

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROFESSIONAL STAFF
3120.08 / Page 1 of 2

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES

The Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

As openings occur, they shall be noticed in appropriate locations. Applications for co-curricular / extracurricular activities will be made through Frontline and the Activities Director. The Activities Director will vet the candidates and conduct interviews which will include another member of the Administration.

The District Administrator or designee is responsible for making employment decisions for co-curricular / extracurricular positions.

The District Administrator require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter that specifies the assignment and the stipend associated with the assignment.

Any such appointment may be terminated by the District Administrator for any reason that is not arbitrary or capricious.

There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching / advisory duties accepted by a teaching or administrative staff member shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach / advisor will receive an offer-to-coach /advise in the same position the following school year. Compensation for coaching / advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach / advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy #3340 – Grievance Procedure or Policy #4340 – Grievance Procedure.

Reduction in Offerings and Coaches/Advisors

At the end of each activity's season, the head coach/activity director shall report to the principal the number of students who participated. This number shall include participants active at the end of the season and those not active due to either activity code violations or injury. This number, along with the guidelines which are available from the administration, shall be considered by the principal before recommending to the Board of Education any activities or coaches/activity directors to be eliminated the following year.

Board Approved 4/14/14 9/29/2015; 8/26/24
Adoption Resolution 10/13/14

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**PROFESSIONAL STAFF
3120.08 / Page 2 of 2**

The Board retains final authority in determining the number of teams fielded and number of coaches that it will hire to support a team. The Board strongly encourages the use of volunteer coaches in an effort to expand opportunities for students.

Coach/Advisor Additions after A Season Begins

After at least five (5) practice sessions have been held, the principal may recommend the hiring of additional staff for an activity. This recommendation needs the approval of the Superintendent and the full Board.

Resumption of Defunct Activities

Renewed interest may result in the reinstatement of a previously dropped activity. Students or staff wanting to reinstate an activity should file a written application, which includes the criteria listed in Policy #5840 – Student Groups, Clubs, and Activities, with the building principal. The approval process will be the same as for new activities.

© NEOLA 2024