

# ISD 709 SECONDARY EXTRACURRICULAR COMMUNICATION PROCESS

## INTRODUCTION

The purpose of the ISD 709 Extracurricular Communication Process is to bring resolution to concerns regarding extracurricular programs.

In order to establish a positive atmosphere, provide clear channels of communication, and prevent misunderstanding, parents and students with concerns are asked to follow the process below. Any deviation from this procedure may result in the termination of the resolution process.

## Level I-Verbal

If a parent or student has a concern regarding an extracurricular program (e.g. a decision or action of a coach), it is the parent's or student's responsibility to follow the ISD 709 Extracurricular Communication Process outlined below.

Step I. Initiate communication with the coach within five school days of the concerning action.

Step II. Schedule a conference with the coach to discuss the concern with the intent to resolve the issue. If the concern involves an assistant coach, the head coach of that activity shall facilitate the conference.

1. *Data Privacy in Information Act* forbids district employees from discussing students who may or may not be connected to the concerning issue.
2. If the parent and/or student is not satisfied by the resolution proposed at Level I, they have the option to proceed to Level II of the process by submitting the *ISD 709 Extracurricular Conference Request Level II and III Form* (see below) to the site Activities Director within five school days of the Level 1 Conference.
3. Concerns regarding playing time, team selection, and strategy will not be discussed beyond Level.

## Level II – Written

Step I. Submit the ISD #709 Extracurricular Conference Request Level II and III Form (see below) to the site Activities Director within five school days of the Level I Conference. Failure to comply within the stated timeline will result in termination of the resolution process.

Step II. Schedule a conference with the Activities Director and coach to discuss the concern.

Step III. The Activities Director will provide a written summary to all the participants involved in the Level II conference and the site principal within five school days of the Level II Conference. If the parent and/or student is not satisfied with the resolution proposed at Level II, they have the option to proceed to Level III within five school days by submitting the ISD 709 Extracurricular Conference Request Level II and III Form (see below) to the site principal.

## Level III – Committee

The principal will convene a four member committee to review and/or modify the proposed resolution resulting from the Level II Conference. The Committee's Level III decision will be final. The Principal will provide written notification of the resolution to all participants within ten school days.

## ISD 709 EXTRACURRICULAR CONFERENCE REQUEST LEVEL II AND III

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Student Name:  Grade:  Parent/Guardian Name:

Phone:  Address:  Zip Code:

School: [Select a Site.](#) Date: [Click here to enter a date.](#)

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Activity:  Date Issue of Concern Occurred: [Click here to enter a date.](#)

Name of Person Involved:  Policy in Question (if applicable):

Please share your specific concern (Factual information only – No hearsay please.):

What action are you seeking to bring resolution to your concern?

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Parent/Guardian Signature

[Click here to enter a date.](#)  
Date

**ISD 709 EXTRACURRICULAR CONFERENCE REVIEW RECORD  
LEVEL II AND III**

(Please circle Appropriate Level)

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Meeting Date: [Click here to enter a date.](#) Time:  Location:

Name of Head Coach:  Activity:

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Persons Present:

1.

4.

2.

5.

3.

6.

**Summary of Meeting:**

**Summary of Decision:**

Date of Level II or III Decision: [Click here to enter a date.](#)

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Activities Director (Level II) or Site Administrator (Level III)