

Henderson ISD

**Extracurricular Student
Activities Regulations
2015-2016**

STATEMENT OF PHILOSOPHY

The District believes that extracurricular activities afford students opportunities to develop leadership, interpersonal, and citizenship skills. A variety of extracurricular programs exists in the form of clubs, teams, and performing groups. Participation in extracurricular activities is a privilege, not a right. Because students represent their school and the District in highly visible positions in elected offices and/or appointed positions in which they perform, participate, or compete, these students are viewed as role models. The demands and responsibilities require participants to commit time and effort while maintaining high standards of conduct.

DEFINITION OF EXTRACURRICULAR ACTIVITIES

An extracurricular activity is an activity sponsored by the UIL, the Board, or an organization sanctioned by Board resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills, but may have an indirect relation to some areas of the curriculum.

Extracurricular activities include public performances (except as described below), contests, demonstrations, displays, and club activities. In addition, an activity is subject to this policy if any one of the following criteria applies:

1. The activity is competitive;
2. The activity is held in conjunction with another activity that is considered extracurricular;
3. The activity is held off-campus, except in a case in which adequate facilities do not exist on campus;
4. The general public is invited; or
5. An admission is charged.

Exception: A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance if:

1. The performance is one to which the general public is invited; and
2. The requirement for student participation in public is stated in the essential knowledge and skills of the course.

NOTICE OF DUE PROCESS

Before a student is suspended or removed from participation in an extracurricular activity, and before any other consequence is imposed as provided in the policy, the alleged infraction of the rule will be documented and a reasonable investigation of the allegation shall occur. The Principal or designee shall then schedule a conference with the student and the student's parent to explain the reasons for which the action is being taken and to offer the student an opportunity to present their side.

INDIVIDUAL ACTIVITY/EXTRACURRICULAR REGULATIONS AND HANDBOOKS

In cooperation with the campus administration, activity coaches/directors are authorized to develop individual activity codes of conduct and handbooks to address minor infractions or offenses identified as "General Conduct Violations" in the HISD Student Code of Conduct. A student's participation in a particular extracurricular activity is conditioned upon the student's compliance with the requirements and standards of behavior set forth in the individual extracurricular activity regulations, the HISD Student Code of Conduct, and The Extracurricular Student Activities Regulations. Activity coaches/directors may take disciplinary action, against a student who violates any required standard of conduct. The program sponsor in cooperation with the campus administration has the authority to develop the specific guidelines for membership within their individual extracurricular activity regulations. Final approval of the individual extracurricular activity regulation in each area will be given by the appropriate HISD Administrator or designee. Due to the vast differences among the various extracurricular groups, the individual program codes of conduct are developed for the purposes of defining the specific requirements within the organization.

STATEMENT OF ELIGIBILITY

Participants who meet UIL and HISD eligibility requirements and are selected to represent a HISD school extracurricular program agree to comply with the behavior guidelines as set forth in the HISD Student Code of Conduct, Extracurricular Student Activities Regulations, and the individual extracurricular program regulations.

TRYOUT PROCEDURE

Tryout procedures and the calendar for the various extracurricular activities are determined by the individual activity directors in partnership with HISD guidelines. Upon completion of the tryout procedure for the extracurricular activity, the sponsor will notify all participants of their membership status. The results of tryout procedures are final and cannot be appealed.

DRESS AND GROOMING

Students who participate in extracurricular activities shall comply with the District's policy on student dress and grooming and the coach/director's specific requirements for the activity.

EQUIPMENT

Any District equipment issued to a student is the financial responsibility of the student and for the student's use while participating in a school-related activity/organization.

Students must care for the District-issued equipment as if it were their own. Equipment must be properly stored, in the proper location, and shall be kept clean and maintained.

Students who lose or damage District equipment will be required to pay for the cost of replacement.

All District equipment must be returned at the end of the season or school year, as directed by the coach/director. Exception would be for musical instruments issued to the student over the summer.

Individually owned equipment is the sole responsibility of the student; HISD will not be responsible for any loss or damage that occurs to student-owned equipment.

If uniforms are required for an activity/organization, the student shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, competition, or game/tournament. A fee for the maintenance, dry cleaning, or laundering of the uniform may be collected.

TRAVEL

Students who have the opportunity to travel in connection with the HISD extracurricular activity/organization are representatives of the District and must exhibit exemplary behavior at all times.

Students who dress or act inappropriately while traveling to or from a HISD activity may be suspended or removed from the activity or organization, depending upon the nature of the misconduct. When feasible, such action should be taken in consultation with the principal or designee.

All students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. Students may be released to the parent prior to the end of the trip if the parent has submitted the request in writing to the sponsor. Exceptions may be made at the discretion of the coach/director or administrator.

Students involved in travel shall:

- Be on time for all trips;
- Dress neatly and in compliance with the District dress and grooming code;
- Be on their best behavior in restaurants and hotels;
- Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
- Be on their best behavior while on the bus or other vehicle; and
- Promptly obey all instructions given by the coach/director or any adult chaperone.

GENERAL RULES OF CONDUCT

Students who participate in extracurricular activities shall comply with the following rules of conduct at all times.

Students who participate in extracurricular activities shall:

- Show respect for all officials and staff.
- Participate in every practice, competition, game, tournament, etc., unless the coach/director has granted an excused absence/tardy.
- Adhere to the grooming standards established by the individual activity sponsor's regulations.
- Demonstrate a sportsmanlike behavior.
- Demonstrate a positive attitude.
- Be polite to others
- Exemplify honesty in all school work.
- Maintain good conduct in their classes.
- Demonstrate appropriate behavior while engaged in school-related travel.

Students who receive poor conduct reports in class may also be subject to suspension or dismissal from extracurricular activities.

ATTENDANCE AND TARDIES

Students engaged in extracurricular activities are expected to participate in all practices, performances, competitions, games, tournaments, and other events identified by the coach/director. The coach/director will identify times for required practices, performances, competitions, games, tournaments, etc., at the start of each semester for fine arts or at the beginning of the sport or program activity season. The coach/director has the discretion to modify the schedule as needed.

EXTRACURRICULAR ACTIVITY CONFLICTS

ACTIVITIES SPONSORED BY HISD

In the case of a conflict between HISD sponsored student activities, extracurricular or otherwise, coaches/directors will work together to accommodate the student so that the student may participate in all activities to the extent possible. UIL and other HISD sponsored performances, games, or competitions will take precedence over clinics and/or practices. Students involved in multiple HISD sponsored activities shall not be penalized by a grade reduction or limitation on further participation based upon such a conflict.

ACTIVITIES SPONSORED BY OUTSIDE ORGANIZATIONS

In the case of a conflict between HISD-sponsored student activities and student activities sponsored by outside organization, UIL and other HISD sponsored performances, games, competition, clinics and/or practices will take precedence over the activity sponsored by the outside organization. Absences or tardies to HISD extracurricular activities due to schedule conflicts with activities sponsored by outside organizations will be unexcused. Consequences for unexcused absences or tardies due to participation in outside organizations will be at the discretion of the HISD coach/director.

EXTRACURRICULAR ABSENCES IN A SCHOOL YEAR

For participation in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned by the Board, the District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences; Additional absences, to a maximum of five, shall be permitted for district-level competition when a student has a grade average of at least 75 in the courses or subjects to be missed from the previous six-week period. Absences related to competition above district level shall be unlimited. [FM (Local)]

PARTICIPATION IN ACTIVITIES ON DAY OF ABSENCE

Unless extenuating circumstances exist, students shall be in attendance at school prior to practice after school that day or to participate in an extracurricular activity day/night. A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent.

Students who fail to appear for a scheduled event without a written excuse from the student's parent may be prohibited from participating in the next scheduled activity. Students' absences from extracurricular activities shall be excused for only reasons set forth by the coach/director. Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Such decisions shall be made in consultation with the campus principal and are subject to appeal through HISD Board Policy FNG (LOCAL).

Students under a doctor's care for an injury are expected to attend any practice, performance, game, or other event relating to the activity/organization but will be allowed to participate only to the extent authorized by written order of the student's physician.

Students should make every effort to schedule health care appointments at times that will not interfere with school or extracurricular activity participation. If a conflict is unavoidable, the student shall inform the coach/director prior to the appointment and provide written documentation, acceptable to the coach/director, of the appointment. The note shall be signed by the student's parent.

DISCIPLINARY INFRACTIONS AND LOSS OF EXTRACURRICULAR PRIVILEGES

In addition to obeying rules set forth in the HISD Student Code of Conduct, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations if any, or rules otherwise communicated to the student by the activity's coach/director, a student in grades 6 through 12 participating in any HISD extracurricular activity shall comply with the Extracurricular Student Activities Regulations and will be disciplined as outlined below:

General Conduct Guidelines

Students participating in extracurricular activities are prohibited from minor infractions, as outlined in the HISD Student Code of Conduct.

Disciplinary action will be applied by sponsors of extracurricular activities, as deemed appropriate, for any minor offenses.

Removal from the Regular Education Setting

Students participating in extracurricular activities are prohibited from the following behaviors as outlined in the HISD Student Code of Conduct:

1. Behaviors resulting in In-School Suspension.

Disciplinary action as outlined below represents the minimum consequences that may be administered. Additional consequences may be assigned by sponsor/coach based on conduct occurring within extracurricular program.

Any student removed from the regular education setting and assigned to In-School Suspension, shall be suspended from all extracurricular activities as outlined below:

- **1st Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for the term of the ISS. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.
- **2nd Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for up to 3 school calendar days upon completion of ISS term, at the discretion of the coach/director. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.
- **3rd Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for up to 5 school calendar days upon completion of ISS term, at the discretion of the coach/director. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.
- **Beyond 3rd Offense:** The student shall be suspended from further participation in all extracurricular activities for 5 school calendar days upon completion of ISS term. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

The principal shall make all final disciplinary action decisions.

The term of the ISS placement shall be defined as the beginning of the school day of the first day of placement to the end of the school day on the last day of placement.

2. Behaviors resulting in Out-of-School Suspension from school.

Disciplinary action as outlined below represents the minimum consequences that may be administered. Additional consequences may be assigned by sponsor/coach based on conduct occurring within extracurricular program.

Any student suspended from school, shall be suspended from all extracurricular activities as outlined below:

- **1st Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for the term of the suspension.
- **2nd Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for up to 10 school calendar days.
- **3rd Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for the remainder of the semester.

The principal shall make all final disciplinary decisions.

The term of the OSS placement shall be defined as beginning immediately upon suspension to the day allowed back on campus.

3. Behaviors resulting in Disciplinary AEP Assignment (Mandatory or Discretionary)

Disciplinary action as outlined below represents the minimum consequences that may be administered. Additional consequences may be assigned by sponsor/coach based on conduct occurring within extracurricular program.

Any student removed from the regular educational setting and assigned to DAEP shall be suspended from all extracurricular activities as outlined below:

- **1st Offense (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for the term of the DAEP placement.

- **2nd Offense: (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for the remainder of the school year.
- **3rd Offense, (Grades 7-8 or 9-12) Suspension:** The student shall be suspended from further participation in all extracurricular activities for one school calendar year after returning from AEP.

The principal shall make all final disciplinary action decisions.

TRANSFER STUDENTS

Students transferring from outside of HISD will be evaluated on a case-by-case basis.

Drug Testing (Board Policy FNF LOCAL)

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities or requests a permit to park a vehicle on school property. School-sponsored an extracurricular activity for which testing is required include all extracurricular activities. A student participating in these activities or requesting a parking permit shall be randomly tested for the presence of illegal drugs and alcohol throughout the school year. The purposes of the drug-testing program are to prevent injury, illness, and harm resulting from the use of illegal and performance enhancing drugs or alcohol; help enforce a drug-free educational environment; deter student use of illegal and performance enhancing drugs or alcohol; and educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

Consequences of positive test results shall be cumulative through the student’s enrollment in middle school and shall begin anew for high school.

1st offense - Upon a first offense of receiving a confirmed positive drug test, a student and the student’s parent shall be counseled by the District at the scheduled meeting as provided above regarding consequences for further violation of this policy. The student shall be retested on all subsequent random test dates for a full calendar year so long as the student wishes to participate in extracurricular activities or park a vehicle on school property. The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area.

2nd offense - Upon a second offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity, and the student’s parking permit shall be suspended, for 30 school days following the date the student and parent are notified of the test results. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

3rd offense - Upon a third offense of receiving a confirmed positive drug test, a student shall be suspended from participation in any extracurricular activity, and the student’s parking permit shall be suspended, for one calendar year following the date the student and parent are notified of the test results. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

4th offense - Upon a fourth offense of receiving a confirmed positive drug test, a student shall be suspended from participation in any extracurricular activity, and the student’s parking permit shall be suspended, for the remainder of the student’s enrollment in the District following the date the student and parent are notified of the test results. During the period of suspension, the student shall not be permitted to participate in practices.

(FNF LOCAL)

FORMAL ACKNOWLEDGEMENT OF 2015-2016 EXTRACURRICULAR STUDENT ACTIVITIES REGULATIONS

We the undersigned, understand that these regulations contain important information for parents, guardians and students. We acknowledge that we have received a copy of the 2015-2016 Henderson ISD Extracurricular Student Activities Regulations. We are aware that this handbook contains information for our review. We have reviewed the information and policies in this packet. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in these regulations. We understand that failure to return this acknowledgement form does not excuse any individual from complying with the Extracurricular Student Activities Regulations.

DATE _____

PRINT NAME OF STUDENT _____

SIGNATURE OF STUDENT _____

PRINT NAME OF PARENT/GUARDIAN _____

SIGNATURE OF PARENT/GUARDIAN _____