

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS**605.1 ADDING, STAFFING AND ELIMINATING OF CO-CURRICULAR ACTIVITIES****I. PURPOSE**

The school board is committed to providing K-12 students with a variety of co-curricular activities in arts, academic, and athletic areas throughout the school system within the fiscal limitations of the district's budget. Co-curricular activities can be defined as programming that goes beyond the regular curricular program to enhance student opportunities.

**II. DEFINITIONS**

See Policy 605 Co-Curricular Activities definition.

**II. GENERAL STATEMENT OF POLICY**Addition of Activities

It is the sole responsibility of the school board to make the final decision regarding the addition of any co-curricular activities. Except as outlined in the section of this policy titled "School Board Discretion," no new activity will be added in the school district unless the following conditions have been met:

1. Request for consideration of the new activity has been submitted in writing and discussed with the activities director, in consultation with the building principal, or with the elementary principal(s) involved, depending on the level of the activity. Such requests must address the following:
  - a. Detailed description of the activity
  - b. Grade levels to be affected
  - c. Title IX impact (if relevant)
  - d. 5-year projection of the number of participants
  - e. Budget implication
  - f. Staffing implication
  - g. Facility implication
  - h. Potential for impact on other activities or duplication of community or private efforts
  - i. Number of required participants to receive activity status, along with defending rationale
  - j. Timelines for implementation of the new activity
  - k. History of activity as an organization or previously sponsored activity (duration, participation, etc.)
2. A new activity under consideration will have operated outside of school sponsorship for at least one year.
3. Any previously eliminated activity may be reinstated without having operated outside of school sponsorship by providing the information from step one.

4. Any activity proposed for addition or reinstatement as a school district-sponsored activity must have the support of a majority of the administrators impacted by or responsible for the activity, as determined by the superintendent. Before consideration, administrators must be supplied with updated information from step one.
5. Requests for new activities need to be presented for consideration during the prior fiscal year and well in advance of the year for which the activity is to be added in order to accommodate budget & facility planning, staffing and scheduling.

### Staffing of Activities

The activities directors and principals will submit to the Executive Director of Administrative Services recommended ranges of staff to participant ratios for all activities under their supervision. Ranges will project the highest and lowest numbers of students able to be assigned to a single coach or advisor.

Within these ranges, the activities directors and/or principals are authorized to adjust staffing for the various activities. If numbers of participants are expected to exceed or fall behind the established ranges, the activities director or principal will consult with the coaches or advisors to review options. With the approval of the Executive Director of Administrative Services, the activities director or principal has the authority to add, change, or eliminate staff to accommodate the participation change within the board approved budget.

The activities directors and principals will submit mid-year and end-of-year reports to the school board which include the number of participants and staff in all co-curricular activities, as well as budgeted versus actual expenditures. The activities director will inform the school board throughout the year or an activity's season if there is an issue that may result in an activity being placed on probation.

### Compliance

The school board will remain in compliance with Title IX gender equity when addressing the addition, staffing, or elimination of activities. Furthermore, all co-curricular activity additions, staffing, or elimination will be consistent with state and federal statutes and other policies approved by the Prior Lake–Savage Area School Board.

### Elimination of Activities

An activity will be placed on probationary status if it does not maintain participation within the recommended ranges for staffing due to lack of student interest. An activity could also be placed on probationary status due to unavailability of coaches or advisors, or space and facility limitations. The activity will be placed on probationary status one year in advance of elimination of the activity. Probationary status will be determined at the end of an activity's competitive season or for non-competitive activities at the end of the school year.

Upon completion of the probationary year, during which a review of the activity occurs, the activities directors or principals will make a recommendation on the future status of the activity. The school board will make the final decision.

### School Board Discretion

The sole responsibility and ultimate authority for addition, staffing, or elimination of any co-

curricular activity shall rest with the Board of Education. The board retains the right to add activities which do not comply with the above criteria, such as when addressing issues of compliance with state or federal laws, when necessary to meet Conference expectations, and/or when adding an innovative program that the school board wishes to encourage. The board further reserves the right to eliminate programs, reduce staffing, or request a new program when faced with budgetary constraints.

**Cross References:**      [Policy 605 \(Co-curricular Activities\)](#)

School Board Adoption: January 8, 2024

*Orig:*            *December 2014*  
*Revised:*      *August 2018*  
                    *March 2021*  
                    *January 2024*

An Equal Opportunity School District