

Issaquah School District

Approval Process for Co-Curricular Changes or Requests

FOR ACTIVITIES: To add a position to the stipend schedule

1. Consider the following factors before proposing changes or making requests for new positions:
 - a. Safety issues that cannot be resolved in other ways
 - b. Facility issues
 - c. Cost to adjust the formula district-wide
 - d. Number of students to be involved in the activity
 - e. Degree of support for the proposed change or interest
 - f. Event Management
2. An individual submits a proposal addressing the above factors to the building's Activity Director
3. If the Activity Director approves the proposal, he/she submits it to the building principal.
4. If the building principal approves the proposal, he/she submits it to the Executive Directors of Middle & High School Education.
5. With the Director's approval, the proposal is submitted to all the principals at that level (i.e. middle school principals or high school principals).
6. If the proposal addresses a safety issue, that cannot be resolved in other ways, and the proposal has been approved by the principals, the Executive Directors of Middle & High School Education submits the proposal directly to the Cabinet or the Superintendent for immediate consideration.
7. Approved proposals will be implemented the following school year.