

## **655 STUDENT ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to set forth the position of the school district related to student activity programs.

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

The District recognizes that student activity programs are an integral part of a school district's total educational program. The student activities are intended to provide educational experiences not otherwise provided in the curriculum. The activities will develop learning outcomes in the areas of knowledge, skills, and emotional patterns and will also contribute to the development of better citizens.

### **III. DEFINITIONS**

“Shared-Time Students” are students who are enrolled in either a nonpublic school or a homeschool, who live within the District boundaries and who wish to access courses at the public school for limited amounts of time.

“Resident Students” are students who are currently enrolled in Alexandria Public Schools and who live within the boundaries of the Alexandria School District.

“Nonpublic students” are students who are enrolled in an approved nonpublic school to fulfill their Compulsory Education requirements.

“Homeschool students” are students who are enrolled in an approved homeschool to fulfill their Compulsory Education requirements.

“Group homeschool students” are taught by one instructor from a home setting; however, in a group setting of 6 or more.

“Curricular activities” means those portions of the school program for which credit is granted, whether the activity is part of the required or elective program.

“Co-curricular activities” means those portions of the school-sponsored and school-directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills. Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

- a. They are conducted at regular and uniform times during school hours, or at times established by school authorities.

- b. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
- c. They are partially, primarily or totally funded by public moneys for general instructional purposes under direction and control of the school board.

“Extracurricular (noncurricular/supplementary) activities” means all direct and personal services for student enjoyment and development that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have all of the following characteristics:

- a. They are not offered for school credit nor required for graduation;
- b. They generally are conducted outside school hours or, if partly during school hours, at times agreed upon by the participants and approved by school authorities;
- c. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

#### **IV. RESPONSIBILITIES**

A. School Board - The school board will be responsible for the following:

- 1. Finances: Adopt final budget and audit of student activities.
- 2. Staffing: Approve hiring and terminating of staff, including coaches and advisors as per the personnel policies.
- 3. District Policies: Develop and adopt all policies related to student activities.

B. Administration – The responsibilities of the administration will include:

- 1. Supervision/Evaluation – Complete supervision and evaluation of activity directors and staff.
- 2. Communication - Ensure both internal and external communications are occurring related to the student activities program.
- 3. Discipline - Complete necessary disciplinary action related to student activities, including the supervision of the Minnesota State High School League rules of behavior and conduct.
- 4. Event Supervision: As appropriate, assist in the supervision of events.

C. Activities Director – The responsibility of the Activities Director will include:

1. Administration: Administer the student activities of the assigned building, including coordination and collaboration in all student activities of the district.
  2. Supervision/Evaluation: Complete appropriate supervision/evaluation of staff and student activities.
  3. Financial: Develop and maintain the student activities' budget.
  4. Event Coordination: Coordinate all student activity events, including transportation, lodging and other related expectations.
  5. Communications: Complete all necessary internal and external communications related to student activities.
  6. Event Supervision: Complete supervision of various student activity events as appropriate.
- D. Coaches/Advisors – Complete the duties of their respective student activity area as assigned and defined. Coaches/advisors are considered employees of the school district.
- E. Parents/Guardians – Provide support for students and the various student activities of the school district.
- F. Volunteers – Assist in duties and responsibilities as assigned by the activities director, and following district policy (Community Volunteers, Policy 912).
- G. Booster/Activity Club – Support specific school-sponsored student activities through volunteerism and financial support as per district policy (School Organizations and Booster Clubs, Policy 911).
- H. Cardinal Athletic Advisory Council (CAAC) – Serve as an advisory vehicle to those who administer the activities programs in Alexandria School District for the enhancement of the total program.
- I. Minnesota State High School League – Serve as the state governing organization for the district's student activity programs.

## V. STUDENT ACTIVITIES

### A. Elementary Student Activities:

1. The elementary student activities will be coordinated and implemented through a joint effort of each school site, Alexandria Public Schools Community Education program, Lakes Area Recreation, and youth activity organizations.

B. Middle and High School Student Activities:

1. Middle and High School student activity programs are school-sanctioned co-curricular programs available to all Alexandria School District enrolled students. All student activities must be sanctioned and approved by the school district and shall meet the standards of the Minnesota State High School League.

**VI. PARTICIPATION OF NONPUBLIC STUDENTS IN ALEXANDRIA PUBLIC SCHOOLS EXTRA CURRICULAR ACTIVITIES**

A. Minnesota State High School League-Sponsored Activities:

The School Board shall allow all resident students receiving instruction in an individual homeschool setting to be eligible to fully participate in extracurricular activities on the same basis as public school students.

1. The homeschool student must be a resident of Alexandria Public Schools.
2. The homeschool is responsible for any school district activity fees associated with the MSHSL activity.

B. Students in grades 7-12 attending a group homeschool, or attending a nonpublic school within the boundaries of Alexandria Public Schools may request the school district establish a Cooperative Sponsorship agreement for participating in MSHSL activities as provided in MSHSL Rule 105.00. (Appendix 655.9, 655.10 & 655.11)

1. The nonpublic school shall complete an application requesting a Cooperative Sponsorship agreement and submit the application to the Activities Director's school office.
2. The nonpublic school students must be residents of the Alexandria Public Schools.
3. The student is responsible for any school district activity fees associated with the MSHSL activity.
4. Upon completion of these requirements, the application will be reviewed for consideration by the Activities Director, the Principal, the Superintendent, and the School Board.
5. MSHSL approval required.

6. The application must be submitted and approved by the Activities Director, the Superintendent, the School Board, and MSHSL prior to the first day of practice for specified activity.

C. Participation in Non-Minnesota State High School League Activities:

1. The School Board shall allow the option for resident students receiving instruction in an individual homeschool setting to be eligible to fully participate in extracurricular activities on the same basis as public school students.
2. Students in grades 7-12 attending a group homeschool, or attending a nonpublic school within the boundaries of Alexandria Public Schools may request to participate in non-MSHSL activities offered by the school district.
3. The approval of C.2. shall be determined by the School Board.
  - a. The school shall complete an application requesting a Cooperative Sponsorship agreement and submit the application to the school office.
  - b. The application must be submitted 30 days prior to the beginning of the requested activity. (Appendix 655.14)
  - c. The nonpublic school students must be residents of the school district.
  - d. The student is responsible for any school district activity fees associated with the activity.
  - e. Upon completion of these requirements, the application will be considered by the Activities Director, the Principal, and the Superintendent, with the final approval by the School Board.

D. General Regulations for Non Resident Student Participation:

1. Rules and Policies: nonpublic school participants must comply with all Minnesota State High School League and district rules and policies as well as school practices.
2. Verification of positive academic and behavior status at previous or current school will be conducted as determined by the Assistant Superintendent or designee.
3. Fees:
  - a. All nonpublic student participants must complete all registration requirements and pay the appropriate user fees.

b. All MSHSL reimbursements will go to the school district.

4. Other:

a. The school name will be listed as Alexandria Area High School on all MSHSL tournament publications.

b. Nonpublic students will provide transportation to and from practice or classes.

c. All nonpublic students must go through the same competitive process for participation as public school students.

E. Activities:

All student activities must follow Alexandria School District policies, including:

- Fundraising
- Code of Conduct
- Transportation
- Booster Clubs and Organizations
- Sanctioned Activities
- Student Discipline
- Staff Discipline
- Community Volunteers
- Use of School District Facilities and Equipment

F. Memberships:

Alexandria School District shall be a member of the Minnesota State High School League.

G. Gender Equity:

All student activities must comply with the Federal Title IX regulations related to gender equity.

## **VII. PROCEDURES AND REQUIREMENTS**

A. Procedures and Rules:

The directors and administration shall develop procedures and rules to address the district student activity programs. The school board shall review and adopt the activity handbook formally every five years. Annually, the superintendent or designee shall review and approve the handbook. If in his/her judgment significant modifications have been made in the handbook, the handbook will be brought to the school board for approval.

C. Student Participation Fees:

Participation fees may be assessed to families with students involved in an activity. A reduced and free participation scholarship program shall be developed and implemented to ensure equal access of programs by all students.

D. Activities Conflicts (Arts, Academics and Athletics):

The philosophy of the school is that athletics, arts and academic events play an important role in the lives of district students and their families. It is with this in mind, and with mutual respect, that advisors of arts activities and academic leagues, and the activity directors should coordinate their schedules. The purpose is to avoid bringing pressure on an individual student as a result of conflicting schedules. The following regulations are an attempt to provide an equitable basis concerning the scheduling of events for district students and a procedure to follow if conflicts do arise.

1. Scheduling of Events:
  - a. The Activities Director and music/drama department chairperson will schedule events in the spring of the year as completed as possible for the ensuing year.
  - b. Events scheduled after that date will have to be cleared with the master schedule in the Activities Director's office. Official district, region, and state additions or corrections should take precedence over non-conference and locally scheduled events.
  - c. Both the Activities Director and music/drama department chairperson are to receive in writing proposed dates for events which are scheduled after the initial schedule is drawn up.
  - d. The original schedule will take priority over all later scheduled events.
  - e. When it becomes necessary to reschedule a sport or music/drama activity which has been postponed because of weather conditions, the coach or director must check the existing school schedule before rescheduling the event. If there is a possible conflict, the change must be approved by the Activities Director and the music department chairperson.
  - f. The same guidelines will be applied with academic league activities and the Activities Director.
2. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt shall be made so that the student need not be asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies. When conflicts arise, both departments are to be notified of the situation.

- a. All performances (games, concerts, meets, contest) take priority over a practice or rehearsal.
- b. A concert will take priority over a regularly scheduled season game.
- c. A post season game or tournament will take priority over a musical concert or drama event.
- d. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way.

## **VIII. ACCELERATION POLICY**

Alexandria School District will not generally accelerate students from middle school (grades 7-8) athletic programs to senior high athletic programs.

GUIDELINES: Participation by students on athletic teams representing the secondary school will normally be limited to those students representing the school which they attend for regular classes. Such teams constitute an integral part of the total educational program and are primarily designed to serve the needs of only the students of that school. This represents basic guidelines for athletic participation in our school district. However, on rare occasions, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental and emotional well-being and what will be in the best interest of the student's total development. Also, the effect on the middle school and senior high school programs must be considered. However, the total welfare of the student must be the focus of all recommendations and decisions.

### DEFINITIONS:

- A. Grades 9-12 shall be considered as the senior high programs.
- B. Grades 7-8 shall be considered as the middle school programs.
- C. Acceleration in cross country, gymnastics, hockey, Nordic skiing, swimming, and wrestling shall be allowed without following the procedure in this policy for acceleration except that parent permission must be granted.

### PROCEDURE FOR ACCELERATION:

In the rare instance where acceleration will be considered from middle school to senior high, the following procedure must be followed:

- A. The student-athletes and parents will not be contacted verbally or in writing until all steps of the process have been completed.



- B. The head varsity coach will initiate in writing the proposed acceleration to the middle school activities director.
- C. All coaches affected (grade level coach previous year, grade level coach current year, proposed grade level coach and the head coach) will meet with the middle school activities director to discuss the proposed acceleration and agree that acceleration should be considered.
- D. The middle school activities director will then set up a meeting with the student's middle school counselor, middle school principal, middle school associate principal, senior high Activities Director and coaches listed in section C above to review this request from the standpoint of the student's total development.
- E. After a reading of the guidelines and discussion, a secret ballot vote will be taken. The voting will be by the coaches present, middle school activities director, middle school principal, middle school associate principal, middle school counselor, and senior high Activities Director. The decision to accelerate must be unanimous. If the vote is not unanimous, the process ends.
- F. If the recommendation is to further consider acceleration, the parents and student will then be notified by the head varsity coach and asked to review the recommendation. If they concur with the recommendation to accelerate, then a physical examination will be required for the student involved if a physical examination has not taken place within the past year. If the physical examination reflects no physical limitations that would impair the student from performing athletically, the student may then be accelerated.
- G. Once the student has been accelerated the student must remain at that level and not return to a lower level for the remainder of the season. The student could accelerate again to a higher level if A, B, C, D, E, and F above are followed.

## **IX. ACTIVITY PROGRAM EXPANSION**

- A. Parties interested in developing a school-sponsored activity program may complete a proposal form available in the Activities Director office. The procedures shall be developed by the school administration and include the following information:
  - 1. Brief description of why the program is desirable and how it will be implemented.
  - 2. Grade levels to be included.
  - 3. Number of participants expected, years 1–5.

4. Determine the impact on Title IX.
  5. Identify the facilities required.
  6. Present the itemized budget necessary to fund the program and, if implemented, how would it affect the budgets of the present activities programs.
  7. How would the implementation of this new program affect other programs and the overall program? (i.e. 5 girls' programs in the same season)
- B. The proposal will be presented at a CAAC meeting with all activity coaches and advisors invited. A CAAC sub-committee will list rationale in support of and rationale in opposition to the proposal presented at this meeting.
- C. This proposal will then be presented at a general administrative meeting for review and recommendation.
- D. The proposal will then receive a hearing by the School Board. The School Board will review the proposal and the recommendations of the CAAC sub-committee and District Administrators. The School Board will not make a decision until the next meeting after having ample time to study the impact of the decision. The decision of the School Board is final.

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