

**UNIONVILLE-CHADDS FORD SCHOOL DISTRICT
EXTRACURRICULAR ACTIVITIES
GUIDELINES TO POLICY NO. 122**

I. Philosophy of Extracurricular Activities

The Unionville-Chadds Ford School District (hereafter UCFSD) recognizes that extracurricular activities are an integral part of the total school experience for all students. Extracurricular opportunities are a conduit for community involvement to foster loyalty within the student body and stimulate community interest. Through extracurricular activities, students develop positive values and attitudes to enrich their growth and preparation to become vital members of society. Examples of extracurricular activities for students who share common interest are academic competitions, drama, forensics, Lego robotics, musicals, service groups and student government. Activities in which students represent UCFSD as an extension of a course requirement for which students receive a grade are considered co-curricular activities. Examples of these are concert band and concert choir.

Extracurricular activities are an extension of the classroom, and provide students with many learning opportunities. As a learning experience the extracurricular program will:

- Promote the physical, mental, emotional and well-being of the student
- Teach goal setting for improvement and success of the individual and group
- Provide advisors and facilities in support of program success
- Encourage participation, teamwork, scholarship sportsmanship in all programs and activities

Open to all students, the activities provide an opportunity to develop their talents and abilities to the highest level possible. Therefore, UCFSD is committed to offering a wide variety of activities to as many students as possible. Every student desiring membership in a respective activity may not have the opportunity to participate due to finite resources, experience and performance levels of members, scheduling and matters of safety. Students selected for membership may experience varied levels of participation. Through membership and participation, the student gives time, energy and loyalty to the activity and accepts the associated policies, regulations, rules and responsibilities. Membership and participation is the decision of the advisor of the respective activity. This document incorporates the standards and guidelines established by UCFSD. Assessment of needs and review of this document will occur on a periodic, or as needed basis. UCFSD reserves the right to make policies and decisions to address specific issues that may arise which are not explicitly covered in these guidelines. These guidelines are in effect from the first day of participation as a member of any UCFSD approved activity organization.

II. Activities

The opportunities for students to participate in activities can be found in the building specific handbooks and other information guides provided at the building levels. These publications may be in hard copy and/or electronic format. The process for creating a school activity organization will include the interested individual(s) initiating the formal process at their respective school building. Upon receiving building approval, district and school board approval will complete the process.

III. Participation and Responsibilities

A. Students

The first priority of our students is to be the best academic student possible based upon their ability level. The opportunity to participate in the UCFSD activities program is extended to all students who are willing to assume responsibilities as outlined in these guidelines, student handbooks and those established by the activity advisor.

It is expected students will:

1. Display outstanding character/sportsmanship.
2. Display proper respect for authority.
3. Display a spirit of cooperation and teamwork.
4. Dress appropriately when representing UCFSD.
5. Use appropriate language and act in a manner socially acceptable.
6. Work with the advisor to establish and to achieve individual/group goals.
7. Develop and demonstrate a sense of pride in individual and group effort.
8. Reflect credit upon themselves, advisors, parents, school and community
9. Adhere to all UCFSD and advisor policies, rules and regulations.

B. Advisors

The advisor is to be a role model while properly educating students through participation in activities. Promotion of the health, safety and welfare in the overall development of each student shall be the highest priority at all times.

UCFSD also recognizes that volunteer advisors bring unique skills, talents and abilities to the district. They enrich the student activity experience and provide valuable assistance to the district's staff and programs. UCFSD provides and directs the program for such volunteer support to exist.

The building principal will be responsible for the screening and assignment of volunteer advisors. The list of volunteers will be provided each year to the Director of Student Life and Director of Personnel and Pupil Services. These positions shall not supplant advisory positions outlined in the collective bargaining agreement.

It is expected UCFSD advisors will:

1. Complete, at his/her expense, procedural clearances required by law.
2. Have a signed contract with the UCFSD. (volunteers see attachment 1)
3. Exercise discretion in disclosing any confidential student matters of which the advisor becomes aware as a result of their position.
4. Consult with the building administration regarding any matter of concern in discharging their duties and responsibilities.
5. Be a role model for sportsmanship, use appropriate language, be professional in appearance, promote a healthy environment for all students, and create an atmosphere of respect.
6. Provide information regarding activity requirements, fees, special equipment, out of season opportunities, and locations and times for all practices, events and contests.
7. Follow all national, state, local and UCFSD guidelines for their activity.
8. Provide regulations and expectations outside the UCFSD policies, codes and guidelines (i.e., missed events/activities and resulting consequences)
9. Have well planned practices and events to include planning by participants as appropriate.
10. Supervise participants during all activity time. No student organized/led events will occur on school property unless advisor supervision is present. Advisors will clearly communicate, if applicable, pick-up times for the conclusion of activities. It is

important to respect those times established as parent/guardian planning is often based on the times communicated. All elementary school advisors will remain on site to supervise until all students have been picked up. All overnight activities require administration approval.

11. Be responsible for the distribution, inventory report and collection of all school equipment provided for assigned activity.
12. Ensure facility clean-up, if applicable, for all activities.
13. Understand that advisory positions are offered on a yearly basis, and subject to the approval of the Board of School Directors.
14. Develop an effective process of communicating with parents such as phone chains, e-mail, etc.
15. Encourage members to participate in community service.
16. Meet with Booster Organizations regarding the needs of the organization as determined by the advisor.
17. Coordinate fundraising activities through the building administration.
18. Act in the best interest of the group or team at all times.

C. Parents

A goal of UCFSD is to establish a positive partnership to include clear communications between parents and advisors. Failure to follow these guidelines may compromise your child's membership in the organization. UCFSD parents/guardians have the responsibility to be role models for our students as representatives of his/her child's school and community. Therefore, parents/guardians will:

1. Support UCFSD activities' policies, guidelines, codes and all activity regulations.
2. Provide positive support to their child, advisors and other members of their child's team or activity.
3. Model good sportsmanship toward officials, judges, players, advisors and other participants.
4. Use appropriate language and act in a manner socially acceptable
5. Notify advisors well in advance of any scheduling conflict which may impact the planned activities of the team or group.
6. Encourage their child to express any concerns directly to the advisor.
7. Communicate issues directly to the advisor per communication protocol established in "Section E, Communication" at an appropriate time and location.
8. Ensure students arrive and are picked up at the times established by the advisor. Failure to do so may result in student's exclusion from future activities.
9. Act in the best interest of the group at all times.

D. Special Interest Items (SII):

1. Transportation - All participants of school sponsored activities must take district transportation, if provided, to and from all activities unless extenuating circumstances and previous arrangements, in writing, have been coordinated between the parent, advisor and building administration. On the occasion of an extraordinary activity that student driving needs to occur, the parent, advisor and building administration will be the coordination team for approval. Except for the rare occurrence, staff members will not transport students in their private vehicle, unless prior approval among staff member, parent and building administrator occurs.

2. Hazing - (See Board Policy #247) hazing in any form by any member of any student organization will not be tolerated. Hazing has the potential to endanger the mental or physical health, safety, and/or welfare of a fellow activity participant regardless of the willingness of the member to be hazed. Hazing shall include, but is not limited to any brutality of a physical nature, forced consumption of foods or liquids, any activity that will subject the member to mental stress, and/or various initiations or rites of passage practices. The penalty for hazing may include both school and activity disciplinary action which may result in dismissal from the organization.
3. Participation in multiple activities- UCFSD students are encouraged to be involved in multiple activities during their school years. Many of these activities occur concurrently or even simultaneously based upon the participant's choices. Simultaneous or concurrent participation in multiple school activities should be discussed in advance between and among all parties involved. The outcome may be a workable solution resulting in participation in each, or it may result in the student having to make a choice of one activity over another. Students should not be pressured regarding choosing one activity over another.

E. Communication

For some of the activity organizations, for example the high school musical, selection and utilization of the participants are solely the prerogatives of the advisor. However, UCFSD welcomes all participants and parents/guardians to speak with the advisor of their child's activity if there are any other concerns. Students are encouraged to speak directly to the advisor regarding any concern prior to involving parents. Speaking to an advisor immediately before or after a contest or event regarding a concern is not permitted. As this is usually counterproductive, as emotions are frequently higher at those times, making an appointment for a subsequent meeting time will allow a more productive conversation to occur. If the students and/or parent are not satisfied with this level of communication, the following steps should be followed:

Communication Protocol:

1. Participant speaks with the advisor
2. Parent speaks with the advisor
3. Parent speaks with building administrator
4. Parent speaks with the UCFSD Director of Student Life
5. Parent contacts the Superintendent's office

The UCFSD asks all people to be reasonable and to be patient in waiting for a response before moving to the next level of communication. Failure to follow these guidelines may compromise your child's membership in the organization.

IV. Eligibility Requirements

The number one priority for all students should be their academic progress. All students are expected to perform due diligence in achieving to their potential in all courses scheduled. All students are to be in good standing regarding all UCFSD policies, procedures, building regulations and activity guidelines. Failure to be in compliance may compromise participation and/or membership in activities. To participate in any activity on a school day, all activity participants are to be in school by 11:00AM excused late, if applicable.

ATTACHMENT 1 TO POLICY NO. 122
UCFSD VOLUNTEER ADVISOR CONTRACT

I, _____,
(print name)

understand and agree that my involvement with the Unionville-Chadds Ford School District (UCFSD)

(print name of organization)

organization is performed with and under the following conditions:

1. I will complete, at my expense, procedural clearances required by law.
2. I waive payment of any salary or stipend for my services.
3. I waive any eligibility for any benefits for my services.
4. I will familiarize myself with and adhere to all UCFSD policies and procedures related to extracurricular activities.
5. I understand my duties and responsibilities for my position and will perform no services outside of those.
6. I will attend any in-service meetings designated to enhance student relationship skills as deemed necessary by the UCFSD administration.
7. I will not be issued keys or have access to any school facility at any other time other than when working under the supervision of district staff member.
8. I will not have access to student records.
9. I will not intentionally or wantonly cause any injury or damage to person or property of UCFSD, or any participant, staff member or spectator involved in any activity or event.
10. I will perform on the condition that I am covered by and included as an insured under all applicable liability insurance policies of the UCFSD.
11. I may be relieved of my volunteer position immediately, with or without cause with such action to be recommended to the Board of School Directors.

Volunteer Signature

Building Administrator Signature