

## Policy 510 STUDENT ACTIVITIES

### I. Purpose

The purpose of this policy is to identify the position and philosophy of Waconia Independent School District #110 related to the Student Activities program.

### II. General Statement of Policy

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development.

### III. Definitions

#### A. Curricular Activities

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

#### B. Extra-Curricular Activities

“Extra-curricular activities” means all direct personal services for students for their education or enjoyment that are managed and operated under the guidance of an adult or staff member hired by the school district. Extra-curricular activities have the following characteristics:

1. They are not offered for school credit nor required for graduation.
2. 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.

### IV. Responsibilities

#### A. School Board

The responsibilities of the District 110 School Board will include:

1. Developing, adopting and reviewing all District 110 policies related to District 110 Student Activities Communications:
2. Ensuring that any funds raised for extra-curricular activities will be spent only on extracurricular activities.

#### B. Administration

The responsibilities of the District 110 Administration will include:

1. Supervision/Evaluation: Supervision and evaluation of District 110 Activities Director and staff.
2. Communications: Ensure timely internal and external communications occur related to the student activities program.
3. Discipline: Assist in facilitating necessary disciplinary action related to student activities, including all District 110 policies and codes of conduct, and the policies of the Minnesota State High School League (MSHSL).

#### C. Activities Director

The responsibilities of the District 110 Activities Director will include:

1. Administration: Administer and oversee all student activities programs, including coordination and scheduling of practices, contests, and events.
2. Supervision/Evaluation: Supervise/evaluate all student activities' advisors, coaches, directors, and support staff.
3. Eligibility: Verify the participation eligibility for all members of interscholastic activities referencing MSHSL and District 110 policies.

#### D. Coaches/Advisors/Directors

1. Provide leadership and complete the duties of their respective students activities area as assigned and defined, and in a professional manner.
2. Coaches/advisors/directors are considered employees of the school district. All coaches/advisors/directors and volunteers must undergo the school district application and/or background check process at their own expense.
3. All coaches/advisors/directors and volunteers must adhere to all District 110 policies and codes of conduct, as well as the policies of the MSHSL.

#### E. Spectators

All spectators at District 110 sponsored activities, including parents, employees, and other members of the public are expected to behave in an appropriate manner. Students and employees may be subject to discipline, and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

#### F. Students

All students who participate in District 110 sponsored activities do so as representatives of their school and community and must show good sportsmanship and adhere to all District 110 and MSHSL policies and codes of conduct.

G. Minnesota State High School League (MSHSL)

Serves as the state governing organization for the interscholastic and fine arts programs of the district.

V. Sponsored Student Activities

A. Student activities are considered District 110 Sponsored provided they meet the following criteria:

1. Organized by a school site's leadership team.
2. Conducted by District 110 personnel.
3. Composed of current student body members.
4. Conduct a majority of meetings, practices, and events at a District 110-approved site.
5. Provide a process for the selection of members.
6. Establish aims, which are educational in value.
7. Meet the interests of the school.

A new proposed student activity must be formally reviewed by District 110 Administration and approved by the District 110 School Board to become a District 110 Sponsored Activity.

- B. Each approved District 110 Sponsored activity should be listed on the District 110 website, and a list should be available at the Student Activities Office (WHS) and the middle school office. The Activities Director will update the list of District 110 Sponsored Activities annually, prior to the start of each school year.
- C. District 110 Student Activities programs are available to all students who meet the eligibility requirements of District 110 and the MSHSL. All participants must meet the registration requirements before participating in any District 110 sponsored activity, including completion of paperwork and payment of the activity fee.
- D. All participants in District 110 Student Activities programs must follow District 110 policies and codes of conduct, and the policies of the MSHSL.
- E. All interscholastic athletic programs must comply with federal Title IX regulations related to gender equity. An annual report must be submitted to the Minnesota Department of Education regarding gender compliance.
- F. The District 110 secondary administration, Activities Director, and appropriate staff will develop procedures and rules to address District 110 Student Activities programs.

## VI. Procedures and Requirements

### A. Seasonal Definitions

All District 110 sponsored extra-curricular programs will have a defined season, which will fall into one of the following categories: 1) Fall Season; 2) Winter Season; 3) Spring Season; or 4) Academic Year Season. Minnesota State High School League sponsored athletic and fine arts activities will follow the season calendar (start & end dates) prescribed by the MSHSL. All other District 110 sponsored extra-curricular activity seasons will be defined by a start and end date for the seasonal category into which the activity is placed. The seasonal definitions and parameters will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices.

### B. Participation Levels

The grades for eligibility for all District 110 Student Activities programs are available on the District 110 website, in the District 110 Student Activities Office (WHS) and in the middle school office.

### C. Participation Fees

1. Participation fees may be assessed for student participation in District 110 Student Activities programs. A partial or full waiver participation fee waiver may be an option for eligible students. These forms can be obtained at the District 110 Administrative Office. The fee structure will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices. These fees are reviewed and approved by the District 110 Director of Finance and Operations annually.
2. A full refund may be issued prior to the first contest conducted in the activity. Any refunds issued after the first contest shall be made at the discretion of the Activities Director.

### D. Activity Conflicts for the Multiple Activity Participant

Participation in multiple extra-curricular activities can contribute to a broader and well-rounded education. District 110 strongly supports students participating in multiple activities that individually meet their needs and interests. Students who choose to participate in multiple activities can expect to incur additional challenges with time management, organization, and participation commitments. The information, statement of philosophy, and the process and supporting information for students with participation conflicts will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices.

#### E. Official Wildcat Logo

The official District 110 school colors of the district are purple and gold. The mascot for District 110 athletic and fine arts teams is the “Wildcat.” The official District 110 logo of the “Wildcat” is for official school district use only. Any non-district use requests for the official “Wildcat” must be approved by District 110 Administration.

#### F. Sportsmanship

Participants, coaches/advisors, parents, spectators, students, and staff are required to exhibit positive sportsmanship at all events and adhere to all District 110 and MSHSL policies and codes of conduct.

#### LEGAL REFERENCES

Minn. Stat. § 123B.025 (School Sponsorship and Advertising Revenue)  
Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)  
Minn. Stat. § 123B.03 (Background Check Required)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Extra-Curricular Activities; Insurance)  
Minn. Stat. § 148.271 (Nurse Practice Act)  
Minn. Stat. § 465.03 (Gifts)  
Minn. Stat. § 609.761, Subd. 5 (High School Raffles)  
*Sonkowsky v. Board of Educ. For Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
Minnesota Department of Education *UFARS Manual*, Chapter 14 (Student Activities Accounting)  
MSHSL Official Handbook, Beliefs  
MSHSL Official Handbook, Calendar of State Events  
MSHSL Bylaw 206.00 § 2  
MSHSL Bylaw 410.00 § 2A

#### CROSS REFERENCES

Policy 102 (Equal Educational Opportunity)  
Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
Policy 404 (Employment Background Checks)  
Policy 412 (Expense Reimbursement)  
Policy 413 (Harassment and Violence)  
Policy 417 (Chemical Use and Abuse)  
Policy 418 (Drug-free Workplace/Drug-free School)  
Policy 419 (Tobacco Free Environment and Enforcement)  
Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)  
Policy 421 (Gifts to Employees)  
Policy 423 (Employee-Student Relationships)  
Policy 433 (Volunteer Service in District 110)

Policy 501 (School Weapons Policy)  
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Policy 505 (Distribution of Non-School Sponsored Materials on School Premises By Students and Employees)  
Policy 503 (Student Attendance)  
Policy 506 (Student Discipline)  
Policy 510 (School Activities)  
Policy 511 (Fundraising)  
Policy 514 (Bullying Prohibition Policy)  
Policy 516 (Student Medication)  
Policy 517 (Student Recruiting)  
Policy 518 (DNR – DNI Orders)  
Policy 519 (Interviews of Students By Outside Agencies)  
Policy 522 (Student Sex Non-Discrimination)  
Policy 524 (Internet Acceptable Use and Safety)  
Policy 525 (Violence Prevention)  
Policy 526 (Hazing Prohibition)  
Policy 610 (Field Trips and Travel)  
Policy 706 (Acceptance of Gifts)  
Policy 707 (Transportation of Public School Students)  
Policy 709 (Student Transportation Safety Policy)  
Policy 710 (Extracurricular Transportation)  
Policy 801 (Equal Access to School Facilities)  
Policy 902 (Facility Use)  
Policy 905 (Advertising)  
Policy 908 (District Acceptance and Use of Contributions from Individuals and Groups for Educational Program Support)  
Policy 910 (Admission to Extra-Curricular Events)  
Policy 911 (Booster Communications)  
District 110 Code of Ethics, District 110 Team/Parent Handbook, Policies/Guidelines  
MN Statute 123B.49, Subd 4 - Board control of extracurricular activities

Policy Adopted: July 2003

Revised: November 2005 / January 2010 / May 2014 / November 2020

Independent School District #110

Waconia, MN

## **REMOVE APPENDIX I from Policy**

### **SEASONAL DEFINITIONS AND PARAMETERS**

#### FALL SEASON\*\*

- The first day of the Fall Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have a start date no earlier than the ~~last Monday in August~~ **the first start date of the MSHSL calendar.**
- The last day of the Fall Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have an end date no later than the first Saturday in November.
- Fall Season District 110 and MSHSL Sponsored Activities:
  - Girls' and Boys' Cross Country
  - Football
  - Girls' and Boys' Soccer
  - Girls' Swimming and Diving
  - **Girls' Tennis**
  - Volleyball
- Other Fall District 110 Sponsored Activities:
  - ~~Cheerleading~~
  - Fall Musical

#### WINTER SEASON\*\*

- The first day of the Winter Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have a start date no earlier than the third Monday in October.
- The last day of the Winter Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have an end date no later than the first Saturday in ~~April~~ **March**
- MSHSL and District 110 Sponsored Activities:
  - Boys' and Girls' Alpine Skiing
  - Girls' and Boys' Basketball
  - Dance Team
  - Girls' and Boys' Hockey
  - Gymnastics
  - Boys' Swimming and Diving
  - Wrestling
  - ~~Speech~~

- Other Winter District 110 Sponsored Activities:
  - Show Choir
  - ~~Three Act Play~~ (moved to Spring based on current practice)

## SPRING SEASON\*\*

- The first day of the Spring Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have a start date no earlier than the ~~third~~ **second** Monday in March.
- The last day of the Spring Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have an end date no later than the second Saturday in July.
- MSHSL and District 110 Sponsored Activities:
  - Baseball
  - Girls' and Boys' Golf
  - **Girls' and Boys' Lacrosse**
  - Softball
  - **Boys' Tennis**
  - Girls' and Boys' Track and Field
- Other Spring District 110 Sponsored Activities:
  - Marching Band
  - **Spring Play**

## ACADEMIC YEAR\*\*

- The first day of the Academic Year Season would be no earlier than the first day of school.
- The last day of the Academic Year Season would be no later than the last day of school.
- ALL District 110 Sponsored Academic Year Activities:
  - **Accepting, Belonging & Community Club**
  - Art Club
  - Breakfast Book Club
  - Conservation Club
  - FCCLA
  - FFA (Co-op with Eastern Carver County Schools)
  - Instrumental Ensemble
  - International Club
  - Jazz Band



- Knowledge Bowl
- National Honor Society
- Pep Band
- Prom Committee
- Robotics Club
- Science Team
- Student Council
- Students Against Destructive Decisions (SADD)
- Tactical Games Club
- Unified Sports
- Vocal Ensemble
- Waconia Strength and Conditioning
- Yearbook

\*\*Exceptions to all start dates or end dates must be pre-approved by the Activities Director and/or District 110 Administration.

## **REMOVE APPENDIX II from Policy**

### RESOLVING CONFLICTS FOR MULTIPLE ACTIVITY PARTICIPANTS

With a number of students who participate in multiple activities, situations arise when students may have competing demands on their time during the same season. It is with this in mind, and with mutual respect, that coaches/directors/advisors of athletics, fine arts, and other District 110 Sponsored Student Activities should coordinate their schedules. The purpose is to avoid placing pressure on multiple activity students in regard to conflicting schedules. The following guidelines are an attempt to provide an equitable basis to schedule events for students and a process to follow if conflicts arise.

#### I. Scheduling of Events

- A. The Activities Director, with input from coaches and advisors/directors from the activities and fine arts departments, will develop a schedule of events.
- B. Events scheduled after the annual District 110 curricular and activity calendars are completed and approved must be cleared by the Activities Director before being added.
- C. District-designated dates will take priority over all later scheduled events.
- D. When it becomes necessary to reschedule an event which has been postponed/cancelled, the applicable advisors/coaches/directors must check the existing master schedule. If there is a possible conflict with a reschedule date, the change must be approved by the Activities Director and/or building administrator and the affected staff.

#### II. Conflict Resolution Process for Multiple Activities Participants

- A. The student is responsible for informing coaches/advisors/directors in a timely manner of any known or potential conflicts or issues which may arise by virtue of participating in multiple activities.
- B. The coaches/advisors/directors and the Activities Director should communicate with each other once a conflict is determined. They must agree on a plan to proactively reduce conflicts, issues, and stress for the multiple-activity participant.
- C. The first priority of students participating in multiple activities should be the responsibility and expectation of finishing the requirements of their current season before starting the next season (Example: finishing a designated fall activity before starting a winter activity).
- D. During their respective seasons, activities will receive priority in regard to practicing and/or competing. There will be no penalties/consequences for students due to the outcome of a decision resulting from these policies/guidelines.

E. Conflict Resolution Process

1. The following procedure will be used to determine priority for conflicts:

ACTIVITY 1	ACTIVITY 2	OUTCOME
Practice	Practice	Activities Director Decides
Game/Performance	Practice	Activity 1
Practice	Game/Performance	Activity 2
Game/Performance	Game/Performance	Activities Director Decides

- F. The Activities Director will inform the student of the agreed upon plan. The student is responsible to inform his/her parents/guardians of the agreed upon plan.
- G. Reasonable exceptions may be made through communication between coaches/directors/advisors and the Activities Director. If other circumstances arise, the Activities Director, Principal, or Assistant Principal will make the decision and the student may not be penalized in any way as a result of that decision.