

Adopted: March 12, 2015

Revised: April 16, 2015

HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 5.9.1

STUDENT EXTRA-CURRICULAR PARTICIPATION

I. PURPOSE

The purpose of this policy is to inform students and parents/guardians about the authority and process for conducting co-curricular and extra-curricular activities as well as the requirements for participation, acknowledging that the activities enhance student growth, development and physical well-being, while remaining secondary to the student's academic experience.

II. POLICY STATEMENT

It is the policy of HCIS to promote and support student extra-curricular participation in a safe and productive manner, consistent with all of the policies of HCIS.

III. DEFINITIONS

- A.** "Co-curricular" activities mean school sponsored and directed activities designed to provide opportunities for students to participate in events for the improvement of skills. The activities are not offered for school credit, do not count toward graduation, and have one or more of the following characteristics: conducted at uniform times during school hours; supervised by instructional staff similar to courses offered for credit; or partially funded by public moneys for general instructional purposes.
- B.** "Extra-curricular" activities mean activities primarily for the student's enjoyment and development that are managed and operated under the guidance of an adult or staff member. The activities are not offered for school credit, are not required for graduation, are generally conducted outside school hours, and are primarily directed by student participants with adult or staff guidance.

IV. POLICY

- A.** All co-curricular and extra-curricular activities as well as any activity using the school name, must be approved by the Executive Director prior to commencement of the activity.
- B.** School administration shall be responsible for informing students and parents/guardians of co-curricular and extra-curricular opportunities, and the requirements for participation.

- C. Expectations as to student conduct, responsibility, and discipline, including those listed elsewhere in school policy, extend to co-curricular and extra-curricular activities.
- D. Expectations during co-curricular and extra-curricular activities as to spectator conduct, including parents, employees, and members of the public, is that all such individuals will behave in an appropriate manner with sportsmanship and encouragement to students. Unsportsmanlike conduct may result in student or employee discipline or sanctions or penalties for spectators.
- E. All funds received from school district co-curricular and extra-curricular activities must be turned over to the school's finance representative and be kept in the general fund and thereafter disbursed for expenses and salaries connected with that activity, unless approved by the school board upon a proper itemized claim.
- F. Co-Curricular activities held in the school building, on school grounds, or under the supervision of the school board, must be operated under the control of the school board.
- G. Extra-Curricular activities may be operated and controlled by the school board or not:
 - 1. If the activity is not operated and controlled by the school board, the activity is self-sustaining with all expenses, except direct salary costs and indirect costs of the use of the school facility, met by dues, admissions, or student fund-raising. Other revenue and expenditures must be recorded according to the Manual for Activity Fund Accounting and undergo an annual financial audit.
 - 2. If the activity is operated and controlled by the school board, any and all costs of the activity may be provided from school revenues and any financial accounting performed in the same manner as other revenues and expenditures.
- H. Students participating in Minnesota State High School League (MSHSL) activities must also abide by those league rules. School employees are responsible for communicating MSHSL rules.
- I. Students on academic probation are not eligible to participate in extra-curricular activities. Academic probation results when a student does not have sufficient credits to maintain their grade level. The student is responsible for making up credits to once again become eligible for participation.

Legal References: Minn. Stat. §123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. §128C (High School League)