

NORTHERN YORK COUNTY SCHOOL DISTRICT

Administrative Guidelines

SECTION: Programs

TITLE: **Extracurricular, Co-Curricular,
and Student Club Activities**

EFFECTIVE: December 1, 2013

REVISED: August 23, 2022
~~June 19, 2017~~

<p>Pol. 122</p>	<p>AG 122–2 Extracurricular, Co-curricular, and Student Club Activities</p> <p>The following procedures shall be followed in regards to extracurricular, co-curricular, and student club activities of the Northern York County School District.</p> <p>A. Co-Curricular Activities According to Policy #122, co-curricular activities are those activities that are approved by the Board, are offered for credit towards graduation, and have components of their program that include attendance at and participation in activities scheduled during nonschool hours.</p> <ol style="list-style-type: none"> 1. Philosophy The primary purpose of Co-Curricular Activities are to support the curricular program of the school and to provide a well-rounded educational program that offers opportunities for students based on talents, interests, and abilities. While the initiation and organization of co-curricular activities is conducted by the staff member responsible for that program, the following should be considered during the implementation of the co-curricular program: <ol style="list-style-type: none"> a. Students should learn leadership skills and be given the opportunity to display those skills b. Student interest and need should be considered in the development of the goals of the co-curricular activity c. Students should be provided with the opportunity to evaluate the worth and effectiveness of the activity and adult leaders should be responsive to those evaluations 2. Staff Responsibilities The staff member responsible for oversight of the co-curricular activity has a great deal of influence on its success. The following criteria are the responsibility of the staff member who oversees the activity. <ol style="list-style-type: none"> a. Provide leadership opportunities for students. b. Promote positive student interest, enthusiasm, and leadership. c. Obtain approval of the school administration for all activities. d. Discuss with the students pros and cons of all projects. e. Be present at all meetings and activities for the duration of the event. f. Supervise the collection and processing of funds to the Business Office according to Board Policy and the Principal. g. Sign all purchase order and check requests. h. Follow-up with students to make sure they are fulfilling their responsibilities. i. Adhere to the eligibility requirements established for the program and communicated to the administration j. Obtain administrative approval for all activities
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k. Account for all uniforms, supplies and equipment used during the school year.

- 3. Procedures for Establishing a New Co-Curricular Activity** Requests for the addition a new co-curricular activity must be submitted in writing to the Assistant Superintendent. The Assistant Superintendent will:
- a. Review the request in terms of its benefit and alignment with the curricular program of the school and District.
 - b. Assess the financial impact of the new activity.
 - c. Make a recommendation during the next budget development cycle as to the inclusion of the new activity. This recommendation may be for status as a “pilot” program; a “probationary” program; or a “permanent” program
 - i. Pilot programs will operate for one year and will be assessed as to the curricular value, impact on students, and financial impact on the District. After review of a pilot program, a determination by the board will be made for continuation. The program may then be assigned probationary or permanent status
 - ii. Probationary programs shall operate for a period of two (2) years with the cost assumed by the District. Six (6) months prior to the conclusion of the two-year probationary period, the club or organization shall be notified of the opportunity to submit a formal request to the Board for permanent status. The Board’s decision shall be made prior to the end of the two-year probationary period, allowing for continuity of the program. The Board’s decision shall be final. If approved by the Board, the district shall provide full financial support for the new activity.
 - iii. Permanent programs are those activities approved by the Board and for which the Board has assumed full financial support.
 - d. The Board shall determine the standards of eligibility to be met by all students participating in co-curricular activity.

4. Inclusion of All Students No student who has an interest in a co-curricular activity and who meets the curricular requirements, prerequisites, and/or eligibility requirements. Students may be excluded in accordance with the Student Code of Conduct and disciplinary procedures established by the administration.

B. **Extracurricular Activities** According to Policy #122 extracurricular activities are those activities, which are approved by the Board, but are not offered for credit toward graduation. Such activities shall be available to all students who voluntarily elect to participate. In circumstances where eligibility requirements are necessary or desirable, the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable.

1. **Philosophy** The Northern York County School District offers numerous activities that are an extension of the classroom. The goal and purpose of extracurricular activities is to TEACH students the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork and hard work. Additional goals include knowing how to win and lose with class and grace, increasing the knowledge of the

activity, realizing potential, and developing a healthy lifestyle and skill development. The activities are laboratories for learning.

- 2. Staff Responsibilities** The staff member responsible for oversight of the extracurricular activity has a great deal of influence on its success. The following criteria are the responsibility of the staff member who oversees the activity.
- a. Provide leadership opportunities for students.
 - b. Promote positive student interest, enthusiasm, and leadership.
 - c. Obtain approval of the school administration for all activities.
 - d. Discuss with the students pros and cons of all projects.
 - e. Be present at all meetings and activities for the duration of the event.
 - f. Supervise the collection and processing of funds to the Business Office according to Board Policy and the Principal.
 - g. Sign all purchase order and check requests.
 - h. Follow-up with students to make sure they are fulfilling their responsibilities.
 - i. Adhere to the eligibility requirements established for the program and communicated to the administration
 - j. Obtain administrative approval for all activities
 - k. Account for all uniforms, supplies and equipment used during the school year.
- 3. Procedures for Establishing a New Extracurricular Activity**
- a. Requests for the addition a new extracurricular activity must be submitted in writing to the Director of Athletics (for interscholastic athletics) or the building principal (for non-athletic activities), utilizing a form created by the district for such purpose.
 - b. The administration will review the request and a make a recommendation to the Board within thirty (30) days as to whether such program or team should be granted probationary approval for review purposes.
 - c. If granted probationary approval by the Board, the new team or program shall operate as a probationary intramural program or team at the cost of the activity being established for a period of two (2) years.
 - d. Six (6) months prior to the conclusion of the two-year probationary period, the staff member responsible for the activity shall be notified of the opportunity to submit a formal request to the Board for permanent status. The Board's decision shall be made prior to the end of the two-year probationary period, allowing for continuity of the program. The Board's decision shall be final.
 - e. If approved by the Board, the district shall provide full financial support for the new activity or team.
- 4. Inclusion of Students** Extracurricular activities shall ordinarily be available to all students who voluntarily elect to participate, except that where eligibility requirements are necessary or desirable, the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable. Such standards may require that each student, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician

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C. Student Activity Clubs/Organizations According to Policy #122 on Extracurricular and Co-Curricular Activities, Student Activity Clubs/Organizations are those extra-curricular activities that seek to meet the interests of students that are not provided by the curricular program of the school. These clubs/organizations require student participation in the process of initiating, planning, organizing and executing the mission and purpose of the club/organization.

1. Student Activities Philosophy The primary purpose of Student Activities is to meet school-related interests and the needs of students that are not provided by the curricular program of the school. The activities program refers to clubs, classes, intramural, fine arts and interscholastic programs. The following is a list of objectives for the activities for students:

- a. Help all students to learn how to constructively use their leisure time.
- b. Help all students to increase and productively use their unique talents and skills.
- c. Help all students to develop new vocational and recreational interests and skills.
- d. Help all students to develop skills to be used after graduating in vocational institutes, universities, colleges, technical schools, and the work force.
- e. Help all students to increase their knowledge of and skill in functioning as leaders and /or as members of a group and team.
- f. Help all students to develop a more realistic and positive attitude towards themselves and others.
- g. Help all students develop and enhance personal attributes such as self-discipline, team work, self-worth, commitment and responsibility

2. Advisor Responsibilities Each student activity club/organization must have a faculty or staff advisor or supervisor. The Advisor has responsibility to supervise the behavior of students and assist those students in their groups and activities. The following criteria are the responsibility of the Advisor of all Northern York County School District clubs or activities. The Advisor will:

- i. Supervise the behavior and deportment of students
- ii. Provide leadership opportunities for students.
- iii. Promote positive student interest, enthusiasm, and leadership.
- iv. Obtain approval of the school administration for all activities.
- v. Discuss with the students pros and cons of all projects.
- vi. Be present at all meetings and activities for the duration of the event.
- vii. Supervise the collection and processing of funds, if any, to the Business Office according to Board Policy and the Principal.
- viii. Sign all purchase order and check requests.
- ix. Follow-up with students to make sure they are fulfilling their responsibilities.
- x. Encourage good academic standing and ethical behavior for all members of the organization.

- xi. Obtain administrative approval for posters and bulletin announcements. Posters, bulletins, fliers, promotions or display must not depict alcohol or drugs or their use unless they are part of an administration-approved drug/alcohol prevention program.
- xii. Account for all uniforms, supplies and equipment used during the school year

3. Procedures for Establishing a New Student Club

All new student activity clubs/organizations, and the associated accounts, must be approved by the School Board. To start a new activity,

- i. The faculty/staff advisor and initial student officers will fill out and submit a New Club Application to the principal, which will include the statement of purpose, bylaws, budget, and the advisor and student representative signatures.
- ii. The application for the establishment of a new student club/activity must demonstrate significant and sustainable student interest in the club/activity
- iii. If the principal consents of the club and the New Club Application is complete, she/he will submit this completed application to the Superintendent for probationary approval.
- iv. The Superintendent will notify the principal whether the club's probationary status request was approved or denied, and will return the new club application to the principal.
- v. If approved, the principal will sign and date the probationary approval section of the New Club Application and the new club may begin operating under probationary status. The probationary period must be no less than one semester (90 school days).
- vi. At the end of the probationary period, the faculty/staff advisor will submit to the principal evidence that
 - the club has met regularly,
 - student attendance and interest was significant, and expects to continue to be significant, and
 - student leadership has emerged for sustaining the club in future years (examples: meeting agendas, dates, and attendance).
- vii. If evidence supports the continuation of the club, the principal and faculty/staff advisor will review the previously submitted New Club Application and make any necessary adjustments.
- viii. At this point, the principal will sign, date, and submit the application to the Superintendent, who may sign and submit the application to the school board for approval at the next August school board meeting following the satisfactory completion of the probationary period.
- ix. If board approved, the new club will be added to the student activity list posted on the website.

4. Inclusion of All Students No student who has an interest in a student activity shall be excluded so long as the by-laws of the organization are followed and the student does not pose a threat to the safety of other members or to the ability of the club to adhere to its by-laws.

5. A listing of all Student Activity Clubs/Organizations that demonstrate student interest and participation has been and will continue to be significant and sustainable, will be presented to the School Board in August of each year for approval.