

Education Programs

Student Activities Program

I. Purpose

This policy identifies the position and philosophy of the school district related to the student activities program.

II. General Statement of Policy

The school district recognizes the student activities program is an integral part of the student's whole school experience. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum in providing students with additional opportunities for growth and development.

III. Definitions

A. Co-curricular Activities

"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 (i.e., interscholastic sports, jazz band). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily or totally funded by public monies for general instructional purposes under direction and control of the school board.

B. 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.

C. Extra-curricular (Non-curricular/Supplementary) Activities

“Extra-curricular (non-curricular/supplementary) activities” means all direct and personal services for students for their enjoyment and development that are managed and operated under the guidance of an adult or staff member. Extra-curricular activities have all 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;
3. 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 capital and operating budget, establish participation fees, and annually audit student activities.
2. District Policies: Develop, adopt, and review all policies related to student activities.

B. Administration

The responsibilities of the administration will include:

1. Operations/Implementation: Ensure compliance with the practices and standards stated in district policy.
2. Supervision/Evaluation: Supervision and evaluation of activity director and staff.
3. Communications: Ensure timely internal and external communications occur related to the student activities program.
4. Discipline: Assist in facilitating necessary disciplinary action related to student activities, including all school district policies and the policies of the Minnesota State High School League (MSHSL).
5. Event Supervision: As appropriate, assist in the supervision of events.

C. Activities Director

The responsibilities of the activities director may be assigned to more than one administrator and will include:

1. Administration: Administer and oversee all the student activities programs, including coordination and scheduling of all practices, contests, and events.

2. Supervision/Evaluation: Supervise/evaluate all student activities' advisors, coaches, directors, and support staff. The head coach/advisor of an activity will have an administrative evaluation a minimum of every other year.
3. Financial: Develop and maintain the student activities' budget, including the processing of payment of invoices and bills to vendors.
4. Event Coordination: Coordinate all student activities' events, including scheduling, facility permits, officials, transportation, event workers, and supervision.
5. Communications: Complete and monitor all necessary internal and external communications through email, websites, telephone, and other applicable means for all student activities.
6. Eligibility: Verify the participation eligibility for all members of interscholastic teams referencing MSHSL and district policies.

D. Coaches/Advisors

Provide leadership and complete the duties of their respective student activities' area as assigned and defined. Coaches/advisors are considered employees of the district. All coaches/advisors must go through the district application and background check process at their own expense. Volunteer coaches/advisors will follow the guidelines established in Policy 911 (Use of Volunteers).

E. Parents/Guardians

Provide support for students and the various student activities of the district.

F. Student Activities Advisory Council (SAAC)

Serve as an advisory group to those who administer the activities programs in the district. The group is made up of parents, students, coaches, teachers, and administrators. The activities director selects members, schedules, and facilitates the meetings that are held a minimum of four times per year.

G. Minnesota State High School League (MSHSL)

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

V. Sponsored Student Activities

A. Student activities are considered school-sponsored provided they meet the following criteria:

1. Organized by a school site's leadership team
2. Sponsored by school personnel

3. Composed of current student body members
4. Conduct a majority of meetings, practices and events at the school 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 or community

The student activity must be formally reviewed by the SAAC and approved by the school board to become a sponsored activity.

- B. Each approved, school-sponsored student activity and athletic sport will be included on an official School-Sponsored Student Activities and Athletics List and Fee Schedule (the "Activities List") posted on the district website. The activities director will update this list in June, prior to the start of a new school year.
- C. Middle school and high school activity programs are available to all students meeting the eligibility requirements of the school district and/or MSHSL. In addition, all participants must meet the registration requirements before participating in an activity.
- D. All participants in the activities program(s) must follow the district's policies and policies of the MSHSL.
- E. All interscholastic athletic programs will comply with federal Title IX regulations related to gender equity. An annual report will be submitted to the Minnesota Department of Education on gender compliance.
- F. The secondary administration, activities director, and appropriate staff will develop procedures and rules to address the student activity programs. The secondary schools will publish a reference for student enrichment activities to be available on the district website and in the main office. These activities may vary from year to year based on the interest of students.

VI. Non-sponsored Student Activities

- A. Non-sponsored student activities are organizations, clubs, societies and/or fraternities that are not recognized by the school district, and do not meet the established criteria of a sponsored school activity (see Section V.A).
- B. The non-sponsored student activities have membership composed primarily of students from a district school, are sponsored by other than school personnel, meet outside school hours at places other than the school, and establish aims that are other than educational. These activities are beyond the jurisdiction of school authorities. The members may access the district facilities according to Policy 801 – Equal Access to School Facilities.
- C. Membership in secret fraternities, sororities and/or clubs is prohibited in the district. Further, activities contrary to the best interest of a school or that

negatively reflect on the reputation of a school or that interfere with the school's basic educational mission are prohibited. The school-district respects its students' right to engage in free speech and association within the aforementioned parameters. Students violating this policy will be disciplined in accordance with Policy 506 – Student Conduct and Discipline.

VII. Procedures and Requirements

A. Participation Levels

The grades for eligibility for interscholastic athletic activities will be included on the Activities List posted on the website. Grade eligibility for other activities is determined by the individual school or activity.

B. Participation Fees

Participation fees may be assessed for student participation in activity programs. A partial or full participation fee waiver may be an option for eligible students. The activity director's office has the form for such requests. The current participation fee structure will be included in the Activities List posted on the website. These fees are reviewed and approved by the school board annually. The board will ensure that any funds raised for extra-curricular activities will be spent only on extra-curricular activities.

C. Additional Services and Support

Participants may receive additional activities, services, or staff support when the services and/or support are included in their approved Individual Education Plan. Families seeking more information about possible services and support should contact the Activities Director.

D. Exceptional Middle School Student Athlete Policy

A 7th or 8th grade student who may have exceptional academic or athletic skills may go through the request process to be a part of a high school varsity program. The details and process are listed in Appendix I of this policy.

E. Activity Conflicts for the Multiple Activity Participant

Participation in multiple co-curricular and/or extra-curricular activities can contribute to a broader and well-rounded education. 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 process for students with participation conflicts is listed in Appendix II of this policy.

F. Official Hornet Logo

The official school colors of the district are green and white. The mascot for the athletic teams is the “Hornet”. The official district logo of the “Hornet” is patented and protected by copyright, and is for official district use only, e.g., uniforms, publications, websites. Any non-district use requests for the official “Hornet” must be approved by the administration.

G. High School Pepfests/Student Recognition Assemblies

In order to recognize individual and/or team activity achievements during the course of the school year, there will be a minimum of three seasonal pepfests/assemblies.

The school administration will communicate such achievements to news media, school announcements, building marquees, and board commendations. The activity director will make arrangements for the appropriate display of trophies, plaques, certificates, and other awards.

H. Squad/Team Size

For any activity that has selection criteria and limitations in the number of members/participants, coaches/advisors will have direct contact with any students that are not selected or “cut” from a team/activity.

I. Sportsmanship

The district expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

Participants, coaches/advisors, parents, spectators, and staff are required to exhibit positive sportsmanship at all events. The district expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. 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.

J. Surveys

Student participants will have the opportunity to complete a survey at the end of a season activity at a minimum of every other year.

K. Scheduling

Whenever possible, the district will avoid scheduling school activities and events on major faith-based observances.

L. Edina Youth Athletic Association Admission to Varsity Contests

The district will offer opportunities for Edina youth athletic association participants to attend some Hornet home games for free in accordance with the guidelines attached as Appendix III.

Cross References:

- Policy 503 (Student Attendance)
- Policy 506 (Student Conduct and Discipline)
- Policy 517 (Student Recruiting)
- Policy 538 (Field Trips and Travel)
- Policy 625 (Addition/Deletion of Interscholastic Athletic Programs)
- Policy 626 (Independent Provider Activity Programs)
- Policy 627 (Athletics, Fine Arts and Activities – Participation and Academic Eligibility)
- Policy 711 (Student Activities Accounting)
- Policy 801 (Equal Access by Students to School Facilities)
- Policy 902 (Use of School District Facilities and Equipment)

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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 628

EXCEPTIONAL MIDDLE SCHOOL STUDENT ATHLETE POLICY PARTICIPATION OF 7TH AND 8TH GRADE MIDDLE SCHOOL STUDENTS IN INTERSCHOLASTIC ATHLETICS

One of the goals of the Edina Public Schools is to provide an appropriate learning opportunity and challenge for students in all endeavors, academic and co-curricular. The needs of the student and concern for their physical, mental, social, emotional, and educational well-being are of prime importance.

Students in 7th or 8th grade are able to try-out for an EHS 9-12 program if in the judgment of the varsity coach there is an advanced 7th or 8th grade student-athlete who could compete at the high school level. This individual may be eligible under the following conditions:

The student must possess skills to successfully participate and play competitively at the high school levels. Athletes needed for specific levels of play in each program will be determined by the head coach and activities director.

1. Parents/guardians, counselors, coaches, and administrators of the 7th or 8th grade athlete are urged to carefully consider the student's physical, mental, emotional, social, and educational well-being before permitting them to try out and participate on a varsity team with older students.
2. The athlete moved to the high school level is being included in an accelerated track for athletic skills learning, fully anticipating being a significant varsity contributor their first year or the year after.
3. The procedures of this policy must be followed.

Procedures

1. Requests for high school level participation may be initiated by a student-athlete and parent/guardian, a coach, activities director, or a principal. Requests are to be made on a form provided by the district and submitted to the activities director who will consult with the parent/guardian, middle school coach, middle school athletic coordinator, principal, and the varsity coach to determine the appropriate disposition of each request. No 7th or 8th grade athlete will be permitted to register for high school participation without first presenting to the activities office staff a completed request form bearing the signature of approval of the activities director and middle school principal.
2. All 7th or 8th grade athletes who receive approval from the activities director for high school participation will undergo a tryout period in which the varsity coach evaluates the athlete's physical, mental, social, emotional, and educational readiness for competition at high school level. The tryout period will not exceed two weeks. At the conclusion of the tryout, the varsity coach will meet with the

student-athlete and discuss the anticipated role of the young student-athlete for the season.

3. The activities director will talk with the head high school varsity coach to share all pertinent information. A meeting with the parent(s) and/or student-athlete is recommended.
4. The activities director will be responsible for the final decision. The completed and signed form will be retained in the high school activities office.

Considerations

During the analysis portion of the request for a 7th or 8th grade student-athlete to try out and compete at the high school level, the following considerations will be carefully reviewed:

1. The athlete being moved to the high school level must fit the criteria of an accelerated track for skill development due to the lack of opportunity for the student to improve at the 7th or 8th grade level, fully anticipating being a significant varsity contributor their first year or the year after that.
2. Each program head coach, in consultation with the activities director, will determine if having 7th and 8th graders involved in their high school program is appropriate.
3. An analysis of all team members with consideration being given to senior high student-athletes who may be displaced as team members or may lose playing time with the addition of the 7th or 8th grade athlete.

Grade 6 Students

Grade 6 students are not eligible for interscholastic athletics per Minnesota State High School League Bylaw 105.00.

Appendix

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ACTIVITY CONFLICTS FOR THE MULTIPLE-ACTIVITY PARTICIPANTS

With a number of students participating in multiple activities, situations arise when students may have competing demands of their time during the same season. It is with this in mind, and with mutual respect, that coaches/advisors/directors of music, fine arts, athletics, and clubs should coordinate their schedules. The purpose is to avoid putting pressure on a multiple-activity student as a result of conflicting schedules. The following guidelines are an attempt to provide an equitable basis concerning the scheduling of events for students and a process to follow if conflicts arise.

A. Scheduling of Events

1. The activities director and advisors/directors from the music and drama departments will schedule events in the preceding spring of the year for the following school year.
2. Events scheduled after the annual activity calendar is completed in the spring will have to be cleared on the master calendar before being added.
3. The city, county, state, and federal election days should be listed on the calendar. There are no activities permitted after 6:00 pm on those dates.
4. The Minnesota State High School League official tournament dates should also be posted on the master calendar to include state tournament and section tournament dates.
5. Other district-designated dates will take priority over all the later scheduled events.
6. When it becomes necessary to reschedule an event which has been postponed/canceled, the applicable advisors/directors/coaches will check the existing master schedule. If there is a possible conflict with the rescheduled date, the change must be approved by the activities director and the affected staff.

B. Procedure for Multiple-Activities' Participants

1. The student is responsible for informing coaches/advisors/directors of any known or potential conflicts or issues which may arise by virtue of participating in multiple activities.
2. The coaches/advisors/directors should communicate with each other once a conflict is determined. They will agree on a plan to proactively reduce conflicts, issues, and stress for the multiple-activity participant.
3. One of the coaches, directors, or advisors should inform the student of the agreed upon plan to reduce conflicts, issues, and stress. The student should

inform their parents/guardians of the agreed upon plan and continue to inform their parents/guardians of any conflicts or issues which may arise in the implementation of the plan.

C. Conflict Resolution Process

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

ACTIVITY 1	ACTIVITY 2	OUTCOME
Practice	Practice	Student Choice
Game/Performance/Event	Practice	Activity 1
Practice	Game/Performance/Event	Activity 2
Game/Performance/Event	Game/Performance/Event	Student Choice

2. There will be no penalties/consequences for student participation due to the outcome of a decision resulting from these policies/guidelines.
3. A postseason game or tournament will take priority over a musical concert or drama event.
4. Reasonable exceptions may be made through communication between coaches, directors, and advisors, depending on the role and importance to other students involved in an activity.
5. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way.

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Appendix III to Policy 628

COMMUNITY YOUTH SPORT ASSOCIATION ADMISSION TO VARSITY GAMES

In an effort to gain some consistency and equality in youth association participants attending Hornet home games, the school district recommends that the following guidelines be followed for Edina youth athletic associations to have free admission to home high school varsity contests (i.e., Youth Nights, Jersey Night):

1. The youth organization must provide adequate adult supervision (one adult for every 10 youth) for the duration of the game.
2. The youth association parents must set up and staff a check-in table or gate for youth participants at the game entrance door or gate.
3. Athletes/participants must wear their youth association jersey/shirt to gain free admission to the game.
4. The youth association participants may gain free admission to two games, or more at the activities director's discretion, per sport per season. The youth association leadership should communicate with the high school coaches and activities department to set up the best dates for the two games. The sports that are subject to this policy are:

Football	Boys' Basketball
Volleyball	Girls' Basketball
Boys' Soccer	Boys' Hockey
Girls' Soccer	Girls' Hockey

5. The varsity games' designated youth nights will be for the youth association matching gender only. The exception to this will be to allow free admission to the two designated home football games to the Edina Girls Athletic Association Flag Football participants. The designated football games cannot include Homecoming.
6. When possible, the coaches and youth participants should be recognized during the course of the game (before, half-time, end of game). A youth association member should provide the public address announcer with an appropriate script to be read for proper recognition.

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