

## **Student Activities, Student Groups, Intramural Programs and Extracurricular Activities**

(Requests for New and Cooperative Cocurricular Programs)

### **Existing cocurricular programs**

Only programs that have been approved by the Board of Education will be allowed for St. Vrain high schools.

- A. Programs that were in existence as of August 1, 2005 will be considered for continuation without formal approval of the Board.
- B. Programs in existence in the District but not at all schools will need the approval on an individual basis at those schools who want to establish the program.
- C. A program previously in existence but discontinued will be considered new if:
  - 1. It has been non-functional or essentially defunct for a period of three continuous years or longer.
    - a. If for some reason a particular program is not offered in a school for one or two consecutive years, it may be reinstated by the District administration without approval of the Board.
    - b. If a program is non-existent in the District for a period of three years or longer, it will be considered to be a new program and must be specifically approved by the Board.

### **Additional or new programs**

- A. Additional programs at a school will be considered only if the program already is in existence and has been approved for other District schools.
- B. If a school wishes to add a program, the costs of operations and the number of coaches may be increased over that school's allocation if student participation warrants an increase at the beginning of the school year.
- C. No new activity program will be considered for addition without adherence to the following guidelines:
  - 1. A request in writing must be presented to the Director of Athletics, Activities, Fine Arts and Physical Education according to the timeline.
    - a. If the request is for a program for one specific school and that program already has been approved for other District schools, the request must come from the principal's office to the Director of Athletics, Activities, Fine Arts and Physical Education.

- b. If the request is for a program that has not yet been approved for any District school, it may come from an organization of District patrons or from a building principal to the Director of Athletics, Activities, Fine Arts and Physical Education.
  2. The “District Guidelines for Adding or Discontinuing Co-curricular and Intramural Programs” is available from the Director of Athletics, Activities, Fine Arts and Physical Education, and will be used to analyze the request.
  3. The analysis will be used to make administrative recommendations regarding the request.
- D. The request with the analysis will be submitted to the Assistant Superintendent for Human Resources and Support Services to be processed by the central administrative support team.
- E. The process to consider any new program request will use the following timeline:

### Timelines

- |            |  |
|------------|--|
| July 1     | <p>Deadline for requests to the administration for new programs to be considered for the following fiscal year.</p> <p>Formal acknowledgment of the receipt of such request will be made. One copy will be given to the requester and one copy attached to the request for processing.</p> <p>The formal acknowledgment will include an understanding that these requests are not for consideration for implementation in the upcoming fall or school year. Rather consideration for those program(s) will be for the subsequent fall or school year that begins in the fall of the next calendar year.</p> <p>Any request that is received after July 1 will not be considered until the following July and for the succeeding fiscal year.</p> |
| July 31    | <p>Deadline to report requests to the Board.</p>   |
| October 1  | <p>Deadline for the administration to make recommendations to the Board relative to requests.</p>  |
| October 21 | <p>Board decision as to whether to accept the recommendation and under what conditions.</p> <p>The requester will be notified of the decision as soon after October 21 as is possible.</p>   |

December 1 Deadline to include in preliminary budget for the next fiscal year.

## **Cooperative programs**

### **A. Intradistrict cooperatives**

1. The administration is allowed to authorize the formation of a cooperative team between or among District schools so long as the requests comply with the following restrictions:
  - a. The activity has been approved for District schools.
  - b. At least one of the schools involved already sponsors the program.
  - c. Both principals agree.
  - d. The coaches/sponsors agree.
  - e. There is a decrease or no net increase in paid coaching positions.
  - f. There is no increase in the level of funding from the District for costs of operations to any of the involved schools.
  - g. There must be facilities existing and available within the District for practice and contests.
  - h. Transportation to and from the practice sites and home contest sites is the sole responsibility of the participants.
  - i. An official agreement must be executed between or among the high school principals involved and ratified by the Superintendent or designee. This agreement must address the following: funding, scheduling, transportation, staffing and supervision, facilities and equipment, administration of the activity, procedure for dissolution of the agreement, name of the team (if necessary) and academic certification.
2. If the participation in a cooperative team by a school creates sufficient interest at that school to sponsor a team at that school, the District administration may approve the program so long as:
  - a. It replaces an existing program, and
  - b. It complies with sections A and B of "Additional or new programs."
3. If the requested program will be an additional program, it will be considered a new program and will be considered only as provided in "New or Additional Programs."

#### 4. Timelines

Each school is encouraged to submit such requests as quickly as possible. However, because it often is difficult to be aware of students' needs until time of enrollment, requests for intradistrict cooperative teams will be considered according to the following:

- a. Beginning of each school year
- b. Until the Monday prior to the week prior to the first official day of practice for the sports season in question:
  - Fall: On or about the 2<sup>nd</sup> Monday in August
  - Winter: On or about the 2<sup>nd</sup> Monday in November
  - Spring: On or about the 2<sup>nd</sup> Monday in February
- c. These deadlines are subject to change as the Colorado High School Activities Association calendar and regulations change.

#### B. Interdistrict cooperatives

1. Cooperative teams between St. Vrain District schools and other schools may be authorized and approved only by the Board.
2. Interdistrict teams will be considered only if they comply with the following:
  - a. The activity has been approved for District schools.
  - b. The district school requesting the cooperative program already sponsors the activity.
  - c. Both principals agree.
  - d. The coaches/sponsors agree.
  - e. There will be a decrease or no net increase in paid coaching positions.
  - f. The non-district school agrees to pay a portion of the coaching salary on a prorated basis.
  - g. There is no increase in the level of funding from the District for costs of operations to any of the involved schools.
  - h. The nondistrict school agrees to pay a portion of the costs of operations on a prorated basis.

- i. There must be facilities existing and available within the District for practice and contests.
- j. Transportation to and from the practice sites and home contest sites is the sole responsibility of the participants.
- k. The participants from the nondistrict school must comply with all St. Vrain requirements for participation including the payment of required fees.
- l. An official agreement must be executed between the Board and the governing board of each school or district involved. This agreement must address the following: funding, scheduling, transportation, staffing and supervision, facilities and equipment, insurance, administration of the activity, procedure for dissolution of the agreement, name of the team (if necessary), academic certification, and other pertinent necessities.

Approved September 11, 1991  
Revised September 14, 2005

St. Vrain Valley School District RE-1J, Longmont, Colorado