

Adopted: February 27, 2012
Revised: February 22, 2016 [Routine Review]
Contact Person: Assistant Superintendent

POLICY 510 ACTIVITIES

I. PURPOSE

To establish regulations regarding school-sponsored activities, District-recognized booster clubs or organizations, and non-school-sponsored independent providers.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well being. They complement the instructional program by providing students with additional opportunities for growth and development.

- A. The District Administration will establish and maintain regulations that will:
 - 1. Identify activities for which the School Board will assume responsibility. These shall be referred to as school-sponsored activities.
 - 2. Require all school-sponsored activities to be in compliance with:
 - a. State of Minnesota Statutes
 - b. Minnesota Rules
 - c. Minnesota Department of Education Manual for Activity Fund Accounting
 - d. Minnesota State High School League Rules
 - 3. Establish guidelines for the use of the District or school name and/or logo.
- B. Activities conducted by booster clubs or booster organizations are not considered school-sponsored activities. However, the School Board will annually consider for approval all Booster Clubs recommended by Administration. Administration will establish regulations for District approved Booster Clubs and Organizations that provide operational guidelines and requirements.
- C. All other student activities not covered by the provisions above will be considered independent of the District.

Adopted: February 27, 2012
Revised: February 22, 2016 [Routine review]
Contact Person: Assistant Superintendent

REGULATION 510 ACTIVITIES

I. Definition – School-Sponsored Activity

A school-sponsored activity must meet one or more of the following criteria:

- A. The activity is in season or a school is hosting a Minnesota State High School League (MSHSL) activity.
- B. The activity is organized and implemented by a coach, employee, advisor, or designee; no fees are charged, and no stipend is awarded to the organizer(s).
- C. Captain’s practices that are within two weeks from the start of the season (i.e., practices that are run by team captains but have adult supervision).
- D. Camps or clinics for Bloomington students that are organized by district coaches, advisors, or designees that may include fees. If a fee is charged, the District sets and collects the fees, and expenses are recorded as District expenditures.
- E. A fundraiser for a student activity that is organized by and involves students and/or coaches or advisors, and funds are deposited in district student activity accounts.
- F. The activity is funded all or in part by public monies under the direction of the School Board, including the Community Services Department.

II. Definition – Booster Club Or Booster Organization-Sponsored Activities (Including PTAs)

An activity that is organized or hosted by a District-recognized booster club or booster organization (including PTAs).

III. Definition – Non-School Sponsored Activities (Independents)

Activities sponsored by an individual, group, organization or agency that provides an opportunity for students to participate in a program that is not currently available in schools, and/or who rent district facilities (excluding booster clubs and booster organizations who meet the requirements in Section V. below are not considered school-sponsored and are referred to as “Independent Providers.”

IV. Requirements For School-Sponsored Activities

- A. Activities must be approved by the Activities Director and the Principal in order to be recognized as a school-sponsored activity.

- B. Financial affairs must be conducted according to rules and guidelines set forth by the District Business Services office.
- C. Hiring and compensation for coaches and/or advisors is governed by District Human Resources requirements, the master teacher contract, and/or any relevant state or federal wage and benefit requirements.
- D. Activity advisors/coaches are required to secure permission from the building Principal before conducting a fundraising activity.

V. Requirements For Booster Clubs And Booster Organizations (Including PTAs)

- A. Booster clubs and booster organizations promote a positive relationship between the school and community, and are encouraged and appreciated.
- B. In order to be recognized as a District-approved booster club or booster organization, the group must be organized under the laws of the state and county and be recognized as a 501(c) 3 organization.
- C. To ensure booster club and booster organization activities are covered by the district's general liability insurance (excluding automobile, workers compensation, directors and officers, or professional liability), Principals shall submit the names of school-approved booster clubs to the Director of Finance annually by September 15. The Director of Finance will submit the list to the School Board for approval in October annually and will be updated as needed.
- D. Booster clubs and booster organizations may not use the district's tax-exempt status or tax identification number.
- E. School employees shall not direct or manage a booster club or booster organization for their own school but may provide advice and support.
- F. Booster clubs and booster organizations are not authorized to act as an agent or represent themselves as an agent of the school or district.
- G. Booster club and booster organization funds must be collected and maintained by the club or organization and kept separate from District funds and from student activity funds.
- H. Booster clubs and booster organizations that hire District employees must follow District compensation requirements.
- I. All donations from booster clubs and booster organizations shall go through district-approved procedures.
- J. Booster clubs and booster organizations are required to secure permission from the building Principal before conducting a fundraising activity on school property. Liability insurance covers events conducted on school property only.

VI. Requirements For Non-School Sponsored Activities (Independent Providers)

- A. Organizations/individuals interested in applying for Independent Provider status to organize a competitive club/team must contact the respective high school Office of Activities, or the Principal for all other schools to receive an application packet. Independent Providers of a club/team must complete and submit all items within the application packet for approval consideration. Approval as an Independent Provider for a co-curricular or club/team is granted on an annual basis.
- B. Independent Providers will assume sole responsibility for and control of the club/team and its operational activities both organizationally and financially.
- C. Independent Providers are required to include the following disclaimer to be written in large type on the front of all written communications or notices to students, parents, and the community clearly indicating the activity is not a school-sponsored activity

"This activity is not school- or district-sponsored. Bloomington Public Schools accepts no responsibility for this program or activity."
- D. Independent Providers who refuse to use the disclaimer may be subject to legal action for misrepresentation and may be denied continued use of District facilities or operational support of a club/team.
- E. District staff, including coaches and advisors, who offer activities on school property that are not sponsored by the school or District are considered Independent Providers and are subject to the same facility rental fees and regulations required of all Independent Providers.

VII. Expectations Of Individuals Participating In Activities

- A. Coaches and advisors will provide leadership and complete the duties of their respective student activity as assigned. District coaches and advisors are considered employees of the District and must go through the District application and background check procedures.
- B. Independent Providers may act as an advisor, coach, or director, but are not required to be licensed educators or District staff members. Independent Provider applicants must provide the school with written authorizations for criminal background checks that will be done on all employees (e.g. advisors, coaches, directors) and volunteers working with students. Independent Provider shall bear the cost of the background checks for its personnel.
- C. Sportsmanship.
 - 1. Participants, coaches, advisors, parents, spectators, and staff are expected to exhibit positive sportsmanship at all events.

2. The school may prohibit a student, parent/guardian, or other visitor from attending one or more activities if that person engaged in inappropriate conduct at an activity.
- D. School-sponsored activities are subject to all relevant District policies and regulations.
1. Expectations and consequences for misbehavior by students shall be the same as for students during the school day.
 2. Students participating in activities sponsored by the Minnesota State High School League (MSHSL) will be subject to any additional bylaws of the MSHSL and School Board policy 510.1.
- E. Schools may award letters and other honors to students, as they deem appropriate.
- F. Schools will avoid scheduling activities and events after 6:00 p.m. whenever possible on Wednesday evenings so that community activities may be held without competition from school-sponsored events.

VIII. Use Of District Or School Name Or Logo

- A. School-sponsored activities may use the school or District name and/or logo in any communications or fundraising activities.
- B. Booster clubs and booster organizations may use a school's name, mascot, and/or logo in communications and fundraising activities, with the permission of the school Activities Director or Principal.
- C. Independent Providers who use the District or school name, mascot, or logo in communications regarding their activity and/or fundraising may not in any way suggest and/or misrepresent the activity or program as school or district endorsed. All written communications should include the following statement:
- "This activity is not school or district sponsored. Bloomington Public Schools accepts no responsibility for this program or activity."*
- D. Independent Providers who refuse to use the above disclaimer may be subject to legal action for misrepresentation and may be denied continued use of district facilities.