

I-15: Administrative Procedures

Interscholastic Athletics and Extracurricular Activities



REFERENCES

[Board Policy I-15](#)

DEFINITIONS

Approved Provider: For purposes of these administrative procedures only, “approved provider” means:

- A. The American Heart Association;
- B. The American Red Cross;
- C. The American Safety and Health Institute;
- D. The National Safety Council; or
- E. Another provider approved by the Utah State Board of Education.

Extracurricular, Extended-Day Activities: An activity, course, or program that is

- A. not directly related to delivering instruction
- B. not a curricular activity or co-curricular activity; and
- C. provided, sponsored, or supported by the district.

Interscholastic Athletics/Activities: Activities approved by, and within the jurisdiction of, the Utah High School Activities Association (“UHSAA”) including: baseball, basketball, cross country, drill, football, golf, lacrosse, soccer, softball, swimming, tennis, track and field, volleyball, wrestling; music; speech/debate; theatre; and other activities as approved by UHSAA.

Parent: For purposes of these administrative procedures and the corresponding board policy, “parent” means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child’s behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child’s education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

“Parent” does not include the state or any political subdivision of government.

Student’s Boundary School: The school the student is designated to attend according to where the student’s parent lives or the school where the student is enrolled under Utah Code Ann. §53G-6-401 et seq.

Utah High School Activities Association: The organization whose purpose is to administer and supervise interscholastic activities among its member schools.

PROCEDURES FOR IMPLEMENTATION

I. Interscholastic Athletics/Activities Personnel

- A. The district retains various individuals to advise, coach and sponsor interscholastic athletics and extracurricular activities in accordance with federal and state law, and board policy.
- B. As a condition of appointment, all athletic head and assistant coaches, including volunteer coaches, must submit to a criminal background check, have a Physical Education Degree, or a coaching minor, or complete the National Federation of High School Sports Coaching Certification. All certifications must be completed prior to working with students in any capacity.
- C. Prior to working with students, coaches must register with and complete the requirements outlined on Register My Coach, located at: <https://coach.registermyathlete.com/coaches/login/index.php>.

- D. All coaches must complete the following training requirements prior to working with students in any capacity and as required thereafter.
 - 1. An athletic coach shall maintain high quality hands on cardiopulmonary resuscitation (CPR) and first aid certification through an approved provider (see, Definitions above)
 - 2. An athletic coach shall annually receive training in responding to concussions and head injuries, e.g., Concussion in Sport Certification;
 - 3. An athletic coach shall annually complete all required district training, including training on harassment and discrimination; and
 - 4. An athletic coach shall annually complete training on child sexual abuse prevention, bullying, cyber-bullying, hazing, retaliation and professional standards, which are offered online through the district.
- E. Coaches shall diligently supervise student athletes at all times while at school-sponsored activities, including supervising students:
 - 1. on the field, court, or other competition or performance sites;
 - 2. in locker rooms, in seating areas, in eating establishments, and in lodging facilities; and
 - 3. while traveling.
- F. Coaches, assistants, and advisors shall be exemplary role models, and as such shall act in a manner consistent with state law, including Utah Code Ann. §53G-8-209 and Utah Admin. Code R277-605, Coaching Standards and Athletic Clinics.
- G. Coaches are required to adhere to the Utah Public Officers' and Employees Ethics Act, as well as state law and board policy.
- H. Coaches, assistants, and advisors may not:
 - 1. use foul, abusive, or profane language while engaged in school related activities; or
 - 2. permit hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.
- I. Failure to comply with these procedures will result in discipline, up to and including termination.

II. Interscholastic Athletics/Activities Implementation Procedures

- A. The district, and its high schools, are members of the Utah High School Activities Association (UHSAA) and strictly adhere to both the letter and the spirit of the UHSAA by-laws, policies, regulations and interpretations for student eligibility and participation in high school sport programs. Specific information regarding approved rules and regulations can be found in the UHSAA Handbook or on its website.
- B. A student establishes initial eligibility upon the first day of attendance at any high school, or by trying out for and being selected for membership on a high school team.
- C. Schools are prohibited from scheduling full-year physical education or athletic fitness and movement classes for specific school teams. Schools may schedule a one semester athletic period for in-season sports. Scheduled in-season physical education/athletic classes may not violate the starting and stopping dates for practice and competition that have been prescribed by the UHSAA.
- D. To be eligible to participate in interscholastic athletics, an individual must be a full-time student in the school s/he wishes to represent, may not fail more than one subject in the preceding grading period, and must have a minimum grade point average of 2.0. Full-time students are those students who are enrolled in a minimum of four courses. Release time may not be counted as one of the four classes.
- E. Required or voluntary participation in summer or other off-season clinics, workshops, and leagues shall not be used as eligibility criteria for team membership, participation in extracurricular activities, or for the opportunity to try out for school sponsored programs.
- F. School personnel, activity leaders, coaches, advisors, and other personnel may not require students to attend out-of-school camps, clinics, or workshops for which the individual receives remuneration from a source other than the school or district in which they are employed.
- G. Overnight student travel for UHSAA activities and athletic events must also comply with all the requirements contained in the I-19: Administrative Procedures, Overnight and Extended Trips or Activities.

III. Video Taping on Athletic Fields and Courts

- A. When individuals enter a district sponsored athletic event, they are entering an area where the district may be photographing and/or video recording the event, and their images may be incidentally captured.
 - 1. Signage at the event premises will also notify individuals that filming and photography may occur in which their image is incidentally captured.

IV. Private, Charter, On-Line, District Alternative School and Home School Student Involvement

- A. Eligibility for extracurricular activities is only available at the high school within the boundary area associated with the parent's residence (neither a power of attorney nor a district or school guardianship will suffice), or at the high school from which the student withdrew for the purpose of home schooling or attending a charter or private high school. Students attending Salt Lake School for the Performing Arts ("SPA") are exceptions to the rule and may participate at Highland High School.
- B. Students may only be eligible at a district high school for sports or extracurricular activities which are not available at their charter or private high school. Students may continue to attend their charter or private high school while participating in extracurricular activities at the district high school. In order to participate, students must provide evidence of academic study comparable to traditional school courses by demonstrating that they are studying as many subjects as the school requires of its traditional students for participation in that activity.
- C. If the student attends a non-UHSAA member charter or private high school or is home schooled, the student must follow all dual enrollment rules set by the Utah State Board of Education (USB E) for participation. The student must attend any classes required for participation in their sport/extracurricular activity at the district high school consistent with USB E rules and policies. Students shall be eligible for extracurricular or co-curricular school activities consistent with eligibility standards for fully enrolled traditional public school students, including providing student academic and citizenship progress or grades to activity sponsors and coaches upon request.
- D. If the student attends a traditional public high school which does not have a sport/extracurricular activity in which they want to participate, eligibility may be obtained at any UHSAA school, provided the student transfers to the desired school and gains full-time status at the new school. After the conclusion of that sport's season, the student may not remain at the new school without loss of eligibility in sports that are offered at the original school, loss of eligibility may be for up to one year in accordance with the UHSAA Bylaws. Upon re-enrolling at the original school, the student is immediately eligible for other sports offered at the original school.
- E. Students are responsible for student participation fees in the same manner as full-time public school students. Such fees may be eligible for waiver in accordance with Board Policy S-10: Student Fees and Fee Waivers and its accompanying district administrative procedures.

V. Annual Title IX Reporting to the Board

- A. Before the beginning of each academic year, the district wide athletic director shall report to the board:
 - 1. the number and type of interscholastic sports available at each school, categorized by gender designation.
 - 2. the number of students competing in a gender-designated interscholastic sport at each school categorized by gender.
 - 3. the amount of spending that each school devotes to each gender-designated sport, reported in total amount and on a per-student basis.
 - 4. a comparison and evaluation of designated practice and game locations in gender-designated interscholastic sports;
 - 5. any information regarding each school's efforts in Title IX compliance; and
 - 6. if there is any discrepancy between male -designated and female designated sports of 10% or more at any school, and if so, the school's action plan to address the discrepancy.
- B. The board must review the report described above in a public board meeting.

VI. Community Education After-School Program

- A. The after-school program is operated under the direction of the district's community education department and is open to students enrolled in any district school where an after-school program exists.
 - 1. In order for students to participate in the after-school program or community education activities, parents must register and enroll students through the community education department and pay the board approved participation fee. Fee waivers apply to extended day activities. See, Board Policy S-10: Student Fees and Fee Waivers.
 - 2. Students must be enrolled as a regular day student in the school in order to attend the after-school program provided at the school.
 - 3. Students are required to be toilet trained unless an accommodation is warranted under Section 504.
 - 4. If participation fee payments are not current, a student may be dismissed from the program unless the student/family is eligible for a fee waiver.
 - 5. Students are enrolled in a site's after school program on a first come, first serve basis. When a site's program reaches capacity, no additional students will be allowed to enroll in that site's program.
 - a. Families will be notified by the community education department if their student is not accepted into a site's after school program.
 - b. If an opening in a particular school's after school program becomes available, that school will communicate the opening to its school community.

6. Students must never leave the building, grounds, or the adult supervisor, without explicit permission by the after-school staff.
7. The same school behavior and discipline rules and expectations that apply during the regular school day also apply during after-school program hours.
8. Students may be removed from the program if their behavior threatens their welfare or the welfare of others.
9. Fridays are frequently field trip days and special project days that take students to a different location.
10. Parents are expected to pick up their students from the after-school program no later than the closing time of the program. A fee will be assessed for late pick up, and this charge must be paid prior to the student's next attendance date. If a parent is more than ½ hour late for pick up, the staff will make every effort to contact all numbers on the emergency card. If parents or an emergency contact cannot be reached, then the staff may contact Child Protective Services or the Salt Lake City Police Department.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.