \$ \_\_\_\_\_

Additional Club/ Activity reports and announcements: (attach additional information as needed)

Decisions made and/or voted on by club/activity/class members: (attach additional information as needed)

Meeting adjourned at: \_\_\_\_\_ Next meeting date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Secretary or other (indicate)

## C. FINANCE Continued

### REGULATIONS FOR SCHOOL ORGANIZATION TREASURERS

- I. Deposits - Before taking to the Extracurricular Treasurer, follow this procedure:
  - a. Bills
    1. Arrange by piling all in the same direction with like denominations together.
    2. Count one dollar bills in bundles of \$50 with a rubber band around each.
    3. Use the Cash Receipt Worksheet (page 31)
  - b. Change
    1. Must be wrapped if enough of each denomination to fill a wrapper; otherwise leave loose.
    2. Do not leave money in the Extracurricular Treasurer's mailbox.
    3. Use the Cash Receipt Worksheet (page 31)
  - c. Checks
    1. Checks must be endorsed if made out to an individual person, rather than a club.
    2. Provide a list of all checks deposited containing check amount and name of issuer.
    3. Advisors are to keep a copy of all checks deposited.
- II. Pay Orders/Vouchers
  - a. Make in duplicate.
  - b. Must be signed by activity treasurer, the advisor/coach of the organization, and the Superintendent.
  - c. Extracurricular Treasurer will keep original copy and return a copy to organization.
  - d. Attached to the pay order/voucher given to the Extra-curricular Treasurer will be the following:
    1. A bill/statement.
    2. Copy of the pay order/voucher.
    3. Minutes from the organization/class meeting authorizing the expenditures.
  - e. Have the invoice made out to the club or class and signed legibly by one making the purchase, if applicable.
  - f. Each club or class will have a pay order book and a financial ledger for all transactions. These books should be kept by the activity advisor and the bookkeeping done by the treasurer of each class or club.
- III. Payment of Invoice
  - a. Treasurers and Advisors/coaches should check and pay invoices promptly.
  - b. If you need a check to pay a bill or invoice, submit forms to the Extracurricular Treasurer AT LEAST 48 hours in advance.

#### IV. Handling of Money

- a. All monies raised by school-sponsored activities must be received by the Extracurricular Activities Treasurer daily so that the money can be properly prepared and deposited in the bank.
- b. If money is left around in the desks and it is stolen, it is next to impossible to recover. The insurance company will NOT reimburse the school for money stolen.
- c. Profit/Loss Statement  
A Profit/Loss Statement is to be completed for all fund raising activities. A copy of the completed form is to be turned into the Extracurricular Treasurer. The original is to be kept with the class/activity extracurricular financial folder.

#### V. Selling – Time Allotted

- a. Student Council will act as coordinator of dates for all sales and activities.
- b. All organizations must have permission of Student Council to schedule a sale or fund-raising activity.
- c. If an activity requires placing orders, indicate on your request form the anticipated date of delivery. Delivery date to customers must be scheduled by Student Council.
- d. Selling outside of school to the community will be monitored and scheduled by Student Council in an effort to regulate the number of requests made to the community by school groups.

#### VI. Calendar Dates

- I. All groups should have activity dates for the year applied for, approved, and on the calendar by October 31st. Any requests made after this date will be honored at the discretion of the Student Council Advisor.

#### VII. Bake Sales

The following guidelines should be followed for Bake Sales:

- a. After the bake sale has been approved by the Student Council and the Superintendent's Office, the event may be held.
- b. Bake sales will be held in locations approved by the administration.
- c. Baked goods will not be sold to students at any time prior to 6th period.
- d. A maximum of three students at a time will be allowed to work. These should be students only out of a study hall. The students should receive prior permission to work from the study hall teacher.
- e. Students may be excused from study hall to go purchase food.
- f. Teachers may choose to escort their class to a bake sale.
- g. Advisors should be responsible for checking on the sale while it is in progress and collect the monies.
- h. There is a limit of two bake sales per month as determined by the Student Council Fundraising Guidelines.

**LAURENS CENTRAL SCHOOL  
CASH RECEIPT WORKSHEET**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

**CURRENCY:**

\$1 \_\_\_\_\_

\$5 \_\_\_\_\_

\$10 \_\_\_\_\_

\$20 \_\_\_\_\_

\$50 \_\_\_\_\_

\$100 \_\_\_\_\_

Coins \_\_\_\_\_

Checks \_\_\_\_\_

Other \_\_\_\_\_

TOTAL \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- **Remember: Most fundraisers are subject to New York State Tax (8% as of 9/2016)**

# Laurens Central School Profit and Loss Statement

Class/Club: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Fundraising date: \_\_\_\_\_

Estimated Profit: \$ \_\_\_\_\_

Subject to NYS Sales Tax?      **Yes**      **No**      (Circle one)

## Deposits

Date	Deposit #	Description of Sale	Start & End Ticket # (If applicable)	Amount
Total receipts				\$ -

## Disbursements

Date	Ck #	Vendor	Purpose	Amount
Total disbursements				\$ -
Actual Profit/(Loss) \$ (Prior to sales tax deduction)				<u><u>\$ -</u></u>

Student Activity Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Central Treasurer \_\_\_\_\_ Date \_\_\_\_\_

## **D. OPERATIONS**

### **I. STUDENTS ATTENDING CO-CURRICULAR ACTIVITIES FROM 3:00 – 4:00 PM**

- a. Students are not to be penalized for being late to sports practice if they are legitimately attending a school-sponsored activity from 3:00-4:00 PM.
- b. Because we are a small school but want to offer to the student body the opportunity to participate in as many varied co-curricular activities as possible, it is necessary for coaches and advisors to share the wealth.
- c. Many activities cannot occur without many of the students playing multiple roles. If students are denied the privilege to participate in other activities and focused only on a narrowed experience (for whatever end is being served) this practice may prevent other students from being able to profit from some new dimensions in their educational experience.

### **II. RULES FOR CLASS ACTIVITIES**

The following rules should be followed for scheduling class/organization activities.

- a. Obtain proper forms from Student Council to obtain their approval.
- b. After Student Council has approved the activity, obtain Building Use Forms from the Superintendent's Office or Main Office, complete and return to the Building Principal so the event can be posted on the Master Calendar. (Check to see if the date is available.)
- c. Completed (by the advisor) Building Use Forms must be filed with the Building Principal's Office as soon as possible for approval.
- d. A list of chaperones (separate form) must be turned in to the Main Office by the Advisor for approval before the event can be held. **THIS MUST BE DONE AT LEAST ONE WEEK** in advance of the activity.

### **III. POSTERS AND BULLETINS**

- a. Any poster or bulletin of general information must have the approval of the organization sponsor and the administration. Organization advisors will be responsible for notices and posters and it is important that advisors exercise good control in this matter.
- b. Posters are to be mounted only in these designated areas:
  - 1. Near water fountains;
  - 2. On open bulletin boards in halls;
  - 3. Closed show cases with permission;
- c. Painters tape only is to be used. No "Scotch" (cellophane or magic) tape is to be used for mounting any poster.
- d. Posters are not to be hung (placed) on:
  - 1. Any painted surface, except by water fountains;
  - 2. Any kind of fabric;
  - 3. Wood work, painted or varnished surfaces, anywhere in the building.
- e. Posters and notices should be attractive and in good taste. The poster should reflect credit to the sponsoring organization.
- f. Fire regulations indicate that it is illegal to attach anything to fire barriers.
- g. All bulletins and/or posters for a given organization sponsoring a particular activity must be removed from their designated areas within three days after the event has occurred.
- h. All posters have to be approved by the Superintendent's Office before hanging up to be sure spelling, date, etc., is correct.  
Limit: 10 posters for each event.

## **SCHOOL DANCES**

- I. School affiliated organizations and each class in Grades 7-12 may sponsor dances. Dances are for the entertainment of Laurens Junior-Senior High School students and their out-of-school guests. Elementary school students **MAY NOT ATTEND** dances in the Laurens Junior-Senior High School. Sundays, holidays and nights preceding a school day will not be considered “available dates.”
- II. After determining available dates on the activities calendar in the Superintendent’s Office, the final date selected by the sponsoring organization must be approved by the administration and posted on the activities calendar. Following approval of the date, an “Application for Use of Buildings and Grounds” must be completed **PRIOR** to entering into any contract with a band. The band must be approved by the administration.
- III. There will be a minimum of eight (8) chaperones, not counting School Administration. Each faculty member, school employee and parent chaperone will sign a copy of the “Chaperone Agreement” form (L-ECAHB #7001) as assurance to a firm commitment to chaperone the activity.
- IV. **DUTIES OF THE CHAPERONE:**
  - A. Chaperones will be given a copy of and shall familiarize themselves with the dance regulations which will be posted at the entrance of the dancing area and written in the Student Handbook.
  - B. Chaperones should station themselves around the dancing area so that they can observe any irregularities that might be going on. These areas are:
    1. The entrance
    2. The hall leading to the gym or cafeteria
    3. The area near the band or DJ when necessary
    4. On a regular basis, the parking lots and school grounds should be monitored
  - C. Chaperones shall make sure that proper lighting is maintained during all dances.
  - D. A periodic check will be made on both the boys’ and girls’ lavatories.
  - E. No student shall be allowed in any other area but the dancing area and the adjacent lavatories.
  - F. Students are not allowed access to their lockers
  - G. All coats, backpacks and bags will be left at the check-in area and supervised by the chaperone.
  - H. Any behavior that violates any aspect of the school discipline policy must be reported immediately to the advisor in charge.
  - I. Any person who shows signs of having been drinking, smoking, or taking drugs either during the dance or prior to the dance shall not be admitted. Parents and/or proper authorities will be notified. Students will be subject to the rules of the Student Handbook.
  - J. Any person who shows signs of having been drinking, smoking or taking drugs during the dance will be detained by the chaperones. Parents and/or proper authorities will be notified. Students will be subject to the rules of the student handbook.
  - K. It is to be remembered that chaperones and advisors have complete authority to enforce all these regulations.
  - L. Any student leaving the building will not be allowed to return to the activity. Chaperones may contact parents of students leaving excessively early.
- V. A cleanup-committee of six or more students will be appointed by the sponsoring organization.
- VI. The Student Council Dance Rules and Student Council Chaperone Rules/Guidelines sign will be prominently displayed at all dances and these rules will be enforced.

## **DANCE RULES:**

- A. LCS students may bring one guest and must sign for and be responsible for his/her behavior. The appropriate form must be completed prior to the dance. Forms can be obtained from the Main Office or the Superintendent's Office. (No guest over the age of 20 will be approved by the administration).
- B. Possession or use of alcoholic beverages or tobacco products including any form of vaping product is not allowed. Anyone who the chaperones determine has been partaking of such beverages/items will not be allowed admittance.
- C. Possession or use of illegal drugs is not allowed. Misuse of legal drugs is also not allowed.
- D. Students should avoid being overly demonstrative of their affections.
- E. Students leaving the building may not return.
- F. Disorderly persons will be removed from the dance and grounds immediately.
- G. Chaperones and advisors have complete authority to enforce the regulations for dances.
- H. There will be a sign-in and sign-out book maintained for every dance. Each and every student will sign his/her name and the time they arrived and also the time they leave will be recorded. Should a student leave a dance excessively early, parents are to be notified. The book will be supervised by a chaperone. After the dance is over, the book will be filed with the Administration for future reference.
- I. Dances at Laurens Central School are open only to Laurens Central School students and approved guests. All applications for guests must be returned to the Main Office or the Superintendent's Office by noon on the day before a dance is to be held. Approved guest applications may be picked up at noon on the day of the dance. No guest over twenty years of age will be permitted. Applications may be picked up in the Main Office or the Superintendent's Office.
- J. All school rules are in effect as printed in the Laurens Central School Student Handbook.
- K. All exit lights must be on. Additional lighting in the dance area will be maintained at all times during the dance.
- L. No drinks and/or food are permitted in the gym or performing arts area at any time.
- M. A school-sponsored dance may be held any three hours between 7:00- 11:00 PM.
- N. Note – Any exceptions to the above must be pre-approved by the administration.

## **PROM RULES**

The following rules apply to all proms. The only annual changes allowed will be:

1. The cost of tickets to the prom for both individuals and couples
2. The location of the prom.
3. After Prom Activities

All those attending the Prom **MUST** follow these rules:

1. All proms are formal events. All those attending must be appropriately dressed. No casual clothing will be allowed.
2. All LCS school and dance rules stated in the Student Handbook are in effect.
3. The Prom is open to students in grades 9-12 only. 8<sup>th</sup> grade student participation is at the discretion of the junior class. The prom is not open to 7<sup>th</sup> grade students.
4. The Prom shall be held from 8:00 pm – 12:00 am, with the crowning to be held at 11:00 pm.  
\* Exceptions to these times must be pre-approved by the administration.
5. Academic eligibility rules apply to ALL students. If you arrive at the prom and are on academic ineligibility, your parents will be notified to pick you up immediately. You will not be allowed entrance to the prom. There will be **NO REFUND** for tickets already purchased.
6. All students attending the prom must sign in and out indicating arrival and departure times. If students leave excessively early parents will be notified. After the prom this information will be filed with the administration.
7. LCS students are allowed one guest and must be responsible for his/her behavior. Guest applications can be obtained by the advisor. It will need to be completed and returned to the Superintendent's office by noon on the Wednesday prior to the prom. No guests over twenty years old will be permitted.
8. Once you have entered the prom, leaving and returning will not be allowed. If you must go to your car and plan to return to the prom, a chaperone will escort you.
9. No large bags are permitted. All other bags and coats will be left in the coat room under adult supervision. Students will be allowed to bring a bag with a change of clothing for the after-prom party. The school reserves the right to search all bags, coats and personal belongings that are brought to the prom.
10. No outside drinks will be allowed.
11. No use, possession, or sale of tobacco/electronic cigarettes, vaping devices of any sort or alcoholic beverages is allowed. If you are suspected of using such substances, you will not be allowed admittance and/or you will be required to leave and your parents will be notified. If tickets have already been purchased, **NO REFUND** will be given.
12. No use, possession, or sale of any type of illegal drugs/drug paraphernalia (including synthetic cannabinoids) is allowed. If you are suspected of using such substances, you will not be allowed

admittance and/or you will be required to leave and your parents will be notified. Legal authorities will be notified when determined necessary by the chaperones and/or administration. If tickets have already been purchased, **NO REFUND** will be given.

13. Students should avoid being overly demonstrative of their affections. If chaperones believe your actions are inappropriate a warning will be given. If these actions are repeated, you will be asked to leave and your parents will be notified.
14. Disorderly persons will be removed from the prom and the grounds immediately.
15. Ticket prices will be established by each class. Advanced sale prices may be different than the price of tickets purchased at the door. For example, advanced sale tickets may be \$25 per person and \$40 per couple and tickets purchased at the door may be \$30 per person and \$45 per couple.
16. Tickets can be purchased during all lunch periods in the cafeteria or at a location determined by the class advisor.

### **CROWNING RULES**

1. Crowning will normally be at 11:00pm with the introduction of the Junior Class.
2. Crowning will normally end at approximately 11:30 pm.
  - The above times may change at the discretion of the Junior class.
3. Parents are welcome to attend the crowning.
4. There will be a Junior Prince and Princess and a Senior King and Queen crowned.

### **AFTER PROM ACTIVITIES**

1. Individual classes may choose to host an "After Prom Activity".
2. All school rules as established in both the LCS Student Handbook and in the Prom Rules, herein, are in effect.
3. Each class may decide on the theme, location, cost, time, etc of an After Prom activity; all of which must be approved by the Administration.

**Class advisors and chaperones for the event have the complete authority to enforce the rules for the prom and all class sponsored After Prom activities.**

## **DANCE/PROM CONCERT GROUPS RIDER**

### **Administrative Procedure**

Laurens Central School District provides that no contract employing a Band, Talent Organization, or DJ to play at any dance or concert shall be signed by or on behalf of the Laurens Central School until the Band, Talent Organization, or DJ has signed and delivered to the school the following Contract Rider:

This Amendment to the Contract dated \_\_\_\_\_ between LAURENS CENTRAL SCHOOL, Employer, and the Band, Talent Organization, or DJ, wherein the Band, Talent Organization, or DJ was hired to perform music services:

#### **WITNESSETH:**

1. The "Leader" of the Band, Talent Organization, or DJ shall be present on the school premises or dance site during the entire period of employment which includes set up and take down time, and all requests and negotiations between the Employer and the Band, Talent Organization, or DJ shall be conducted by the Leader on behalf of the Band, Talent Organization, or DJ.
2. A minimum number of lights as determined by the Employer and/or owner of the dance site shall be turned on and so maintained during the entire period of employment.
3. Unless otherwise notified in advance, the Band, Talent Organization, or DJ will be afforded two hours of set up time before the beginning of the music performance and one hour take down time at the end of the music performance to remove all equipment and personnel from the performance site.
4. The Band, Talent Organization, or DJ must provide all rugs and other materials necessary to set up equipment, cover wires, and to create special effects.
5. No wires will be permitted on or across the dance floor except by prior agreement between the parties signing this Rider and under the condition that the Band, Talent Organization, or DJ shall provide rugs or other covering materials that completely prevents any possible contact by persons with said wires; the Band, Talent Organization, or DJ hereby hold the Employer and owner of dance site harmless on account thereof.
6. The Band, Talent Organization, or DJ hereby assumes responsibility for any damages to the Employer's buildings and premises of the dance site caused by the Band, Talent Organization, or DJ member or their equipment.
7. The Band, Talent Organization, or DJ hereby acknowledges that drinking of alcoholic beverages and the use of controlled substances on the school premises or the dance site is strictly forbidden. Smoking, juuling, use of ecigarettes, or any form of tobacco or tobacco like product is likewise forbidden.
8. A Band, Talent Organization, or DJ dressing room shall be assigned, if necessary, by the Head of Buildings and Grounds or dance site owner and no persons except Employer representatives and Band, Talent Organization, or DJ members shall be permitted to use said room during the entire period of employment.

9. If the school or dance site is closed because of inclement weather or equipment failure, then all activities for the school day and night are deemed cancelled and the Contract herein shall be deemed void and neither party shall have any rights or liabilities to the other on account thereof, provided, however, that the Contract may be amended as to an adjourned time by the parties hereto executing a written memorandum thereof.
10. The Band, Talent Organization, or DJ hereby agrees to begin the music performance at exactly 7:00 pm and to end the music performance at exactly 11:00 pm. It is further agreed that the number of breaks shall be 1 and the length of each break shall not exceed 10 minutes. In the event that the music performance starts late or ends early, the lost music performance time shall be pro-rated against the contract performance time and notwithstanding any other provisions of the contract the wage or compensation payable to the Band, Talent Organization, or DJ shall be pro-rata.

---

Signature of Advisor

Date

---

Signature of Superintendent

Date

---

Signature of Leader of Band, Talent Organization, or DJ

Date

(Keep one copy; return original and a copy to the Superintendent, Laurens Central School, Laurens, NY 13796.)

## DANCE ATTENDANCE/SIGN IN, SIGN OUT

Sponsoring Group \_\_\_\_\_ Date of Dance \_\_\_\_\_

Cost of Dance Per Person \_\_\_\_\_ Cost of Dance Per Couple \_\_\_\_\_

Full Name (First & Last)	Amount Paid	# of items donated	Free	Time In	Time Out	Signature/Sign Out

## APPLICATION FOR GUEST

Name of Guest \_\_\_\_\_ Age of Guest \_\_\_\_\_

Guest's School \_\_\_\_\_

Name of Laurens Student \_\_\_\_\_

Date of Dance \_\_\_\_\_

I REALIZE I AM RESPONSIBLE FOR THE BEHAVIOR OF MY GUEST.

\_\_\_\_\_  
Signature of Laurens Student

\_\_\_\_\_  
LCS Student Home Phone Number

\_\_\_\_\_  
LCS Parent Work Phone Number

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
LCS Parent Name (first and last name)  
**(Parent name for numbers listed above)**

1. Dances at Laurens Central School are open only to Laurens Central School students grades 7-12 and approved guests.
2. All applications for guests must be returned to the Superintendent's Office by noon on the day before a dance is to be held.
3. No guest over twenty years of age will be permitted.
4. Only one guest per student.
5. Please make sure there is a phone number on this form that a parent/guardian can be reached between the hours of 8:00 a.m. and 4:00 p.m. for permission. Also please indicate which parent/guardian's phone number is on the form.
6. You will be notified only if your guest was NOT approved.

## CHAPERONE AGREEMENT FOR LCS EXTRACURRICULAR ACTIVITIES

I, \_\_\_\_\_, agree to act as chaperone  
for \_\_\_\_\_ to be  
(activity)

held at \_\_\_\_\_ on \_\_\_\_\_  
(place) (date)

from \_\_\_\_\_ to \_\_\_\_\_  
(time) (time)

as a function of \_\_\_\_\_.  
(sponsoring group)

I agree to be present before the activity begins in order to be oriented by the advisor and/or administration to the duties and responsibilities of the chaperone. I agree to stay until the activity is ended, unless prior arrangements have been made with the advisor and/or Superintendent).

While chaperoning, I agree to take the responsibility of enforcing the rules and regulations specified for this activity. I have received/read a copy of the rules and regulations specified for this activity.

Signed \_\_\_\_\_

Date \_\_\_\_\_

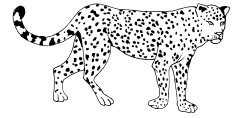
- A chaperone must be:
1. a parent of a student enrolled in LCS or
  2. a teacher on the LCS staff or
  3. an employee of the LCS district

(At least 2/3 of the total number of chaperones will be faculty members or employees of the school district)

This form must be completed and on file with the Administration one week prior to the event.

# Laurens Central School District

## Board Policy



### **STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**

#### LCS Historical Perspective of Senior Trips:

The purpose of a senior trip is to provide students with an opportunity to enjoy educational and cultural activities that are available outside of Otsego County. A senior trip is intended to supplement and enrich the classroom learning experience. The Laurens Central School Board of Education believes that careful planning will greatly enhance the value of a trip and the safety of students participating in this activity.

During the 1991-92 school year the Board of Education abolished overnight senior trips as an expected annual event. After that year, classes were allowed to raise money for the purpose of going on a day trip at the end of the school year. The day trip, which required approval of the Superintendent, was to be educational in nature, paid for, at least in part, out of class funds, and was not allowed to be overnight. The Board of Education paid for school bus transportation to and from Dorney Park, and for the cost of the tickets to get into Dorney Park. If a class wanted to do something different, they had to make up the difference in cost.

In reviewing the senior trip policy and procedures the Board of Education sees a trip to Dorney Park as not qualifying as educational in nature. It is the Board's intent to return to that concept whereby an educational component is to be embedded in all future trips.

During the 2000-2001 school year the Board of Education reconsidered overnight senior trips on a class by class basis. Classes proposing an overnight trip were required to raise funds to cover the majority of the trip expenses. Students were also expected to contribute personal funds to cover any expenses above and beyond those covered by class fund raising activities. The Board of Education did not contribute to the cost of the trip other than transportation fuel costs, as the driver donated his time. The following items were to be presented to the Board at least two months prior to the requested date and/or last refund date of the trip to be considered for approval:

- 1) A complete and detailed trip itinerary, including all financial obligations, and refund procedures.
- 2) A complete list of chaperones.
- 3) Trip rules.
- 4) Established dates for parent meetings to review rules, trip plans, etc.

## **STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**  
**Continued**

As of the 2011-2012 school year the following guidelines are to be adhered to regarding all senior trips. **It is the position of the Laurens Central School District that participation in a senior trip is a privilege, not a right.** Therefore, all of the following guidelines must be met in order for a student to participate. Even up to the day of departure, a student may be disqualified and lose the privilege of participating on the senior trip. The same rules apply during the trip and a student may be sent home for violating any of the following guidelines.

### **General Trip Requirements**

1. It is expected that the class advisor, students and parents will need to attend several meetings to discuss potential trip options and develop trip plans. Should an out-of-the country trip be an option, all persons traveling will be required to have a valid passport.  
(A Passport Card does not qualify.)
2. It is expected that the class advisor and students will develop a presentation to be given to the Board of Education regarding the trip. The presentation will include all of the information as required in this document. (Refer to time frames outlined in “Class Advisor Checklist”)
3. When discussing potential trip options it is expected that consideration will be given for all students’ ability to afford the trip chosen and a trip will be selected that best meets the needs of the majority of the class membership.
4. It is expected that all of the following rules and guidelines for senior trips will be reviewed with students and parents prior to making any trip plans or decisions.
5. All senior trips will be scheduled with the least possible disruption to the school program.
6. A senior trip is a privilege, not a right, therefore a Class Advisor is not required to plan an overnight trip but is expected to assist the students in planning their trip. (overnight or day trip).
7. Failure to meet any of the following guidelines may forfeit the right of the senior class and/or a member of the class to participate in a senior trip.

### **Student Guidelines: The following criteria and guidelines must be met for a student to qualify for the Senior Trip:**

1. **Class membership and trip eligibility:**  
Any student who is a full time 12th grade student meeting NYS and LCS academic requirements, attending Laurens Central School and/or affiliated programs may be eligible for participation on the senior trip. (ie: BOCES programs for which student participation is the responsibility of the district) The student must be on track to qualify for graduation during the year of the trip.

**STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**  
**Continued**

**2. Obligations owed to the class and or the school:**

In order for a student to be able to participate in the senior trip, all obligations due to the class and or the school must be paid in full prior to the trip.

**3. Academic Eligibility Rules:**

Laurens Central School District Academic Eligibility Rules will apply to all senior trips. Should a student be failing two or more classes, they will not be allowed to participate in the trip.

**4. Attendance Policy:**

Laurens Central School District Attendance Policy (18 days/9 days for semester classes) will apply to all senior trips. Should a student accumulate 18/9 days or more of absence from school or from a single class required for graduation, they will not be allowed to participate in the trip. Exceptions for medical reasons must be approved by the Administration.

**5. Discipline record:**

- A. A student who has violated the District Code of Conduct, Student Handbook or any Extracurricular Handbook rules for use, possession, or sale of alcohol, tobacco or drugs during their senior year will not be allowed to participate in the trip.
- B. A student who has been suspended, in-school and/or out-of-school two or more times during their senior year for Category III, IV or V infractions, will not be allowed to participate in the senior trip.
- C. A student who has a history of repeated (3 or more annually) disciplinary offenses for Category III, IV or V infractions throughout their high school years, grades 9-12, may not be allowed to participate in the senior trip. This decision will be made by the Administration.
- D. Discipline offenses arising up to and including the day of the trip may cause a student to lose the privilege of participating on the trip.

**6. Behavior while on a senior trip:**

- A. Students are subject to all rules and regulations of the LCS Code of Conduct, Student Handbook or any Extracurricular Handbook.
- B. Students violating these rules will be subject to the following:
  - 1. Student may be sent home at parent/guardian expense.
  - 2. Student will be subject to increased monitoring and/or discipline which may result in non-participation in trip events should they be allowed to remain on the trip.
  - 3. Student will be subject to disciplinary consequences upon return from the trip. These consequences may include:
    - a. Any consequence outlined in the above listed handbooks

**STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**  
**Continued**

- b. The student may be denied permission to participate in any further extracurricular activity and senior activity including the graduation ceremony.
- 4. Any student violating and/or promoting the violation of school rules for use or possession of drugs, drug paraphernalia, or alcohol on the trip will automatically receive upon return, a five day out-of-school suspension, will receive at least a 30 day suspension from all extracurricular activities and senior activities and will not be allowed to participate in the graduation ceremony.

**7. Additional Senior Class Activities:**

Once permission has been granted for the senior class trip, the senior class members will agree to not participate in any activities for the remainder of the school year that would prevent them from attending school or disrupting the school day. Students violating this agreement will be subject to the consequences listed in **Section 6: “Behavior while on a senior trip.”**

**8. Attendance at meetings about the Senior Trip:**

Once final approval for a senior trip has been given by the Board of Education, at least one mandatory meeting with parents, students, administration and chaperones will be held prior to the trip. (There may be more than one mandatory meeting.) A parent/guardian of each child is required to attend this meeting(s), as is the student, or the student will not be allowed to participate in the trip. If a parent/guardian is not able to attend the meeting(s) due to an emergency situation or circumstance beyond his/her control, an individual conference must be substituted for attendance at the meeting(s).

**9. Baggage Check:**

All baggage will be checked by the Administration and/or trip chaperones. No exceptions. In addition, chaperones have the right to check all bags and rooms at any time during the trip. The District reserves the right to have all bags and luggage checked by the State Police, and Sheriff’s department, which may include the use of canine units.

**10. Trip Contract:**

All students participating in the senior trip and their parent/guardian will agree to sign the Trip Contract (attached). By signing this contract, students and their parent/guardian are agreeing to all of the rules and regulations as outlined in the contract and as established in this document.

**11. Automatic Disqualification:**

Refusal to agree with any of the above criteria will result in automatic disqualification from participation in the senior trip.

**12. Trip deposits, fees, insurance, etc:**

Should a student be disqualified from participation in the senior trip for any of the reasons stated in the “Student Guidelines” they forfeit any and all deposits, fees paid, etc, for the trip. Depending on the trip selected, students may be required to purchase “Trip Insurance” that protects the school district from liability in the event of unforeseen circumstances.

## **STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**  
**Continued**

### **Class Advisor requirements**

1. The Class Advisor is expected to help students fund raise and plan for senior activities which may include a senior trip. They will also provide the following information to the Administration prior to making any final trip decisions:
  - a. a list of potential trip destinations, itinerary, projected costs and chaperones
  - b. the amount the class will be able to contribute to offset trip costs
  - c. the amount students will be required to contribute to cover the trip costs
2. If a senior trip is planned, the Class Advisor is expected to go on the senior trip, serve as the Head Chaperone and be responsible for ensuring that all rules and regulations of the LCS Code of Conduct, Student Handbook or any Extracurricular Handbooks are enforced on the trip.
3. Once the trip has been Board approved the Class Advisor is expected to provide the Board of Education with a complete, detailed trip itinerary, including all final trip financial obligations and costs. Refund procedures will be put in writing and distributed to parents and to the Board of Education.
4. The Class Advisor will provide a complete list of chaperones to the Board of Education at the board meeting in the month prior to the trip. There will be at least one chaperone for every six students plus one additional chaperone. The male/female ratio of chaperones will depend on the male/female ratio of the class, with at least one male and one female chaperone on the trip.
5. The Class Advisor is required to have a meeting with all chaperones to review expectations for their responsibilities and conduct on the trip. The chaperones are required to sign the attached “Chaperone Agreement.”
6. The Class Advisor will provide a complete list of students who qualify for the trip to the Administration. Should there be any students whose eligibility is in question the Class Advisor will work with the Administration to come to a final decision about student participation on the trip.
7. The Class Advisor will be responsible for notifying parent/guardians of the need to meet with the Administration for the purpose of reviewing a student’s discipline record in regard to their child’s participation on the trip.
8. The Class Advisor will be responsible for establishing dates for parent/guardian meetings to review rules and trip plans. There will be a parent/guardian meeting to discuss potential trips prior to making any final trip decisions and/or the presentation of the trip to the Board of Education for approval.
9. Once the Board of Education has approved a senior trip, the Class Advisor will schedule parent/guardian meeting(s) as outlined above.
10. The Class Advisor will provide the Administration with a list of all emergency contacts for students and chaperones going on the trip, and will be responsible for developing a written plan for

**STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**  
**Continued**

providing for student safety while on the trip. The plan will include the following and a copy must be provided to the Administration prior to trip departure:

- List of all chaperones in attendance on the trip which will be aligned with the requirements outlined in this document
  - List of all students in attendance on the trip
  - List of students assigned to each chaperone
  - A copy of all parent/guardian permission and medical release forms which shall include emergency contact information for each student
  - A copy of the completed and signed “Senior Trip Behavior Contract” for each student on the trip.
  - A copy of the LCS Crisis Team contact list
  - A copy of all birth certificates, passports, etc, as needed
  - A copy of a parent/guardian phone tree created by the advisor
11. The Class Advisor will be responsible for and reserve the right to create seating charts, room assignments, participation lists, etc. for all senior trips.
12. The Class Advisor will be responsible for scheduling meetings with the Administration to:
- Discuss trip options
  - Review all trip requirements
  - Review the attached trip requirements checklist
  - Provide the Administration with all required trip information as outlined in this document

**Parent requirements/responsibilities**

1. At least one parent/guardian of each student must attend the mandatory class meeting as outlined above. They may be required to attend more than one class meeting.
2. In order for a student to participate in the senior trip, their parent/guardian must sign the attached “Senior Trip Behavior Contract.”
3. Parents are required to make financial deposits/payments as required for the trip by the dates provided by the Class Advisor.
4. Provide the Class Advisor with all required information about their child.

**Chaperone requirements/responsibilities**

1. A husband/wife of a chaperone can be designated a chaperone. It is expected that such a person will comply with all of the school rules for chaperones. If this person does not wish to be a chaperone, they can go with their husband/wife and pay their own expenses.
2. All Chaperones must be approved by the School Administration and Board of Education, and must sign the chaperone agreement form.
3. 2/3 of the chaperones are required to be school employees.

4. There will be at least one chaperone for every six students plus one additional chaperone. The male/female ratio of chaperones will depend on the male/female ratio of the class, with at least one male and one female chaperone on the trip.
5. The class will pay the cost of the trip for all approved chaperones. This does not prevent chaperones from contributing to the cost of the trip should they so choose.
6. Should an out-of-the country trip be an option, all chaperones traveling will be required to have a valid passport. (A Passport Card does not qualify.)

#### **Board of Education responsibilities**

1. All proposed senior trips must be approved by the Superintendent and the Board of Education prior to making any financial deposits for a trip.
2. The Board reserves the right to cancel any previously approved trip at any time due to unforeseen circumstances.

#### **Administration responsibilities**

1. The administration will maintain all required information as outlined above and provided by the class advisor regarding the trip.
2. Parent notification of any decisions made regarding the denial of a student to participate in the trip.
3. Meet with the Class Advisor to determine whether or not all trip requirements have been met prior to requesting approval of the Board of Education.
4. Attend the mandatory parent meeting to assist the Class Advisor in the explanation of all school rules regarding senior trips.

**STUDENTS – 7200.6 (Procedures)**

Subject: **Rules and Procedures For All Senior Trips**  
**Continued**

**Checklist for Class Advisors Planning a Senior Trip**

(These dates assume the trip will be in April. Dates can be adjusted for a June trip.)  
( Both the Class Advisor and the Administration will initial each item listed.)

1. Information presented to the Administration by January of the year of the trip:
  - \_\_\_\_\_ List of potential trip destinations, itinerary, projected costs and chaperones
  - \_\_\_\_\_ Estimated amount the class will be able to contribute to offset trip costs
  - \_\_\_\_\_ Estimated amount students will be required to contribute to cover the trip costs
  - \_\_\_\_\_ List of class members to attend the February Board of Education meeting to share information about the trip and to request trip approval from the Board.
2. Information to be presented to the Administration by March of the year of the trip:
  - \_\_\_\_\_ List of students who qualify for the trip
  - \_\_\_\_\_ List of students whose eligibility is in question, both academic and behavioral eligibility
  - \_\_\_\_\_ Copies of all notifications sent to parents of students whose eligibility is in question
  - \_\_\_\_\_ Listing of dates of all parent meetings and attendance records of students and parents at the meeting
3. Information to be presented to the Administration and Board of Education at least one month prior to the trip departure date:
  - \_\_\_\_\_ Complete and detailed trip itinerary
  - \_\_\_\_\_ All final trip financial obligations and costs
  - \_\_\_\_\_ Refund procedures will be put in writing and distributed to parents
  - \_\_\_\_\_ Completed list of chaperones (1 for every 6 students plus 1 additional)
  - \_\_\_\_\_ Copies of the signed “Chaperone Agreement” forms
4. Information to be presented to the Administration two weeks prior to departure:
  - \_\_\_\_\_ Copy of “Written Trip Safety Plan” to include:
    - \*List of all students in attendance on the trip
    - \*List of all chaperones in attendance on the trip which will be aligned with the requirements outlined in this document
    - \*List of students assigned to each chaperone
    - \*A copy of all parent/guardian permission and medical release forms which shall include emergency contact information for each student
    - \*A copy of the LCS Crisis Team contact list
    - \*A copy of all birth certificates, passports, etc, as needed
    - \*A copy of a parent/guardian phone tree created by the advisor
    - \*A copy of all seating charts, room assignments, participation lists, etc.
    - \*A copy of the all “Laurens Central School Senior Trip Student Contract For Students and Parents/Guardians”

***Reviewed & Readopted: 10/19/2011***

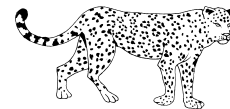
***Reviewed & Readopted: 7/22/2020***

# Laurens Central School District

## Board Policy

**STUDENTS – 7200.61 (Procedures)**

**Subject: Student Contract Senior Trip**



### Laurens Central School Senior Trip 20\_\_ Student Contract For Students and Parents/Guardians

I, \_\_\_\_\_ and I, \_\_\_\_\_ have read, understand and agree to the following:  
(print student name) (print parent/guardian name)

1. We have read and understand the School District Code of Conduct, Student Handbook and all other extracurricular handbooks for activities I/my child has participated in as a student during the 20\_\_-20\_\_ school year.
2. All school rules are in effect for this field trip. Should I/my child violate any of the school rules, I/we understand that consequences will be assigned according to the school handbooks upon return from the trip. In addition, I/we understand that violation of any of the school rules will result in any of the following consequences upon return from the trip:
  - a. Any consequence outlined in the above listed handbooks
  - b. The student may be denied permission to participate in any further extracurricular activity and senior activity including the graduation ceremony.
  - c.. Any student violating school rules for use or possession of drugs, drug paraphernalia, or alcohol on the trip will automatically receive a five day out-of-school suspension, will receive at least a 30 day suspension from all extracurricular activities and senior activities, and will not be allowed to participate in the graduation ceremony.
3. I/We understand that any violations of the school rules may cause me/my child to lose any and/or all privileges for participation in activities while on the trip and may cause me/my child to be placed under the direct supervision of a chaperone for the remainder of the trip. It may also cause my parents/guardians to be required to make arrangements for the immediate return of the student and incur all related expenses.
4. I/We understand that the Head Chaperone, and/or her designee, has the responsibility for the safety and well being of all trip participants and I/my child will therefore abide by his/her decisions for the duration of the trip.
5. I/We understand that everything brought on this trip is subject to the scrutiny of the chaperones. This means that all student luggage, purses, bags, carry-ons, etc. will be inspected prior to departure, and may be examined from the moment the bags arrive at the school or at the designated drop off point and/or at any time during the trip. This will include items purchased on the trip.
6. Once permission has been granted for the senior class trip, the senior class members will agree to not participate in any activities for the remainder of the school year that would prevent them from attending school or disrupting the school day.
7. I/We understand that the failure to comply with the school rules as outlined in the Code of Conduct, Student Handbook, all other extracurricular handbooks or this Contract may invoke serious consequences that may include, but are not limited to: Out-of-school suspension, prohibition from all extracurricular activities, including all senior activities, cancelation of the senior trip and participation in the graduation ceremony.

Participation in the Senior Trip is strictly voluntary. By signing this contract, I/we agree to follow all school rules and consequences as outlined in this Contract, and in the "Guidelines for Senior Trips" document. My signature acknowledges that I am fully aware of and understand all of the rules and consequences established for the senior trip.

\_\_\_\_\_  
(Student Signature) (Parent/Guardian Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Student Name - Print) (Parent/Guardian Name – Print) Date \_\_\_\_\_

#### Reminders:

\*All luggage is to be brought to the school to be inspected by/on: \_\_\_\_\_ Any additional carry-on bag brought for the trip must be inspected before it is loaded on the bus.

Reviewed & Readopted: 10/19/2011

Reviewed & Readopted: 7/22/2020

# Laurens Central School Overnight Trip Continued Medication Permission Form

There are times when an athlete/student is required to take prescribed medications while traveling, competing, performing or acting in other roles as a member of an Extracurricular Program of Laurens Central School. By signing this form, parents acknowledge that they have:

- a. Supplied their child with appropriate medications
- b. Listed the specific drug and dosage on this form
- c. Absolved the school district, school staff and school appointed chaperone of any responsibility for assurance that the medication was self-administered
- d. Understand that the school district, school staff and school appointed chaperone will attest that said drugs were self-administered.

Student name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Cell Number \_\_\_\_\_

Parent name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Cell Number \_\_\_\_\_

Date: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

List of all medications with correct dosage:

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Prescribed by: \_\_\_\_\_

Allergies to medications: \_\_\_\_\_

Other medical conditions that a doctor or emergency personnel need to be aware of:

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List of all over the counter medications my child has with them on this trip and has permission to self-administer:

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Emergency Contact Information in case parent listed above cannot be reached:

Name \_\_\_\_\_

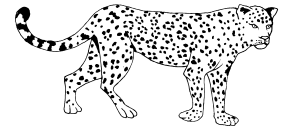
Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

# Laurens Central School District

## Board Policy



**STUDENTS – 7200.62 (Procedures)**

Subject: Chaperone Agreement for Senior Trips

### Laurens Central School Chaperone Agreement Form Class of \_\_\_\_\_ Senior Trip

I, \_\_\_\_\_, understand that all chaperones for the senior trip have been approved by the School Administration, and that as such, it is the expectation of the Board of Education that as a senior trip chaperone, I agree to each of the following:

1. I agree to be present before the trip occurs in order to be oriented by the Senior Class advisor and/or Administration as to the duties and responsibilities associated with the position of chaperone.
2. I understand that the senior trip will be held from \_\_\_\_\_ to \_\_\_\_\_, and that my responsibilities as a chaperone will be required for this entire time period.
3. I understand that while chaperoning, I agree to take responsibility for the enforcing of all school rules and regulations that apply to this activity.
4. I acknowledge that I am familiar with all rules and regulations as outlined in the Student handbook, the Code of Conduct, and all Extracurricular Handbooks. I understand that as a chaperone for the trip, it is my responsibility to enforce all rules and regulations outlined in the school handbooks. I also understand that I do not have any authority to waive or alter any of the rules outlined in the school handbooks. Should I witness any student violating a school rule or regulation, or should I become aware of any situation where a student may have or may be considering the violation of a school rule or regulation, I will report this to the Senior Class Advisor/ Head Chaperone, \_\_\_\_\_, immediately.
5. I understand that this is a school sponsored trip therefore I will not purchase or consume alcoholic beverages at any time while serving as a chaperone.
6. I understand that the Senior Class Advisor/Head Chaperone has the authority to assign duties to each chaperone as needed during the trip.
7. I understand that the safety of our students is my top priority, and it will be the responsibility of each chaperone to work together cooperatively to ensure that no student will be left unattended at any time during the trip, and I agree that I will do all that is within my power to ensure the safety of each student taking part in this trip.

By signing below, I am agreeing to uphold/follow all of the conditions outlined above:

Name of Chaperone: (printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed & Readopted: 10/19/2011

Reviewed & Readopted: 7/22/2020

## **Laurens Central School**

### **Rules and Procedures for all Overnight Extracurricular Trips**

Extracurricular Activity Advisors (Advisor) who are considering an overnight trip for their club/activity must first meet with the Administration to discuss the trip. The advisor must be prepared to discuss the following:

- purpose of the trip
- educational benefits of the trip
- dates, destination and a general itinerary of the trip
- estimated trip costs per person
- estimated number of participants
- proposed group fund raisers
- trip participants: will trip be open to students, or will the trip be open to adults, parents and community members

After this meeting, should the Administration decide the trip is educationally sound, after consideration of trip destination/safety, costs, dates, etc., the Activity Advisor will be required to present the trip information to the Board of Education. The Board of Education will give permission for the Advisor to move forward in making plans and fundraising for the trip. A second meeting with the Board of Education must occur, as described below, as the Board must give final approval for all trips, and will retain the right to cancel all trips, as needed.

Groups proposing overnight trips are required to raise funds to cover the majority of the trip expenses. Students are also expected to contribute personal funds to cover any expenses above and beyond those covered by group fund raising activities. The Board of Education will not contribute to the cost of the trip other than transportation fuel costs. (Decision to provide transportation is decided on a trip by trip basis.)

The following items are to be presented to the Board at least two months prior to the requested date and/or last refund date of the trip to be considered for approval:

- 1) A complete and detailed trip itinerary, including all financial obligations, and refund procedures.
- 2) A complete list of chaperones.
- 3) Trip rules
- 4) Established dates for parent meetings to review rules, trip plans, etc.

The following guidelines are to be adhered to regarding all trips. **It is the position of the Laurens Central School District that participation in an extracurricular trip is a privilege, not a right.**

Therefore, all of the following guidelines must be met in order for a student to participate. Even up to the day of departure, a student may be disqualified and lose the privilege of participating on the trip. The same rules apply during the trip and a student may be sent home for violating any of the following guidelines.

#### **General Trip Requirements**

1. It is expected that the Advisor, students and parents will need to attend several meetings to discuss potential trip options and develop trip plans. Should an out-of-the country trip be an option, all persons traveling will be required to have a valid passport. (A Passport Card does not qualify.)
2. It is expected that the Advisor and students will develop a presentation to be given to the Board of Education regarding the trip. The presentation will include all of the information as required in this document. (Refer to time frames outlined in “Activity Advisor Checklist”)
3. It is expected that all of the following rules and guidelines for overnight trips will be reviewed with students and parents prior to making any trip plans or decisions.
4. All trips will be scheduled with the least possible disruption to the school program.
5. Failure to meet any of the following guidelines may forfeit the right of the group and/or a member of the group to participate in a trip.

**Student Guidelines: The following criteria and guidelines must be met for a student to participate in Extracurricular Activity trips:**

1. **Trip eligibility:**  
Students must be full time students at Laurens Central School.
2. **Obligations owed to the activity and or the school:**  
In order for a student to be able to participate in the trip, all obligations due to the activity and or the school must be paid in full prior to the trip.
3. **Academic Eligibility Rules:**  
Laurens Central School District Academic Eligibility Rules will apply to all trips. Should a student be failing two or more classes, they will not be allowed to participate in the trip.
4. **Attendance Policy:**  
Laurens Central School District Attendance Policy (18 days/9 days for semester classes) will apply to all trips. Should a student accumulate 18/9 days or more of absence from school or from a single class required for promotion/graduation, they will not be allowed to participate in the trip. Exceptions for medical reasons must be approved by the Administration.
5. **Discipline record:**
  - A. A student who has violated the District Code of Conduct, Student Handbook or any Extracurricular Handbook rules for use, possession, or sale of alcohol, tobacco or drugs, as outlined in the Student Handbook, will not be allowed to participate in the trip.
  - B. A student who has been suspended, in-school and/or out-of-school two or more times during the school year in which the trip is occurring for Category III, IV or V infractions, will not be allowed to participate in the trip.
  - C. A student who has a history of repeated (3 or more annually) disciplinary offenses for Category III, IV or V infractions throughout their high school years, grades 9-12, may not be allowed to participate in the trip. This decision will be made by the Administration.
  - D. Discipline offenses arising up to and including the day of the trip may cause a student to lose the privilege of participating on the trip.

**6. Behavior while on a trip:**

- A. Students are subject to all rules and regulations of the LCS Code of Conduct, Student Handbook or any Extracurricular Handbook.
- B. Students violating these rules will be subject to the following:
  - 1. Student may be sent home at parent/guardian expense.
  - 2. Student will be subject to increased monitoring and/or discipline which may result in non-participation in trip events should they be allowed to remain on the trip.
  - 3. Student will be subject to disciplinary consequences upon return from the trip. These consequences may include:
    - a. Any consequence outlined in the above listed handbooks
    - b. The student may be denied permission to participate in any further extracurricular activity.
  - 4. Any student violating and/or promoting the violation of school rules for use or possession of drugs, drug paraphernalia, or alcohol on the trip will automatically receive upon return, a five day out-of-school suspension, and will receive at least a 30 day suspension from all extracurricular activities.

**7. Attendance at meetings about the Trip:**

Once final approval for a trip has been given by the Board of Education, at least one mandatory meeting with parents, students, administration and chaperones will be held prior to the trip. (There may be more than one mandatory meeting.) A parent/guardian of each child is required to attend this meeting(s), as is the student, or the student will not be allowed to participate in the trip. If a parent/guardian is not able to attend the meeting(s) due to an emergency situation or circumstance beyond his/her control, an individual conference must be substituted for attendance at the meeting(s).

**8. Baggage Check:**

All baggage will be checked by the Administration and/or trip chaperones. No exceptions. In addition, chaperones have the right to check all bags and rooms at any time from the moment the bags/luggage are brought to the school and at any time during the trip. The District reserves the right to have all bags and luggage checked by the State Police, and Sheriff's department, which may include the use of canine units.

**9. Trip Contract:**

All students participating in the trip and their parent/guardian will agree to sign the Trip Contract (attached). By signing this contract, students and their parent/guardian are agreeing to all of the rules and regulations as outlined in the contract and as established in this document.

**10. Automatic Disqualification:**

Refusal to agree with any of the above criteria will result in automatic disqualification from participation in the trip.

**11. Trip deposits, fees, insurance, etc:**

Should a student be disqualified from participation in the trip for any of the reasons stated in the "Student Guidelines" they forfeit any and all deposits, fees paid, etc, for the trip. Depending on the trip selected, students may be required to purchase "Trip Insurance" that protects the school district from liability in the event of unforeseen circumstances.

**Extracurricular Activity Advisor requirements**

1. The Advisor is expected to help students fund raise and plan for activities which may help offset trip costs. They will also provide the following information to the Administration prior to making any final trip decisions:
  - purpose of the trip
  - educational benefits of the trip
  - dates, destination and a general itinerary of the trip
  - estimated trip costs per person
  - estimated number of participants
  - proposed group fund raisers
  - trip participants: will trip be open to students, or will the trip be open to adults, parents and community members
2. If a trip is planned, the Advisor is expected to go on the trip, serve as the Head Chaperone and be responsible for ensuring that all rules and regulations of the LCS Code of Conduct, Student Handbook or Extracurricular Handbook are enforced on the trip.
3. The following items are to be presented to the Board at least two months prior to the requested date and/or last refund date of the trip to be considered for approval:
  - A complete and detailed trip itinerary, including all financial obligations, and refund procedures.
  - A complete list of chaperones.
  - Trip rules
  - Established dates for parent meetings to review rules, trip plans, etc.
4. The Advisor will provide a complete list of chaperones to the Board of Education at the board meeting in the month prior to the trip. There will be at least one chaperone for every six students plus one additional chaperone. The male/female ratio of chaperones will depend on the male/female ratio of the class, with at least one male and one female chaperone on the trip.
5. Every effort shall be made to include all students on trips, however, should a student require additional and/or one-on-one supervision, parents may be required to participate on the trip or help offset trip costs for additional chaperones.
6. The Advisor is required to have a meeting with all chaperones to review expectations for their responsibilities and conduct on the trip. The chaperones are required to sign the attached "Chaperone Agreement."
7. The Advisor will provide a complete list of students who qualify for the trip to the Administration. Should there be any students whose eligibility is in question the Advisor will work with the Administration to come to a final decision about student participation on the trip.
8. The Advisor will be responsible for notifying parent/guardians of the need to meet with the Administration for the purpose of reviewing a student's discipline record in regard to their child's participation on the trip.
9. The Advisor will be responsible for establishing dates for parent/guardian meetings to review rules and trip plans. There will be a parent/guardian meeting to discuss potential trips prior to

making any final trip decisions and/or the presentation of the trip to the Board of Education for approval.

10. Once the Board of Education has approved a trip, the Advisor will schedule parent/guardian meeting(s) as outlined above.
11. The Advisor will provide the Administration with a list of all emergency contacts for students and chaperones going on the trip, and will be responsible for developing a written plan for providing for student safety while on the trip. The plan will include the following and a copy must be provided to the Administration prior to trip departure:
  - List of all students in attendance on the trip
  - List of all chaperones in attendance on the trip which will be aligned with the requirements outlined in this document
  - List of students assigned to each chaperone
  - A copy of all parent/guardian permission and medical release forms which shall include emergency contact information for each student
  - A copy of the completed and signed “Behavior Contract” for each student on the trip.
  - A copy of the LCS Crisis Team contact list
  - A copy of all birth certificates, passports, etc, as needed
  - A copy of a parent/guardian phone tree created by the advisor
12. The Advisor will be responsible for and reserve the right to create seating charts, room assignments, participation lists, etc. for all trips.
13. The Advisor will be responsible for scheduling meetings with the Administration to:
  - Discuss trip options
  - Review all trip requirements
  - Review the attached trip requirements checklist
  - Provide the Administration with all required trip information as outlined in this document

### **Parent requirements/responsibilities**

1. At least one parent/guardian of each student must attend the mandatory class meeting as outlined above. They may be required to attend more than one class meeting.
2. In order for a student to participate in a trip, their parent/guardian must sign the attached “Trip Behavior Contract.”
3. Parents are required to make financial deposits/payments as required for the trip by the dates provided by the Advisor.
4. Provide the Advisor with all required information about their child.

### **Chaperone requirements/responsibilities**

1. A husband/wife of a chaperone can be designated a chaperone. It is expected that such a person will comply with all of the school rules for chaperones. If this person does not wish to be a chaperone, they can go with their husband/wife and pay their own expenses.

2. All Chaperones must be approved by the School Administration and Board of Education, and must sign the chaperone agreement form.
3. 2/3 of the chaperones are required to be school employees.
4. There will be at least one chaperone for every six students plus one additional chaperone. The male/female ratio of chaperones will depend on the male/female ratio of the class, with at least one male and one female chaperone on the trip.
5. The activity will pay the cost of the trip for all approved chaperones. This does not prevent chaperones for contributing to trip expenses should they so choose.
6. Should an out-of-the country trip be an option, all chaperones traveling will be required to have a valid passport. (A Passport Card does not qualify.)

#### **Board of Education responsibilities**

1. All proposed trips must be approved by the Superintendent and the Board of Education prior to making any financial deposits for a trip.
2. The Board reserves the right to cancel any previously approved trip at any time due to unforeseen circumstances.

#### **Administration responsibilities**

1. The administration will maintain all required information as outlined above and provided by the Advisor regarding the trip.
2. Parent notification of any decisions made regarding the denial of a student to participate in the trip.
3. Meet with the Advisor to determine whether or not all trip requirements have been met prior to requesting approval of the Board of Education.
4. Attend at least one the mandatory parent meeting to assist the Advisor in the explanation of all school rules regarding trips.

# Checklist for Advisors planning a trip

(These dates assume the trip will be during a vacation. Dates can be adjusted as needed.)

(Both the Advisor and the Administration will initial each item listed.)

1. Information presented to the Administration at least four months before the trip:
  - \_\_\_\_\_ List of potential trip destinations, itinerary, projected costs and chaperones
  - \_\_\_\_\_ Estimated amount the activity will be able to contribute to offset trip costs
  - \_\_\_\_\_ Estimated amount students will be required to contribute to cover the trip costs
  - \_\_\_\_\_ List of participants to attend a Board of Education meeting to share information about the trip and to request trip approval from the Board.
2. Information to be presented to the Administration two months before the trip:
  - \_\_\_\_\_ List of students who qualify for the trip
  - \_\_\_\_\_ List of students whose eligibility is in question, both academic and behavioral eligibility
  - \_\_\_\_\_ Copies of all notifications sent to parents of students whose eligibility is in question
  - \_\_\_\_\_ Listing of dates of all parent meetings and attendance records of students and parents at the meeting
3. Information to be presented to the Administration and Board of Education at least one month prior to the trip departure date:
  - \_\_\_\_\_ Complete and detailed trip itinerary
  - \_\_\_\_\_ All final trip financial obligations and costs
  - \_\_\_\_\_ Refund procedures will be put in writing and distributed to parents
  - \_\_\_\_\_ Completed list of chaperones (1 for every 6 students plus 1 additional)
  - \_\_\_\_\_ Copies of the signed “Chaperone Agreement” forms
4. Information to be presented to the Administration two weeks prior to departure:
  - \_\_\_\_\_ Copy of “Written Trip Safety Plan” to include:
    - List of all students in attendance on the trip
    - List of all chaperones in attendance on the trip which will be aligned with the requirements outlined in this document
    - List of students assigned to each chaperone
    - A copy of all parent/guardian permission and medical release forms which shall include emergency contact information for each student
    - A copy of the LCS Crisis Team contact list
    - A copy of all birth certificates, passports, etc, as needed
    - A copy of a parent/guardian phone tree created by the Advisor
    - A copy of all seating charts, room assignments, participation lists, etc.
    - A copy of the all “Laurens Central School Student Contract for Students and Parents/Guardians” for overnight extracurricular trips.

# **Laurens Central School**

## **Chaperone Agreement Form**

### **Extracurricular Trips**

I, \_\_\_\_\_, understand that all chaperones for Extracurricular trips have been approved by the Administration, and that as such, it is the expectation of the Administration and Board of Education that as a trip chaperone, I agree to each of the following:

1. I agree to be present before the trip occurs in order to be oriented by the trip advisor and/or Administration as to the duties and responsibilities associated to the position of chaperone.
2. I understand that the trip will be held from \_\_\_\_\_ to \_\_\_\_\_, and that my responsibilities as a chaperone will be required for this entire time period.
3. I understand that while chaperoning, I agree to take responsibility for the enforcing of all school rules and regulations that apply to this activity.
4. I acknowledge that I am familiar with all rules and regulations as outlined in the Student handbook, the Athletic handbook, and all Extracurricular Handbooks. I understand that as a chaperone for the trip, it is my responsibility to enforce all rules and regulations outlined in the school handbooks. I also understand that I do not have any authority to waive or alter any of the rules outlined in the school handbooks. Should I witness any student violating a school rule or regulation, or should I become aware of any situation where a student may have or may be considering the violation of a school rule or regulation, I will report this to the Trip Advisor/ Head Chaperone, immediately.
5. I understand that this is a school sponsored trip therefore I will not purchase or consume alcoholic beverages at any time while serving as a chaperone.
6. I understand that the Trip Advisor/Head Chaperone has the authority to assign duties to each chaperone as needed during the trip, which means that I may not be able to participate in all scheduled trip activities.
7. I understand that the safety of our students is my top priority, and it will be the responsibility of each chaperone to work together cooperatively to ensure that no student will be left unattended on any time during the trip, and I agree that I will do all that is within my power to ensure the safety of each student taking part in this trip.

By signing below, I am agreeing to uphold/follow all of the conditions outlined above:

Name of Chaperone: (printed) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Laurens Central School  
Overnight Trip  
Student Contract  
For  
Students and Parents/Guardians**

I, \_\_\_\_\_ and I, \_\_\_\_\_ have read, understand and agree to the following:  
(print student name) (print parent/guardian name)

1. We have read and understand the School District Code of Conduct, Student Handbook and all other extracurricular handbooks for activities I/my child has participated in as a student during the 20\_\_-20\_\_ school year.
2. All school rules are in effect for this field trip. Should I/my child violate any of the school rules, I/we understand that consequences will be assigned according to the school handbooks upon return from the trip. In addition, I/we understand that violation of any of the school rules will result in any of the following consequences upon return from the trip:
  - a. Any consequence outlined in the above listed handbooks
  - b. The student may be denied permission to participate in any further extracurricular activity.
  - c. Any student violating school rules for use or possession of drugs, drug paraphernalia, or alcohol on the trip will automatically receive a five day out-of-school suspension, and will receive at least a 30 day suspension from all extracurricular activities.
3. I/We understand that any violations of the school rules may cause me/my child to lose any and/or all privileges for participation in activities while on the trip and may cause me/my child to be placed under the direct supervision of a chaperone for the remainder of the trip. It may also cause my parents/guardians to be required to make arrangements for the immediate return of the student and incur all related expenses.
4. I/We understand that the Head Chaperone, and/or her designee, has the responsibility for the safety and well being of all trip participants and I/my child will therefore abide by his/her decisions for the duration of the trip.
5. I/We understand that everything brought on this trip is subject to the scrutiny of the chaperones. This means that all student luggage, purses, bags, carry-ons, etc. will be inspected prior to departure, and may be examined from the moment the bags/luggage are brought to the school and at any time during the trip. This will include items purchased on the trip.
6. Once permission has been granted for the trip, students will agree to not participate in any non-school activities for the remainder of the school year that would prevent them from attending school or disrupting the school day.
7. I/We understand that the failure to comply with the school rules as outlined in the Code of Conduct, Student Handbook, all other extracurricular handbooks or this Contract may invoke serious consequences that may include, but are not limited to: Out-of-school suspension, and prohibition from all extracurricular activities.

Participation in overnight trips is strictly voluntary. By signing this contract, I/we agree to follow all school rules and consequences as outlined in this Contract. My signature acknowledges that I am fully aware of and understand all of the rules and consequences established for the trip.

\_\_\_\_\_  
(Student Signature) (Parent/Guardian Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Student Name - Print) (Parent/Guardian Name - Print) Date \_\_\_\_\_

**Reminders:**

\*All luggage is to be brought to the school to be inspected by/on:\_\_\_\_\_ Any additional carry-on bag brought for the trip must be inspected before it is loaded on the bus.

**Laurens Central School  
Overnight Trip Continued  
Medication Permission Form**

There are times when an athlete/student is required to take prescribed medications while traveling, competing, performing or acting in other roles as a member of an Extracurricular Program of Laurens Central School. By signing this form, parents acknowledge that they have:

- a. Supplied their child with appropriate medications
- b. Listed the specific drug and dosage on this form
- c. Absolved the school district, school staff and school appointed chaperone of any responsibility for assurance that the medication was self-administered
- d. Understand that the school district, school staff and school appointed chaperone will attest that said drugs were self-administered.

Student name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Cell Number \_\_\_\_\_

Parent name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Cell Number \_\_\_\_\_

Date: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

List of all medications with correct dosage:

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Prescribed by: \_\_\_\_\_

Allergies to medications: \_\_\_\_\_

Other medical conditions that a doctor or emergency personnel need to be aware of:

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List of all over the counter medications my child has with them on this trip and has permission to self-administer:

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Emergency Contact Information in case parent listed above cannot be reached:

Name \_\_\_\_\_

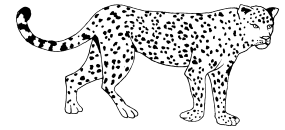
Relationship to child \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

# Laurens Central School District

## Board Policy



### STUDENT – 7200.7

**Subject:** Eligibility Policy for Participation in Extracurricular Activities Grades 7-12

#### 1. PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES

“Students wanting to enjoy the rights and privileges of Laurens Central School extracurricular activities are encouraged to work at a higher level of achievement.”

Extracurricular activities include the following activities: All Sports, Class Activities, Color Guard, Jazz Ensemble, Music Activities (outside of school), Student Council, Club Activities, and other activities approved by the Board of Education.

#### 2. CRITERIA FOR ELIGIBILITY

- A. To remain eligible one must be a “bona-fide” student. The student must be taking at least six courses or the equivalent. (Exceptions are for Seniors taking college courses, participating in a school approved job shadowing program and work release. Also, Learning Disabled Students).
- B. Students must be in school by 8:10 AM (8:05 plus A5) each day and remain in school to be eligible to participate in any extracurricular activity that day. The only exceptions are those considered legal absences from school and seniors qualifying for “Senior Privilege” regarding arrival at school.

Senior Privilege—Any senior with a study hall scheduled for 1st period will not be required to be in school until 9:00 am. Qualifying seniors must:

- a) Be in school by 9:00 am to participate in any extracurricular activity. There will be no A5 added to this time.
- b) Have parent permission for this privilege.

This privilege can be removed by the administration at any time.

- C. The time frame for reporting will be every two weeks.

#### 3. ADMINISTRATION OF ELIGIBILITY POLICY

- A. At the end of each two week reporting period all teachers will report all failing grades to the Eligibility Chairman.
- B. The Eligibility Chairman will prepare a list showing all students who are failing and the course(s) failing. The Chairman will then give a copy to teachers, and notify parents/guardians of a student on the list. The student will also receive notification of the courses they are failing in writing and must keep this form for the two week period or until they are passing the courses in question.

**STUDENT – 7200.7**

**Subject:** Eligibility Policy for Participation in Extracurricular Activities Grades 7-12

- C. This applies to students taking courses at BOCES. Students failing a CTE program at BOCES will be ineligible to participate until they are passing.
- D. Students will not be dropped from a team due to academic ineligibility, but students must realize that missed practices and/or games may lead to loss of starting positions, playing time and/or eligibility to receive a JV or Varsity letter.
- E. Students FAILING ONE COURSE will lose study hall privileges. Students will be allowed to leave a study hall ONLY with a pre-signed pass from a teacher of the course they are failing to go to that classroom teacher or the library as long as they need to use library resources for the class they are failing. Students may practice and participate in all athletic/extracurricular activities.
- F. Students FAILING TWO COURSES may practice but may not:
  - 1. Participate or dress for any contest, game or activity, (student will travel and sit with their team in “street clothes”)
  - 2. Participate or attend any extracurricular activity, including class/club meetings.
  - 3. Does not have study hall or lunch recess privileges.
- G. A student FAILING THREE or more courses may not:
  - 1. Participate or dress for any contest, game or activity.
  - 2. Participate or attend any extracurricular activity, including class/club meetings.
  - 3. Ride to/return from a contest or activity with the group (team) on school sponsored transportation.
  - 4. Sit with the group (team) during an activity or contest.
  - 5. Does not have study hall or lunch recess privileges.
- H. A student who participates in an event when they should not because they are ineligible, will miss the first scheduled event when they become eligible.
- I. Students responsibility to get themselves removed from the eligibility list:
  - 1. Have the student notification form signed by the teacher whose course is in question.
  - 2. Return signed form to the Eligibility Chairman.
  - 3. Obtain a form from the Eligibility Chairman to show student is passing course.
  - 4. If a signed form is not returned, student remains ineligible until his/her name is no longer reported for failing two or more courses.

***Reviewed & Readopted:*** 8/20/2008

***Reviewed & Readopted:*** 7/22/2020

***Revised & Readopted:*** 9/20/2023

## **F. ELECTIONS**

### **STUDENT COUNCIL ELECTION TIMETABLE**

#### **I. FOR STUDENT COUNCIL OFFICERS**

- |    |                          |                                     |
|----|--------------------------|-------------------------------------|
| A. | First week, April        | Pick up petitions from advisor      |
| B. | Second Friday, April     | turn in signed petitions to advisor |
| C. | Monday, last week, April | Campaign begins, 8:10 AM            |
| D. | First Thursday, May      | Campaign ends, 8:00 AM              |
|    |                          | Elections are held                  |
| E. | First Friday, May        | Election results are announced      |

#### **II. FOR CLASS OFFICERS**

- |    |                    |  |
|----|--------------------|--|
| A. | First Friday, May  | Pick up petitions from class advisor (prepared by Student Council)   |
| B. | Second Friday, May | Signed petitions turned in to advisor.   |
| C. | Monday following   | Campaigning may begin at 8:10 AM   |
| D. | Tuesday following  | By noon, advisors submit list of candidates and number of ballots needed to Student Council advisor          |
| E. | Third Friday, May  | Campaigning ceases, 8:00 AM elections held by paper ballot, Homeroom   |
|    |                    | Student Council Rep. from each class will immediately collect ballots and deliver to Student Council Advisor |
|    |                    | Student Council election committee will count ballots and announce results as soon as possible               |

#### **III. FOR CLUB ELECTIONS**

- |    |                         |   |
|----|-------------------------|---|
| A. | First meeting, Sept.    | Elect officers by nomination and paper ballot   |
|    |                         | May include election or appointment of one representative from the group to Student Council           |
| B. | By last Friday of Sept. | Advisor shall submit the name of the representative to Student Council to the Student Council Advisor |

#### IV. CANDIDATES FOR STUDENT COUNCIL

##### A. PETITIONS

1. Pick up petitions from Student Council advisor.
2. 20 signatures are required. They must be legible, from students in grades 7-11.

NOTE: Students may sign more than one petition

3. Return petitions to Student Council advisor.

##### B. THE CAMPAIGN

1. Each student campaigner is responsible for his/her own campaign materials. Use a committee of friends to help make, plan, distribute your campaign buttons, ribbons, posters, etc.
2. Campaigning begins 8:00 AM Monday of campaign week
3. All campaigning will cease 8:00 AM, first Thursday, May (election day).
4. Use your imagination! Buttons, ribbons, mementoes

##### C. POSTERS

- a. 5 allowed for each candidate or party
- b. May be placed in appropriate areas, as determined by Student Council Election Committee. All others will be removed.
- c. Must not interfere with any class
- d. No posters in classrooms (teachers must remain neutral)
- e. May not open any lockers to put in campaign materials
- f. No defacing of any posters

##### D. ANNOUNCEMENTS

If you, or someone representing you, wish to use the morning announcements for a campaign "speech," bring a written copy of a ONE minute maximum speech to Student Council advisor for approval. Include date when you wish to use it.

## STUDENT COUNCIL ELECTION PETITION

To be eligible to run for one of the offices listed below, you must:

1. meet requirement for the office;
2. obtain 20 names in your support from students grades 7-11.
3. turn in your signed petition by 3:00 PM Friday, \_\_\_\_\_  
NONE ACCEPTED AFTER.
4. follow campaign instructions.

NAME \_\_\_\_\_ CANDIDATE FOR OFFICE OF \_\_\_\_\_

GRADE AT PRESENT \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

For the office of:

SECRETARY                      Must be in 9-12 grade NEXT FALL.

TREASURER                    Must be in 9-12 grade NEXT FALL.

VICE PRESIDENT              Must be in 9-12 grade NEXT FALL.

PRESIDENT                    Must be in 9-12 grade NEXT FALL

## CLASS OFFICER ELECTION PETITION

Name \_\_\_\_\_ Class \_\_\_\_\_ / \_\_\_\_\_  
(year) (title)

Office Desired \_\_\_\_\_ Advisor \_\_\_\_\_

To be eligible to run for one of the class offices, you must:

1. Be a member in good standing of the class you represent;
2. Obtain 8 legible signatures from members of your grade as designated by H. R.
3. Campaigning may begin 8:00 AM Monday of class election week.
4. Campaigning will cease 8:00 AM election day.
5. Any campaign posters must be limited to your grade's homerooms. (with approval of classroom teacher).

### SIGNATURES

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Return petitions to your class advisor by date specified.

## CLUB/ORGANIZATIONAL ACTIVITY ELECTIONS

- I. Club officers for the new school year shall be elected or appointed during the first meeting of the school year.
2. Election of officers should be by nomination and secret ballot.
3. One member should be elected or appointed from each club to represent that club on the Student Council.
4. Please inform the Student council Advisor of your representative by the last Monday in SEPTEMBER.

**G. ADVISORS/SPONSORS**

**I. Advisors to Clubs and Organizations**

- A. The advisor is responsible for (along with the Activity Officers) preparing and submitting a copy of their budget to Student Council by December. The forms to be completed are available from the Student Council.
- B. Advisors are also responsible to the yearly agreement that they sign indicating their acceptance of the responsibility to advise and manage said activity.
- C. Advisors to classes, clubs and organizations should make every effort to be in attendance at all events, or make arrangements to have appropriate coverage, sponsored by the class, club or organization to which that person has agreed to advise and has been appointed by the Board of Education.

## LAURENS CENTRAL SCHOOL 2023-2024 ADVISORS

### **Group**

Art Club  
 Band Advisor (All-County, All-State, NYSSMA)  
 Cabaret – Instrumental  
 Cabaret – Vocal  
 Chamber Chorus Advisor  
 Chorus Advisor (All-County, All-State, NYSSMA)  
 Co-Director Colorguard  
 Co-Director Colorguard  
 Drama Club  
 Drama Club Asst.  
 Envirothon  
 Extracurricular Treasurer  
 French Club  
 Garden Club  
 National Sr. Honor Society  
 National Jr. Honor Society  
 Instructors, Senior Jaguars  
  
 Instructor, Junior Jaguars  
 Instructor, PJ's  
 Jazz Ensemble  
 Key Club  
 Light Technician Drama  
 Light Technician Cabaret  
 Quiz Bowl Academic Competition  
 SADD  
 Safety Patrol  
 Sound Technician Drama  
 Sound Technician Cabaret  
 Student Council  
 Strategy & Tabletop Club  
 Varsity Club Advisor  
 World Cultures Club  
 Yearbook

### **Advisor**

Randi Riddell  
 Erik Parry  
 Erik Parry  
 Markus Ling  
 Markus Ling  
 Markus Ling  
 Jennifer Sander  
 Carol Louden  
 Jo Mish  
 Marie Mish  
 Beverly Murch/Connor Murch  
 Pam Weir  
 Mica Holleran  
 Ashley Furner  
 Beverly Murch  
 Beverly Murch  
 Cassandra Rathbun  
 David Bowen  
 Carol Louden, Kayley Qua  
 Carol Louden  
 Erik Parry  
 Celine Francisco  
 Jonathan Powers  
 Jonathan Powers  
 Gina Fairchild  
 Beverly Murch  
 Scott Bolton/Kayla Welsh  
 Jonathan Powers  
 Jonathan Powers  
 Jonathan Powers  
 Markus Ling  
 Steve West  
 Gina Fairchild/Molly Bello  
 Carol Louden

### **Class Advisors**

7 <sup>th</sup> Grade (2029)	Mica Holleran/Jon Powers
8 <sup>th</sup> Grade (2028)	Christine Cox/Carol Louden
9 <sup>th</sup> Grade (2027)	Jennifer Lewis/Jessica DeBoer
10 <sup>th</sup> Grade (2026)	Carol Louden/Monica Kovacs
11 <sup>th</sup> Grade (2025)	Christine Cox/Jennifer Mann
12 <sup>th</sup> Grade (2024)	Jennifer Sander/Malinda Brodie

Contractual/Voluntary

## EXTRA-CURRICULAR ACTIVITY SPONSOR AGREEMENT

Extra-Curricular Activity\_\_\_\_\_

Sponsor's Name\_\_\_\_\_

School Year \_\_\_\_\_

Salary \_\_\_\_\_ (As per the LTA extracurricular salary schedule)

I accept the following responsibilities:

1. To oversee the organization and functioning of the activities of the said organization.
2. To be responsible for the supervision of the finances of the organization.
3. To take the responsibility or share the responsibility (in the case of multi-advisors) of supervising and chaperoning all inside and outside of school day activities undertaken by the organization that have the permission of the advisors and the school authorities.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Sponsor

Date:\_\_\_\_\_

## H. FORMS

### ACTIVITY FORM

Date of Application\_\_\_\_\_

Group requesting\_\_\_\_\_

SC use only

Date action taken\_\_\_\_\_

Building Use Form  
filed by\_\_\_\_\_

Date of reminder\_\_\_\_\_

Was activity held?\_\_\_\_\_

ACTIVITY DESIRED\_\_\_\_\_

DATE DESIRED\_\_\_\_\_

DATE OF DELIVERY TO CUSTOMERS\_\_\_\_\_ (if orders are  
taken)

### DESCRIPTION:

1. Facilities needed\_\_\_\_\_ (gym, hallway table, none)
2. Chaperones or teachers needed\_\_\_\_\_ (See Handbook)
3. Cost to group\_\_\_\_\_
4. Purpose of activity\_\_\_\_\_
5. Acceptable alternate date(s)\_\_\_\_\_

### SIGNED:

Group President\_\_\_\_\_

Group Advisor\_\_\_\_\_

=====

(For Student Council Use Only) After approval, this portion is to be returned to advisor's mailbox.

\_\_\_\_\_ approved for\_\_\_\_\_

(activity) \_\_\_\_\_ (group)  
to be held on\_\_\_\_\_.

(date)

Approved: \_\_\_\_\_

Student Council President

\_\_\_\_\_  
Student Council Advisor

If necessary to cancel, please notify Student Council in writing, to free the date for other use. If Building Use Form is necessary, please have it filed by\_\_\_\_\_ to insure reservation of the date.

**Laurens Central School**  
**PO Box 301**  
**Laurens, NY**  
**REQUEST FOR USE OF SCHOOL FACILITIES**  
**(Building Use Form)**

**Please read carefully before you sign. Any damage incurred must be paid in full before the facilities can be used again. Please understand fully your responsibility toward the school. Any questions, please contact Buildings and Grounds office at 432-2050 Ext. 1160. Please complete form at least one (1) week before activity.**

Facility

Requested: \_\_\_\_\_  
(classroom, cafeteria, gym, etc.)

Organization

Requesting: \_\_\_\_\_

Person in Charge:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Title in Organization \_\_\_\_\_

Date(s) Requested \_\_\_\_\_  
(if every week/month, please state the beginning & ending dates)

Time: Set-up: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Final Clean-up Done: \_\_\_\_\_

Number of persons involved: \_\_\_\_\_

Admissions or Donations Charged: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other pertinent information:**

Type of Activity \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Equipment to be used \_\_\_\_\_

Recommendation of Administrator \_\_\_\_\_ Recommendation of Supervisor of B&G \_\_\_\_\_

\*The fee for use of facilities includes payment for a custodian and/or kitchen help, if needed.

**FEE SCHEDULE:** \$ \_\_\_\_\_ per use each time.

**Rental of School Facilities by Non-School Groups:**

Cafeteria	\$50.00
Gymnasium	\$50.00
Classroom	\$20.00
Multi-Purpose Room	\$150.00

Custodian Service/Kitchen Help - 1.5 of hourly salary per person

**NOTE: It is the responsibility of the person or organization making the request, to check with the Buildings and Grounds Office for approval. If an email address has been provided above, we will send you an email stating approval/disapproval.**

The school district will not be responsible for any liability, injury, accident, damage or damage to personal property for any outside groups using the facilities.