



**EXTRACURRICULAR ACTIVITIES
HANDBOOK**

**Board Approved
June 17, 2013**

EXTRACURRICULAR STUDENT ACTIVITIES HANDBOOK

Philosophy and Definition

Extra-curricular activities are school-sponsored activities that are not directly related to instruction of the TEKS, but may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extra-curricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to practices, performances, demonstrations, displays and club meetings and activities. **For the purpose of definition, extra-curricular activities are all UIL sanctioned athletic, music, cheerleading, and literary participation in addition to all school sanctioned, related, or directed student clubs and organizations grades 7-12.**

Governance

A well-rounded program of extra-curricular activities shall be maintained in the district secondary schools. The operation of the total program shall be in accordance with the regulations set by state law, State Board of Education rules, UIL regulations, local policy, campus regulations and individual organizations by-laws. Supervision of the program shall be the responsibility of the superintendent, but may be delegated to other staff members. In each activity, the sponsor, director, or coach shall have direct responsibility to maintain the extra-curricular program.

Practice and Performance Time

Students may practice outside the school day in any single extra-curricular activity a maximum of eight hours per school week (Monday through Thursday). Students may practice no more than one period during the school day in any single extra-curricular activity. Students may not participate in additional practice during study hall, lunch, or activity periods. Students may not participate in more than one contest or performance per activity per student per school week except to accommodate tournaments, post-season competition, and contests postponed by weather. No extra-curricular activities, meetings, or practices shall be scheduled on Wednesday (after 6:00 p.m.) or Sunday (all day), except as approved by the superintendent.

Extracurricular Absences

A student shall be allowed a maximum of ten extra curricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. A student may extend the number of days prior to post-district from 10 to 15 providing they meet the following stipulations:

- The student has a cumulative overall average of 80 or above.
- The student has no more than 25 total absences (regular and extracurricular)

Social Events

School activities shall conform to the purposes of the instructional program. Any social or other activity that is not part of the instructional program under the direction of district personnel shall be planned for, and limited to, non-school hours. Social activities shall have prior approval of the principal and shall be placed on the school calendar. All school-sponsored social events shall have faculty supervision. Rules of conduct applicable to regular school hours shall be applicable to all school-sponsored social activities. Regulations concerning supervision, parental participation, refreshments, curfew, visitor participation, and other matters essential to the proper handling of such events shall be developed and implemented by principals, who shall work in conjunction with faculty, parents and student leaders in their formulation.

State Law, UIL Rules, and State Board of Education Rules

State law, UIL rules, and State Board of Education rules, shall govern interscholastic activities and extra-curricular activities. Local board policies and district rules may supplement these governing rules. No event shall be scheduled and no student shall be allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. Sponsors, coaches, parents, and students are responsible for knowledge of and compliance with rules for eligibility and participation. Students and parents are strongly encouraged to ask coaches, sponsors, and administrators before participation in any activity that might render a student ineligible for participation. Ignorance of any rule that results in a violation is not recognized by UIL as an acceptable excuse.

Notice Regarding Steroids

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid or human growth hormone is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

Travel

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride home with the parent and signs a release or presents a written request to the coach or sponsor the day before the scheduled trip that the student be allowed to ride home with an adult designated by the parent. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. The coach or sponsor will have a sign out sheet for parents/guardians to sign when requesting that their student ride with them.

District's Jurisdiction

The district has jurisdiction over its students during the regular school day, while going to and from school or school activities on district transportation, and while the student is at a school activity. This jurisdiction includes any activity during the school day on school grounds or attendance at any school-related activity (regardless of time or location).

Codes of Conduct

Sponsors, coaches, and directors of extra-curricular activities may develop and enforce codes of conduct that are more stringent than this general code and may condition membership or participation in the activity on adherence to that specific code of conduct. Extra-curricular codes of conduct may take into consideration conduct that occurs outside of the school's usual jurisdiction. No provision of an extra-curricular code of conduct shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

The Athletic Directors, UIL Coordinator, Band Director and other sponsors shall receive annual approval from the Superintendent for such codes before they are communicated to students. Students shall be informed of any extra-curricular code of conduct at the beginning of each school year or before practice begins for the organization. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extra-curricular code of conduct and consent to it as a condition of participation in the activity.

Extra-curricular activity codes of conduct may include disciplinary measures related to involvement in the activity, including removal or suspension from participation. **If the conduct for which a student is removed or suspended from the activity is also conduct that violates the general code of student conduct and the conduct occurs while the student is under the school's jurisdiction, the student shall be subject to appropriate school administrative disciplinary action.**

(The presence of an extra-curricular activity code of conduct shall not limit or restrict the availability of removal from participation in extra-curricular activities as a discipline management technique for conduct that violates the general code of student conduct).

Hazing

The district prohibits hazing. Hazing means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

No Pass – No Play

A student is ineligible to participate in extra-curricular activities sponsored or sanctioned by the school, if the student receives a grade lower than 70 on a scale of 100, in any academic class (six-week grading period). **An identified advanced class (Pre-AP and AP) will meet a grade of 60 on a scale of 100** (six-week grading period). The grades of the ineligible student shall be reviewed at the end of each three-week period following the date on which the ineligibility began. The ineligibility is removed if the student's grade in each class is 70 or higher at the end of the three-week grading period. The principal shall make the determination concerning the student's eligibility.

A student that is ineligible under the "no pass – no play rule" may practice or rehearse with other students. **Ineligible students shall not travel with the school organization to a contest, sit with them, wear uniforms, or participate in any way during the student's ineligibility.**

Ineligible students do not regain eligibility immediately. They must wait seven days after the end of the grading period. Students, who were eligible, do not lose eligibility until seven days after the end of the grading period. Students who pass all courses for a six-week grading period remain eligible throughout the next six-week grading period. Semester grades are not used in determining eligibility.

Physical Examinations

School policy requires each participant in the athletic program to obtain a physical examination before his/her first practice session entering 7th and every subsequent year that a student participates in an athletic activity.

Discipline

All extra-curricular activities are extensions of the educational program of Princeton Independent School District. Participation in extra-curricular activities is a privilege, not a constitutional right. Participation is contingent on the student maintaining eligibility and an acceptable behavior record in the school district. Each participant is subject to the discipline management plan and student code of conduct of the school district. Therefore, it is the responsibility of each extra-curricular participant to be aware of the student code of conduct and discipline management plan of the district.

Placement in In-School Suspension (ISS), **will allow** the student to participate in practice or rehearsal during their time in ISS. *(Students **will not** be allowed to participate in **games or contests** during their days in ISS, unless it is their final day in ISS. For example, a student placed in ISS Tuesday, Wednesday, and Thursday, will be eligible for participation in an extra-curricular activity on Thursday at 2:45 p.m.)* **Any further disciplinary action will be at the discretion of the director or sponsor of the activity.**

Placement in Alternative Education Program (AEP), out-of-school suspension, or expulsion **will not** allow student to participate in extra-curricular for the same dates the disciplinary action is in force. **(This includes practice or rehearsal time).**

The student will be eligible to participate after 2:45 p.m. on the last day of their discipline. Disciplinary actions resulting in removal from the student's regular education program are determined on a first available date basis. Extra-curricular schedules **will not** be taken into consideration for disciplinary placement.

Attendance

To be eligible to compete or participate in extra-curricular activities, a student must attend school the day of the activity. With prior notification and approval, the campus principal or designee may permit a student to participate if in his/her judgment the absence is due to emergency or circumstance beyond the control of the student or parent/guardian.

Mandatory Drug Testing

All participants of extra-curricular activities will follow the Princeton Independent School District's Drug Testing Policy. The parent and the student will sign all rules and regulations, before a student is tested.

The students will be subject to the consequences of the policy. For example: A student suspended from participation for twelve-weeks (second offense) will not be eligible for competition during the suspension. The student **may** practice or rehearse during the suspended period. It will be the discretion of the Administrator in charge of the Drug Testing Policy to determine when the punishment initiates and concludes.

Removal from a Program or Activity

When a sponsor, coach or director requests that a student be removed from their program (within the first three-weeks of the semester) the campus administration will determine when the change will occur.

Social Media

It is important that students not use social media inappropriately. Examples of inappropriate use include: bullying, threats, demeaning comments, references to alcohol/drugs, posting inappropriate pictures, etc. Although it is not the duty of the sponsor to monitor students' social media, when inappropriate posts are brought to their attention, they will use the following procedures:

- 1st Event - Warning
- 2nd Event - Sponsor directed consequences
- 3rd Event - Suspended for 1 contest / game / performance
- 4th Event - Suspended for the remainder of the semester

Alcohol and/or Drug Use

If it is determined that a student has used alcohol and/or drugs or in cases where post and/or pictures indicate there could be a problem with alcohol and/or drugs, the student will be placed on level 1 of the Mandatory Drug Testing Program.

Students, Parents, Fans, Coaches, Sponsors Ejected from a School Related Contest or Event

Individuals ejected or removed by an official from a contest or event will be subject to the following discipline:

- | | |
|-------------------------|---|
| 1 st Offense | Student will not participate in the next contest or event.
Fan, Coach or Sponsor will not attend the next contest or event. |
| 2 nd Offense | Student will not participate in the next three contests or events.
Fan, Coach, or Sponsor will not attend the next three contests or events. |
| 3 rd Offense | Student will not participate in any extra-curricular activities, for the remainder of school year.
Fan will not attend any extra-curricular activities, for the remainder of school year.
Coach or Sponsor will be dismissed of their coaching or sponsoring duties |

The punishments are on a continuation and include all contests or events in which a student participates.

An example: A student that is removed from a 9th grade football game (first offense). The student must sit out the next contest (9th grade basketball game). The student then is removed from a 9th grade basketball game (second offense). The student must sit out the next three games of basketball. The student is then removed from a 9th grade baseball game (third offense). The student will not participate in any other games or events for the remainder of the school year.

Scrimmages and practices do not count as contests or events; only games will count.

Alternate Student Travel Form

My son/daughter, _____, needs to go to and/or return from
Name

_____, With _____
Destination of Trip Adult Driver's Name

By _____ at _____.
Car, bus, other Departure Time

The reason for this alternate method of travel is:

I hereby release and hold harmless Princeton School District, its Trustees, employees, and agents from any and all liability in connection with this alternate method of travel for this school trip.

Parent/guardian signature Date

___ Approved

___ Disapproved _____
Signature of principal or designee Date

I have read the **Extra-Curricular Student Activities Handbook**

Parent Signature

Date

Student Signature

Date