



Guidelines for Athletics and Activities Programming

Definitions

Athletic program - A Minnesota State High School League (MSHSL) sanctioned sport

Activity - A MSHSL sanctioned activity

Club - a student activity group that is not a MSHSL-sanctioned sport or activity, but has a district advisor and/or district support

Student-led group – a student led and organized group without district support

Category I - those league sponsored activities in which a MSHSL member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Category II – those MSHSL sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments; and all other SAVHS activities, clubs and student groups.

Athletics: Staff- Student Participant Ratio

I. Purpose

The school district recognizes that student interest in interscholastic athletics changes over time. This results in changes in student participation numbers. The school district also realizes that it has an interest in providing an educationally stimulating experience while providing a safe environment for student participants. The purpose of these guidelines is to define a process to create parameters for staff to student participant ratios. These will be used to guide the hiring of coaches/advisors from year to year and season to season.

II. General Statement

In order to provide an educationally stimulating and safe environment for student athletes, the district will take the following steps:

- A. Collect financial information to provide parameters for staffing decisions.
- B. The administration will develop recommended staff to participant ratio ranges based on financial parameters. These ratios will be used as a guide for staffing decisions.
- C. The current cutting (participants) policy will be reviewed and updated on an annual basis.

Athletics: Participant Paid Programs (MSHSL Category I)

I. Purpose

The school district recognizes that student interest in interscholastic athletics ranges beyond the scope of our district's current athletic offerings. We have tried to accommodate those interests in the past. The district believes that we now face questions of equity with this programming option, which means meeting the needs of students who are interested and unable to pay. These guidelines have been created to define the school district's position, given the current financial reality and concern that the district could be under obligation to provide the opportunity to those unable to pay, at a cost to the district in the future.

- A. The school district will no longer support student participation in athletic programs requiring students to cover the total expense for their involvement.
- B. Students currently enrolled in such athletic programs will be allowed to complete their years of eligibility prior to graduation. No new student enrollment will be allowed to occur.

Athletics: Addition/Deletion of Programs

I. Purpose

The school district recognizes that student interest in athletic programs changes over time. Student interest in some programs wanes, while interest in other programs grows as athletics evolve. The purpose of these guidelines is to assist the district in responding to meet the changes in student interest

with appropriate athletic programs that allow for the greatest participation by our students. This will be done by setting parameters for adding or discontinuing athletic programs.

II. General Statement

Secondary students will be surveyed on a biannual basis to determine potential interest in new athletic programs. Groups of students may initiate potential changes by presenting a proposal to the district through the Athletic Director. The following criteria will be considered in making decisions about additions of athletic programs:

1. Process for adding an athletic program:
 - a. Read through and make sure there is compliance with criteria for adding an athletic program (items 2-7, below).
 - b. Submit a formal, typed proposal to the Activities Director one year before the program is proposed to start. This proposal should include the following: vision and mission for the program, total expected expenses, expected revenue, expected expense per participant, practice space plan, etc.
 - c. The proposal will be presented by the Activities Director to the Athletic and Activity Parent Advisory Council, to be discussed. The purpose of the Parent Advisory Council is to discuss issues and provide multiple viewpoints to the Activities Director.
 - d. The Activities Director and High School Principal will decide whether or not to move forward to present the proposal to the Superintendent.
 - e. The Superintendent will then decide to move forward to the School Board, or not.
 - f. If it is moved forward, a report of the request will be made to the School Board.
 - g. If the athletic program is approved by the school board, application for sponsorship will be made to the Minnesota State High School League.
2. The athletic program must be sustained as a hosted club sport (not a club co-op) or have been an existing co-op at the **high school** level for at least two years.
 - a. An athletic program may be added after one year to address Title IX compliance.
 - b. There should be enough student participation to warrant a Varsity and Junior Varsity athletic team.

3. The student interest survey must show substantial interest in the athletic program (enough for multiple levels – V/JV) – administered every other year.
4. The athletic program should be represented by at least four other schools (teams) in the Tri-Metro Conference (for scheduling and transportation purposes).
5. The addition must be financially feasible:
 - a. In budget cutting years, no athletic programs will be added.
 - b. If cuts are made within the past three school years, athletic programs that have been cut will be looked at being added back before a new athletic program will be approved to be added.
6. A qualified and capable coach is readily available and interested in becoming part of the program.
7. Additional criteria may be considered by the Athletic Director.

The following situations will prompt consideration of the discontinuance of an athletic program:

1. An athletic program is unable to sustain two years of Varsity and Junior Varsity participation.
2. There is not a strong feeder program in the community.
3. There is a significant financial issue for the School District.
4. A qualified and capable coach cannot be found for two consecutive years.
5. There is not adequate facility space to operate the program safely.
6. The athletic program is currently being duplicated by a community entity at the same level.

If any of these situations arise, the Activities Director and school principals may determine an athletic program be considered for discontinuance. Should this occur, the following steps will be taken:

1. The proposal will be presented by the Activities Director to the Athletic and Activity Parent Advisory Council, to be discussed.
 - a. The purpose of the Parent Advisory Council is to discuss issues and provide multiple viewpoints to the Activities Director.

- b. The school board is notified of possible athletic program discontinuance.
2. The Activities Director and High School Principal will decide whether or not to move forward and present the proposal to the Superintendent.
3. The Superintendent will then decide whether or not to present the proposal to the School Board.
4. If it is moved forward, a recommendation will be made to the School Board.
5. A timeline for discontinuance will be determined and communicated to the public in a timely manner.

Athletics: Co-op programs

I. Purpose

The school district recognizes that student interest in interscholastic athletic programs changes over time. This results in changes in student participation numbers. The school district also realizes that it has an interest in providing an educationally stimulating experience while providing a safe environment for student participants. The purpose of these guidelines is to define the school district's participation in co-op arrangements with other schools that have similar needs to be able to provide continuing programming for students.

II. General Statement

The school district realizes that there are athletic programs that do not meet the criteria for addition to the district's programming. The district also understands that some of those athletic programs are currently providing educationally stimulating experiences for some of our students. The district also believes that although there are benefits to sharing a program with another school, the preferred programming is in-house programs offered by the district. Given these beliefs, the following is the district's position on co-op athletic programs:

1. We will continue to offer the current co-op programs as long as they continue to serve our students productively.
2. Creating a co-op is not a method to add a new program *hosted* by SA-NB. A new athletic program must follow procedures as outlined above (pages 2-4).
3. The district will consider establishing programs hosted by ISD #282 if the numbers warrant the addition, if it is financially feasible to do so, and if we have the facilities to handle the program

safely. The Activities Director, Principal and the Athletic and Activity Parent Advisory Council will make program recommendations to the Superintendent and the School Board.

Activities: Staff- Student Participant Ratio

I. Purpose

The school district recognizes that student interest in co-curricular activities changes over time. This results in changes in student participation numbers. The school district also realizes that it has an interest in providing an educationally stimulating experience while providing a safe environment for student participants. The purpose of these guidelines is to define a process to create parameters for staff to student participant ratios. These will be used to guide the hiring of advisors from year to year and season to season.

II. General Statement

In order to provide an educationally stimulating and safe environment for student participants, the district will take the following steps:

- A. Collect financial information to provide parameters for staffing decisions.
- B. The administration will develop recommended staff to participant ratio ranges based on financial parameters. These ratios will be used as a guide for staffing decisions.

Activities: Addition/Deletion of Programs

I. Purpose

The school district recognizes that student interest in co-curricular activities changes over time. Student interest in some programs wanes, while interest in other programs grows as activities evolve. The purpose of these guidelines is to assist the district in responding to meet the changes in student interest with appropriate programs that allow for the greatest participation by our students. This will be done by setting parameters for adding or discontinuing an activity.

II. General Statement

Secondary students will be surveyed on a biannual basis to determine potential interest in new activities. Individual or groups of students may initiate potential changes by presenting a proposal to the district through the Athletic Director. The following criteria will be considered in making decisions about additions of activities should be addressed in petitions:

1. Process for adding an activity:
 - a. Read through and make sure there is compliance with criteria for adding an activity (items 2-7, below).
 - b. Submit a formal, typed proposal to the Activities Director one year before the activity is proposed to start. This proposal should include the following: vision and mission for the program, total expected expenses, expected revenue, expected expense per participant, facilities usage plan, etc.
 - c. The proposal will be presented by the Activities Director to the Athletic and Activity Parent Advisory Council, to be discussed. The purpose of the Parent Advisory Council is to discuss issues and provide multiple viewpoints to the Activities Director.
 - d. The Activities Director and High School Principal will decide whether or not to move forward to present the proposal to the Superintendent.
 - e. The Superintendent will then decide to move forward to the School Board, or not.
 - f. If it is moved forward, a report of the request will be made to the School Board.
 - g. If the activity is approved by the school board, application for sponsorship will be made to the Minnesota State High School League, if applicable.
2. The student interest survey must show a substantial interest in the activity – administered every other year.
3. The addition must be financially feasible.
4. In budget cutting years, no activities will be added.
5. If cuts are made, activities that have been cut will be looked at being added back before a new activity will be approved to be added.
6. A qualified and capable advisor is readily available and interested in becoming part of the program.
7. Additional criteria may be considered by the Athletic Director.

The following situations will prompt consideration of the discontinuance of an activity:

1. An activity is unable to sustain adequate numbers for two consecutive years.
2. There is a significant financial issue for the School District.

3. A qualified and capable advisor cannot be found for two consecutive years.
4. There is not enough facility space to operate the activity safely.
5. The activity is currently being duplicated by a community entity at the same level.

If any of these situations arise, the Activities Director and school principals may determine an activity should be considered for discontinuance. Should this occur, the following steps will be taken:

1. The proposal will be presented by the Activities Director to the Athletic and Activity Parent Advisory Council, to be discussed.
 - a. The purpose of the Parent Advisory Council is to discuss issues and provide multiple viewpoints to the Activities Director.
 - b. The school board is notified of possible activity program discontinuance.
2. The Activities Director and High School Principal will decide whether or not to move forward and present the proposal to the Superintendent.
3. The Superintendent will then decide whether or not to present the proposal to the School Board.
4. If it is moved forward, a recommendation will be made to the School Board.
5. A timeline for discontinuance will be determined and communicated to the public in a timely manner.

Activities: Co-op programs

I. Purpose

The school district recognizes that student interest in co-curricular activities changes over time. This results in changes in student participation numbers. The school district also realizes that it has an interest in providing an educationally stimulating experience while providing a safe environment for student participants. The purpose of these guidelines is to define the school district's participation in co-op arrangements with other schools that have similar needs to be able to provide continuing programming for students.

II. General Statement

The school district realizes that there are activities that do not meet the criteria for addition to the district's programming. The district also understands that some of those activities are currently providing educationally stimulating experiences for some of our students. The district also believes that

although there are benefits to sharing a program with another school, the preferred programming is in-house programs offered by the district. Given these beliefs, the following is the district's position on co-op programs:

1. We will continue to offer the current co-op programs as long as they continue to serve our students productively.
2. Creating a co-op is not a method to add a new program *hosted* by SA-NB. A new activity program must follow procedures as outlined above (pages 6-8).
3. The district will consider establishing programs hosted by ISD #282 if the numbers warrant the addition, it is financially feasible to do so, and we have the facilities to handle the program safely. The Activities Director, Principal, and the Athletic and Activity Parent Advisory Council will make program recommendations to the Superintendent and the School Board.

Clubs: Staff- Student Participant Ratio

I. Purpose

The school district recognizes that student interest in co-curricular activities changes over time. This results in changes in student participation numbers. The school district also realizes that it has an interest in providing an educationally stimulating experience while providing a safe environment for student participants. The purpose of these guidelines is to define a process to create parameters for staff to student participant ratios. These will be used to guide the hiring of advisors from year to year and season to season.

II. General Statement

In order to provide an educationally stimulating and safe environment for student participants, the district will take the following steps:

- A. Collect financial information to provide parameters for staffing decisions.
- B. The administration will develop recommended staff to student participant ratio ranges based on financial parameters. These ratios will be used as a guide for staffing decisions.

Clubs: Addition/Deletion Programs

I. Purpose

The school district recognizes that student interest in clubs changes over time. Student interest in some programs wanes, while interest in other programs grows as activities evolve. The purpose of these guidelines is to assist the district in responding to meet the changes in student interest with appropriate programs that allow for the greatest participation by our students. This will be done by setting parameters for adding or discontinuing a club.

II. General Statement

Secondary students will be surveyed on a biannual basis to determine potential interest in new clubs. Individual or groups of students may initiate potential changes by presenting a proposal to the district through the Athletic Director. The following criteria will be considered in making decisions about additions of clubs and should be addressed in petitions:

1. Process for adding a club:
 - a. Read through and make sure there is compliance with criteria for adding a club (items 2-7, below).
 - b. Submit a formal, typed proposal to the Activities Director thirty days before the club is proposed to start. This proposal should include the following: vision and mission for the

program, total expected expenses, expected revenue, expected expense per participant, facilities usage plan, etc.

- c. The Activities Director and High School Principal will discuss the proposal and determine whether or not to approve the formation of the club.
 - d. If the club is approved, the Activities Director will notify the Superintendent and School Board.
2. The student interest survey must show a substantial interest in the club – administered every other year.
 3. The addition must be financially feasible.
 4. In budget cutting years, no clubs will be added to the Activities Program.
 5. If cuts are made, clubs that have been cut will be looked at being added back before a new club will be approved to be added.
 6. A qualified and capable advisor is readily available and interested in becoming part of the club.
 7. Additional criteria may be considered by the Athletic Director.

The following situations will prompt consideration of the discontinuance of a club:

1. An activity or club is unable to sustain adequate numbers for two consecutive years.
2. There is a significant financial issue for the School District.
3. A qualified and capable advisor cannot be found for two consecutive years.
4. There is not enough facility space to operate the program safely.
5. The club is currently being duplicated by a community entity at the same level.

If any of these situations arise, the Activities Director and school principals may determine a club should be considered for discontinuance. Should this occur, the following steps will be taken:

- a. The Activities Director and High School Principal will decide whether or not to move forward with eliminating the club and present their decision, along with justification, to the Superintendent.
- b. If a club is eliminated, the Activities Director will notify the School Board.

Clubs: Co-op programs

I. Purpose

The school district recognizes that student interest in co-curricular clubs changes over time. This results in changes in student participation numbers. The school district also realizes that it has an interest in providing an educationally stimulating experience while providing a safe environment for student participants. The purpose of these guidelines is to define the school district's participation in co-op arrangements with other schools that have similar needs to be able to provide continuing programming for students.

II. General Statement

The school district realizes that there are clubs that do not meet the criteria for addition to the district's programming. The district also understands that some of those clubs are currently providing educationally stimulating experiences for some of our students. The district also believes that although there are benefits to sharing a program with another school, the preferred programming is in-house programs offered by the district. Given these beliefs, the following is the district's position on co-op clubs:

1. Creating a co-op is not a method to add a new program *hosted* by SA-NB. A new club program must follow procedures as outlined above (pages 10-11).
2. The district will consider establishing clubs hosted by ISD #282 if the numbers warrant the addition, it is financially feasible to do so, and we have the facilities to handle the program safely. The Activities Director and Principal will communicate club program decisions to the Superintendent and the School Board.

Student-Led Groups: Addition/Deletion

I. Purpose

The school district recognizes that student interest changes over time. Student interest in some programs wanes, while interest in other programs grows. The purpose of these guidelines is to assist the district in responding to meet the changes in student interest with appropriate programs that allow for the greatest participation by our students. This will be done by setting parameters for adding or discontinuing a student-led group.

II. General Statement

An individual student or groups of students may initiate the addition of a student-led group by presenting a proposal to the district through the Activities Director. The following criteria will be considered in making decisions about the addition of a student-led group and should be addressed in the petition:

1. Must be student initiated unless it is part of a faculty plan.
2. Attendance by students must be voluntary.
3. Must be student led with faculty or advisor oversight.
4. Neither the school district nor the advisor can financially sponsor a student-led group.
5. The purpose of the group cannot be unlawful or illegal.
6. The Student-Led Group Proposal Form must be completed and filed with the Activities Department.

The following situations will prompt consideration of the discontinuance of a student-led group:

1. There is a significant financial issue for the School District.
2. A qualified and capable advisor cannot be found for two consecutive years.
3. There is not enough facility space to operate the group safely.
4. The group is found to be operating with an unlawful or illegal purpose.

If any of these situations arise, the Activities Director and Principal may determine a student-led group should be eliminated. Should this occur, the Activities Director will notify the Superintendent and the School Board of the decision, as well as supporting evidence pertaining to the reason why the group is being eliminated.