

## **910 SANCTIONING OF DISTRICT ACTIVITIES**

### **I. PURPOSE**

Additional activities beyond the regular instructional day are important to enhancing the services and programs provided students. The school district will support and sanction all authorized school activities approved by the school administration. The sanctioned activities must meet the school board's established criteria.

### **II. GENERAL STATEMENT OF POLICY**

Alexandria Public Schools will support and sanction all authorized activities approved by the school administration. The school administration will approve activities that meet the established criteria of the school district. The sanctioned school district activities are intended to enhance educational services and programs provided to students.

The district's sanctioning of an activity will include the identifying of a staff member as a contact person for the activity and, when necessary, release the person from regular duties in order to direct the activity. Further, the school district's liability insurance will cover staff members and other adults who are assigned to the supervisory duties and will provide district facilities in accordance with the facility use policy. Health and accident insurance is not provided by the district for anyone other than staff members.

### **III. DEFINITIONS**

- A. "Sanctioned Activity" means administratively authorized school activities that enhance educational service and programs for students.
- B. "District Contact Person" means a school district staff person who serves as a liaison between the activity and school administration. This may be a paid position, appointed position or voluntary position.

### **IV. SEEKING SANCTION APPROVAL**

All sanctioned activities shall receive approval from the building administrator or program administrator. The approval will be based on the following guidelines:

- A. That all sanctioned activities will follow the district's Code of Conduct.
- B. That the activity is sponsored by the school district or a school district approved group or organization (see Policy #911).

- C. That the sanctioned activity serves in the best interest of all students involved in the activity.
- D. That the organizers of the activity have submitted a formal request at least two weeks prior to the activity. The request will identify the purpose, the needs, the supervision plans and the tasks required to complete the activity. Timeline requirements may be waived by the administrator when deemed necessary.
- E. That the activity provides adequate adult supervision and custodial coverage.
- F. That the funds raised from an activity comply with District Policy #707 (Fundraising to Support School-Sponsored or School-Related Activities).
- G. That all necessary permits and authorizations for sanctioning the activity be received prior to administrative approval.
- H. That all field trips or off-district site activities must be under the direct supervision of a district staff member and meet the district's fundraising policy. The group sponsoring the activity may be responsible for expenses related to the supervision.
- I. In consistent practice with MSHSL, all activities must be free of tobacco.

The school administration will respond within five school days to the request.

## **V. APPEAL PROCESS FOR DENIED ACTIVITIES**

If the guidelines in Section IV. are not met, the activity will be denied. A group or organization may appeal all denied requests to the superintendent for further consideration.

### **Cross References:**

Policy 707 (Fundraising to Support School-Sponsored or School-Related Activities)

Policy 911 (School Organizations and Booster Clubs)

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