

## **ADMINISTRATIVE PROCEDURES**

### **Administrative Procedures for Policy 122 Extra-Curricular Activities (Attachment for Policy No. #122)**

#### **Purpose:**

The purpose of these Administrative Procedures is to effectuate Board of Education (“Board”) Policy 122 Extra-Curricular Activities as directed to School District of Philadelphia (“District”) principals from the Superintendent’s designee, the Chief of Schools Office.

As dictated by Board policy, the goal of these Administrative Procedures is to ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to District students;
2. Invites the participation of parents/guardians and community in developing extracurricular activities;
3. Involves students in developing and planning extracurricular activities;
4. Ensures provision of competent guidance and supervision by staff;
5. Guards against exploitation of students;
6. Provides a variety of experiences and diversity of organizational models;
7. Provides for continuing evaluation of the program and its components; and
8. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.

#### **Definitions:**

The following words and phrases, when used in these Administrative Procedures, shall have the meaning given to them in this section:

“Extracurricular activity”: Those activities which are sponsored or approved by the Chief Schools Officer as the Superintendent’s designee, but are not explicitly connected to academic learning, including all of the following:

1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations;
2. Noncompetitive cheerleading that is sponsored by or associated with a school;
3. Practices, interschool practices and scrimmages for all athletic activities;
4. Student Leadership programs;
5. Arts and enrichment programs; and
6. Other clubs and activities approved by the school Principal.

“Sponsor:” The individual or individuals who assume responsibility for the extracurricular activity. Extracurricular sponsors are responsible for all students under their care. Sponsors must:

- ensure that all students leave the building/facility promptly at the close of the activity;
- wait with all students until their parent/guardian has arrived when students are being picked up by a parent/guardian, sponsors must
- ensure that student-athletes who use public transportation have the extended use sticker (the “8 O’clock Sticker”) for their Transpass.

**Procedure to Propose an Extracurricular Activity:**

A request to establish an extracurricular activity at a school may be made by anyone with a clear association to the school, including, but not limited to students, teachers, staff members, community members, family members of a student, and guardians.

The initiating party shall provide the school’s Principal a detailed description of the extracurricular activity desired. Incomplete or vague proposals will not be approved. Proposals should include the following:

1. Initiating person’s association to the school:
  - Student
  - Teacher
  - Staff Member
  - Community Member
  - Family Member of Student
  - Other (please specify)
2. The name(s) of the adults who will sponsor the club.
  - If the identified sponsor is an adult *not* employed by the District, prior to approval of the extracurricular activity, the sponsor must pass the clearance procedures set forth by Board Policy 916, Volunteers, which includes a Federal Criminal History Report, PA Child Abuse History Certification, and PA State Police Criminal History Record Information. **[1]**
  - Additionally, all extracurricular activities where the sponsor is not a District employee must be approved by the network Assistant Superintendent and be *co-sponsored by a teacher/staff member at the school.*
3. When and where the extracurricular activity will meet and the duration of each meeting.
4. If the sponsor is a teacher or other District employee, the number of Extracurricular Hours requested. Please include a statement of how the time will be used. *Note: hours awarded for extracurricular activities are at the discretion of the building Principal.*
5. The purpose of the extracurricular activity.

6. Proposed events/activities in which the club would participate.
7. Financial Information as follows:
  - o The anticipated cost of the extracurricular activity to the school and to the student. Please note that no student may be denied participation in the extracurricular activity due to cost.
  - o If you are planning to fundraise for the extracurricular activity, please include a statement of which fundraisers you will conduct and how the money will be spent.
  - o All fundraising must comply with Board Policy 702, Gifts, Grants, Donations, Student Fundraising. [2]

**Approval process:**

The Principal shall review the proposal, for non-employee sponsors confirm that all clearances have been obtained as required by Policy 916, ensure that the proposed activity does not violate any Board policies, and provide a response to the proposal either denying or granting the request for the extracurricular activity. All extracurricular activities where the sponsor is not a District employee must be approved by the network Assistant Superintendent and be *co-sponsored by a teacher/staff member at the school.* [1][3]

**Sustainability:**

Principals shall ensure that a list of extracurricular activities available at the school is made publicly available on the school's website. To encourage development of extracurricular activities at the school, the posting shall include a link to Policy 122 and reference to these administrative procedures for proposing an extracurricular activity.

Each school year, the Principal will review the extracurricular activity with the sponsor to discuss whether:

- all efforts have been made to maximize engagement and to ensure students are aware of the extracurricular;
- that there is equitable access to the extracurricular activity;
- that meetings and events have been held as proposed;
- that the extracurricular has been fiscally responsible to the budget;
- that all required clearances remain in effect;
- and to build the plan for next year for continued success of the extracurricular activity.

Annually, the Principal shall review the current offering of extracurricular activities and assess whether sufficient student demand, financial considerations, sponsorship availability or other needs are met to continue to sustain the extracurricular activity.

**Eligibility:**

Each school has its own guidelines regarding student eligibility to participate in an extracurricular activity. Please confer with the building Principal or their designee to discuss student eligibility requirements. Participation shall be in accordance with the Equal Access Act. [4]

**Extra-curricular Trips and Events:**

All trips and events taken as part of an extracurricular activity must conform to Policy 121, Field Trips, Social Events, and Class Trips and related administrative procedures. [3]

**Maintenance Schedule:**

These Administrative Procedures will be reviewed annually by the Chief of Schools Office and revised accordingly at such time. In the case of a triggering event, the policy and corresponding administrative procedure will be reviewed and revised to ensure appropriateness and relevance.

**References:**

1. [Policy 916 - Volunteers](#)
2. [Policy 702 - Gifts, Grants, Donations, Student Fundraising](#)
3. [Policy 121 - Field Trips, Social Events, and Class Trips](#)
4. [20 U.S.C. §§ 4071, et seq.](#)