**SPRING-FORD AREA SCHOOL DISTRICT**

**SECTION:** PROGRAMS  
**TITLE:** CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES  
**ADOPTED:** March 25, 1991  
**REVISED:** May 22, 2017

### 122. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

1. **Purpose**  
   SC 511

   The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.

   All learning experiences offered by the schools of this District – co-curricular and extra-curricular - should be planned and integrated toward the attainment of the District's objectives. Activities that are considered to be either co-curricular or extra-curricular are exclusively afforded to the students attending the Spring-Ford Area School District schools. Students that reside in the Spring-Ford Area School District that are not registered, enrolled and actively attending school at a District school or program (non-public school students) are not eligible to participate in any co-curricular or extra-curricular program with the exception of the students referenced in Policy 137.1 and Policy 140.1 for extra-curricular programs only.

2. **Definition**

   Co-Curricular Activities - For purposes of this policy, co-curricular activities shall be those activities which are sponsored or approved by the Board that include an “in-school” or during the day component as well as an after school time commitment.

   Typically these activities have a direct link to a class on a student schedule as well as an expectation of after school practices, meetings or rehearsals. Co-curricular activities may have a credit toward graduation as part of the course expectation but the decision about course credit will be clearly established prior to enrollment in the course. Such activities shall ordinarily be:

   1. Conducted partly in the normal school day as well as partly outside the regular school day.

   2. Available to all students who voluntarily elect to participate; except that where eligibility requirements are necessary or desirable (pre-requisites), the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable, and that where disciplinary violations occur, students are excluded.

   Examples of co-curricular activities include but are not limited to marching/symphonic band, vocal ensemble, chorus, orchestra, high school yearbook,
broadcasting class and individual/group music lessons.

Extra-Curricular Activities – For purpose of this policy, extra-curricular activities shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation nor associated with a specific course or have specific during the school day expectations. Such activities shall ordinarily be:

1. Conducted primarily outside the regular school day,

2. Available to all students who voluntarily elect to participate, join, apply and/or try-out; and that where disciplinary violations or academic deficiencies occur where students may be excluded.

Examples of extra-curricular activities include but are not limited to specific band, chorus and orchestra groups (jazz band, indoor percussion and color guard, concert honors orchestra), athletics, intramurals, and most clubs, and philanthropical groups.

Student Initiated Activities - For the purposes of this policy, student initiated activities shall be those non-curriculum-related student group meetings that students wish to conduct within a limited open forum in the secondary school on the basis of the religious, political, philosophical or other content of the speech at the meetings.

Non-Instructional Time - Non-instructional time includes the hours before and after school, and the lunch period if other non-curricular student groups are permitted to meet during that time. The school has wide latitude in setting the times of day when student groups are permitted to meet provided the right to convene during non-instructional times are on equal terms to all student groups.

Co-Curricular and Extra-Curricular Activities

The Board shall make school facilities, supplies and equipment available and assign staff members for the support of a program of co-curricular and/or extra-curricular activities for students in grades K through 12.

Co-curricular and extra-curricular activities shall be considered to be under the sponsorship of this Board when they have been approved by the Board on recommendation of the Superintendent.

The Board shall maintain the program of co-curricular and extra-curricular activities at as minimal cost as possible to participating students and in conjunction with Policy 122.1 – Student Activity Fee. Students and their families may assume all or part of the costs of travel and attendance at co-curricular and/or extra-curricular events and trips. In addition, support from parent organizations and/or booster clubs to enhance and supplement the budgets, staff and overall experience for the students.
participating in the opportunities is permitted, pending administrative approval.

In general, costs for travel, registration and/or other fees will be covered by the District for league play and the post season for athletics, local competitions located in Montgomery and the surrounding counties for competitions for academic teams, clubs and fine arts performances and other yearly similar programs.

Specifically for Athletics:
Travel costs, registrations and/or other fees associated with non-league scheduled competitions, pre-season trips or special opportunities require pre-approval by the Athletic Director and Superintendent or designee. In many cases, athletic teams will need to utilize the team’s Booster club funds to cover some or all of the costs or have players fundraise or pay individually for specific opportunities. PIAA Post Season – team and individuals that qualify and advance in the post season will have all reasonable costs covered, with pre-approval by the Athletic Director. The top level of coverage for travel expenses for any student athlete or team will be the PIAA State Tournament. No travel costs, registration and/or other fees will be covered by the District for anything beyond the PIAA State tournament including All State Honors, Big 33 or Big 26 multiple state recognition type events or All East or National Level events.

Specifically for Fine Arts (Band, Chorus and Orchestra):
Travel costs, registrations and/or other fees associated with marching band, jazz band, concert band, the various choruses and orchestras as well as special opportunities require pre-approval by the School Principal and Superintendent or designee. In many cases, fine arts groups will need to plan, budget and collaborate with the Spring-Ford Music Association to cover some or all of the costs or have members fundraise or pay individually for specific opportunities. Students who qualify and advance in the Pennsylvania Music Association (PMEA) select and audition groups (Regionals, Districts and States) will have all reasonable costs covered, with pre-approval by the School Principal. The top level of coverage for travel expenses for any fine arts student or team will be the PMEA State level. No travel costs, registration and/or other fees will be covered by the District for anything beyond the PMEA States including All East Coast and National Level performances or competitions.

Specifically for Clubs and Student Groups:
Travel costs, registrations and/or other fees associated with clubs and student groups or special opportunities require pre-approval by the School Principal and Superintendent or designee. In general, travel costs, registrations and/or other fees are not covered by the District. Each club and student group has the ability to have a Student Activity account as well as propose fundraisers to raise funds to support the goals of the club. Fundraisers require pre-approval by the School Principal. Local
daily transportation (busses or vans) for club and student group usage may be approved, if available, but clubs and student groups along with individual students and families are responsible for any travel costs, registrations and/or other fees.

**Student Initiated Activities**

The District shall provide secondary students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within a limited open forum on the basis of religious, political, philosophical, or other content of the protected speech at such meetings.

**Co-Curricular and Extra-Curricular Activities**

The Superintendent or designee shall prepare procedures to implement both co-curricular and extra-curricular programs which shall:

1. Assess the needs and interests of the students of this District.
2. Involve students in the planning of co-curricular and extra-curricular activities.
3. Be responsive to the articulated needs of students.
4. Ensure the provision of competent guidance and supervision of staff.
5. Guard against the exploitation of students.
6. Provide for a variety of experiences and a diversity of organizational models.
7. Provide for the continuing evaluation of the co-curricular and extra-curricular programs.
8. Ensure that all co-curricular and extra-curricular activities are open to all students attending the Spring-Ford Area School District and that all students are fully informed of the co-curricular and extra-curricular opportunities open to them.

**Student Initiated Activities**

The Equal Access Act imposes several restrictions on the terms pursuant to a student group. If a student group violates the guidelines, the group may be given an opportunity to modify its violation to come into compliance. If the group resists, it may not meet. The guidelines include:

1. Such meetings must be voluntary and student initiated.
2. There is no sponsor of the meeting in any way by the school, its agents or employees.

3. Employees or agents of the school are present at religious meetings only in a non-participatory capacity.

4. The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities within the school.

5. Non-school persons do not direct, conduct, control or regularly attend activities of the student groups.

Both Co-Curricular/Extra-Curricular and Student Initiated Activities

The Superintendent or his/her designee shall establish the length of sessions, number per week, and other such limitations as felt reasonably necessary.

The District retains the authority to maintain order and discipline on school premises to protect the well-being of students and employees and to ensure that the attendance of students at such meetings is on a voluntary basis.

Conclusion of Activity

On an annual basis, at the conclusion of a season or school year of each co-curricular and extra-curricular activity, the sponsors will prepare and submit a summary report of the activity to the Building Principal. This report shall include:

1. The number of students participating at the beginning and conclusion of the activity.

2. The inclusive dates of the activity.

3. The frequency and length of the sessions.

4. A brief description of the activity.

5. Any recommendations for improving the activity.

Activity Summary Report forms are available in the school offices. They should be completed and returned to the principal prior to the compensation payment dates.
### SC 511

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