

## SP 101.3 STUDENT ACTIVITIES, INCLUDING ATHLETICS

### Frequently Asked Questions

#### Related to Student Activities:

**1. Why is the term “co-curricular” used to describe student activities, rather than “extra-curricular”?**

The term “extra” connotes something that is extra and not part of the school’s main mission. The National Association of Secondary School Principals in their *Breaking Ranks II* document have advocated dropping the “outmoded term” and calling these activities “co-curricular,” emphasizing that they are integral to the educational program, a part of the school’s total curriculum. If anything has to be designated extracurricular, it would be activities that are outside of the school’s purview and not part of the school’s curriculum, such as Boy Scouts, church activities, and community sports leagues.

**2. What is the role and responsibility of a SAC?**

The Student Activities Coordinator, under the general supervision and direction of the principal or designee, plans, directs, and coordinates the school’s student activities program, designed to provide opportunities for students to participate on an individual basis, in small groups, or in large groups. The SAC also implements policies, regulations, and guidelines associated with the student activities program, and performs such other related duties as may be properly assigned by a principal or designee.

**3. How can students get involved in student activities?**

All student activities should be open to all students. Students should be encouraged to be active and involved, and to participate in student activities by numerous and effective communication and public relations, such as daily bulletin notices, posters, closed circuit television announcements, and personal invitations. The most effective way is one-to-one contact.

Students may get involved with student activities by meeting the necessary requirements the school has set for participation in student activities. Involvement may include participating in clubs, class and school committees, class and school activities, and service projects. There are no requirements for most activities; however, some may require advanced sign-up.

**4. Do students need to pay fees to participate in student activities?**

While many student activities are free, some—such as dances and proms, athletic events, and plays—may involve a nominal cost. Some activities sponsored by student government and class government may require that the student has paid student association and class dues. Also, participation in some activities will require that all financial obligations be met before participation,

i.e., payment for lost books, fund-raising obligations, and student association and/or class dues.

**5. When do students need to have met the Board of Education's 2.0 requirement?**

Participation in athletics, student government office, Homecoming or prom courts, and generally any competition or activity where a student officially represents the school requires meeting the Board of Education's 2.0 grade point average.

**6. Are student activities fees mandatory?**

Yes. Both student association and class dues have been mandatory since 1988. The maximum allowable charges are established by the Board of Education. The Board also sets the maximum allowable charge for school club dues which are collected from club members. Student activities fees which are optional, but whose amounts are set by the Superintendent, include those for yearbooks, newspapers, and activity books.

**7. Can student association or class dues be taken and used by the principal?**

No. Student association and class dues are funds paid by students for their activities. They are non-appropriated funds. The use of the funds should be determined by the respective student council.

**8. How are student activities planned?**

Most student activities are planned and implemented by student leaders under the direction of an advisor(s). Although younger students are given more direction and guidance, they are provided with opportunities to do critical thinking and problem solving. Generally, older and more experienced student leaders are given more responsibility to plan activities. Students in leadership classes may also take part in planning and implementing school activities. The program differs from school to school because of differing needs. However, the advisor(s) should ensure that the student leaders have developed clear, measurable, and reasonable goals and desired outcomes for each meeting and/or activity.

**9. Do teachers have to chaperone/advise activities?**

In addition to devoting considerable time outside of school hours to prepare for instruction, teachers have a supplemental, professional obligation to participate in a reasonable amount of school-related activities; however, such participation is best achieved when it is accomplished on a voluntary basis. Community involvement in the same school-related activities is also desirable.

*Teacher participation in school-related activities beyond the school day shall be on a voluntary basis. The Employer shall first attempt to seek sufficient volunteers from the faculty and the community. If sufficient volunteers are not available to cover such school-related activities, the Principal shall attempt to*

*assign such work on a fair and equitable basis but with proper regard to job and skill requirements. Such assignments shall not be made as rewards or penalties. Furthermore, assignments will not be made if such work impairs a teacher's health or safety or causes undue personal hardship. Assignments will be made as far in advance as possible under the circumstances.*

**10. Is a leadership class offered in all schools? If not, why not?**

The Student Activities Program provides an ACCN (Authorized Course Code Number) for Leadership Training at both the intermediate/middle and high school levels for credit. At the high school level, it is ACCN XT15 – Leadership Training. At the intermediate/ middle school level, it is ACCN XT10 – Leadership Training. Some schools may offer multiple leadership training courses during different periods, or make the course mandatory for class or student body officers with their respective advisors.

Other reasons for a school not offering a leadership training course may include:

- Leadership skills may be acquired outside of a classroom setting instead of a traditional classroom setting through numerous and varied opportunities for developing leadership through participation in, and planning of student activities.
- Students can develop and increase an appreciation and dedication to the school and community by participating and volunteering outside of school hours. This altruism should be encouraged, instead of the traditional classroom where students are given a grade.

**11. Can a principal assign a SAC to advise a class council?**

Yes. But the principal should consider the workload of the Student Activities Coordinator when assigning additional duties.

**12. What is a chartered club?**

A chartered club is a club officially recognized and sponsored by the school. It can use the schools name and collect dues. Chartered clubs must abide by the following guidelines:

- be curriculum-related or fall within the mission of the school;
- have a constitution which is submitted to the Student Activities Coordinator and approved by the principal;
- have an advisor;
- be organized so as not to materially disrupt class work or involve substantial disorder or invasion of the rights of others as determined by the information provided by the club; and
- recognize that a school may choose not to charter a club if its primary

focus is social.

**13. Are chartered schools allowed to participate in state-sponsored student activities?**

Yes. Charter school students are considered public school students.

**14. Are students allowed to form a religious club on campus?**

The Federal Equal Access Act of 1984 makes it unlawful for any public secondary school receiving federal financial assistance and having a limited open forum to deny, on the basis of the religious, political, philosophical, or other content of speech, equal access to any student who wishes to conduct a meeting within that limited open forum. A school creates a limited open forum when it allows one or more student-initiated and voluntary, non-curriculum student groups to meet on school premises during non-instructional time. "Student religious groups shall be afforded the same opportunities and privileges as other student-initiated and voluntary, non-curriculum related groups, provided constitutional amendments are met."

**15. What is the student-teacher/chaperone ratio for field trips?**

As a general rule, there should be one adult supervisor per 10 students. This adult-student ratio may vary, however, depending on the type (ESLL, SPED, 504, etc.) and age of the students, as well as the nature, duration and extensiveness of the trip, and assistance of on-site personnel. For example, a high school teacher may chaperone his/her subject class of 20-30 students on an on-island, one day field trip to the State Capitol. The main point is that there should be at all times adequate adult supervision of the students to assure their safety and control. Under exceptional circumstances, one or two high school students may travel to a site without adult supervision. However, this situation should be avoided as much as possible. If such a situation is unavoidable, then the parents should be apprised of the conditions of travel before their consent is obtained. Arrangements should be made for adequate supervision at the site.

**14. Can students ride canoes or other water vehicles, or go swimming on field trips?**

All water-related activities are approved at the school level, providing adequate and appropriate safety precautions are followed to ensure the safety of all participants, including chaperones. These activities must be an integral part of the standards-based classroom curriculum and must follow the DOE Field Trip Regulations 2250.1 and Field Trip Guidelines. Teachers must document that reasonable and prudent safety measures are being implemented to ensure the safety of all participants. This will include pre-assessment of the field site for hazards, safety instruction prior to activity to all participants, safety reminders during the activity, and adequate and appropriate supervision.

For further assistance, please call Environmental Education, (808) 733-9141 ext. 321.

**15. Can students be marked absent when they are attending a state student activity?**

No. The Department of Education's School Attendance Procedures specifies that students shall not be marked absent if they are on "an authorized school activity." An authorized school activity includes "volunteer community service; student council related activities, including state or district student councils, Secondary Student Conference (district or state), student legislative or lobbying activities; field trips."

**Related to Athletics:**

**1. What funds are available to support the athletics and intramurals programs?**

Funds are available for high school athletic directors and trainers, girl's junior varsity sports athletics coaches salaries, equipment and supplies, and transportation. The Administrator for Athletics allocates these funds. Funds are also allocated for middle/intermediate and high school intramural programs. Distribution of funds is based on school size and participation in the student athletics and intramurals programs. As with other program funds, the money allocated is based on the amount appropriated for this purpose to the Department of Education.

**2. What documents are available to help schools develop and implement their athletics program?**

The *Athletics Handbook* is available for Department personnel.

**3. Are schools expected to adhere to Title IX, Gender Equity?**

Yes, all schools are expected to follow the Title IX-related procedures and guidelines developed by the department. They are also expected to provide all data related to gender equity as requested by the Office of Curriculum, Instruction and Student Support, the Civil Rights Compliance Office, or others approved by the Superintendent.

**4. Where should questions regarding high school interscholastic athletics be directed?**

These questions should be directed to the appropriate League Director:

**5. What support is available for Athletic Directors?**

Athletic directors report directly to their respective principal and should keep the principal informed about program issues, successes and concerns. In addition

the leagues conduct periodic meetings to discuss issues and concerns. And, as appropriate the Department of Education sponsors statewide meetings and professional development sessions for athletic directors, trainers, and/or principals.

**6. Who is responsible for the administration and supervision of a school's intramural program?**

Intramural supervisors are responsible for the administration and supervision of the program. On the elementary and intermediate/middle school levels, the supervisors are generally aided by teachers who voluntarily assist with the coordination for their respective grade levels and classes. High school intramural and extramural programs have been conducted and supervised by volunteer teachers, with assistance and direction from the school's athletic director. The athletic director is involved in order to ensure that there is continued development of the learning activities from the physical education classes through intramural/extramural and interscholastic athletic programs.