

## **456 RESIGNATION OR TERMINATION/NON-RENEWAL OF CO-CURRICULAR POSITIONS**

### **I. PURPOSE**

The purpose of this policy is to define the process for ending an assignment with a staff person who has been involved in a District co-curricular program.

### **II. GENERAL STATEMENT OF POLICY**

The District recognizes that people approved for or appointed to co-curricular positions are one-year term positions. Resignations from the position may be completed by the individual at the time new contracts are issued. Terminations or non-renewals will be made by the District at the time new contracts are issued.

### **III. IMPLEMENTATION OF RESIGNATIONS AND TERMINATION/NON-RENEWAL**

#### **A. Resignations:**

The individual should submit their written intent to resign from the position to the Activities Supervisor. All co-curricular positions will be approved by the school board.

#### **B. Termination:**

The District can make the decision to release a coach or advisor during the season of practice or play. Immediate termination may occur for just cause. A coach or advisor will be warned verbally and notified in writing of deficiencies and, when appropriate, be given an opportunity to resolve or correct the deficiencies through a work plan. A termination of a co-curricular position will be done through a meeting that will include the attendance of the head coach, the Activities Supervisor, the appropriate building administrator and the superintendent or his/her designee.

The coach or advisor being terminated as per Minn. Statute 125.12 has the right to request a hearing with the Board of Education. This request must be submitted within fourteen (14) calendar days after notification of termination.

#### **C. Non-renewal:**

The District will make a decision at the time new contracts are issued to non-renew a co-curricular position for the following year. The coach or advisor will be notified the reasons of the non-renewal. When a non-renewal of a co-curricular position does occur, a meeting with the coach or advisor will be held that includes

the head coach (when appropriate), the Activities Supervisor, and the building administrator.

The school board, at its discretion, may grant a hearing in the event the coach/advisor makes a request. However, such a request for a hearing must be received by the Human Resources Director within fourteen (14) days of the receipt of the non-renewal notice. The decision of the school board shall be final.

**Legal References:**

Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)

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