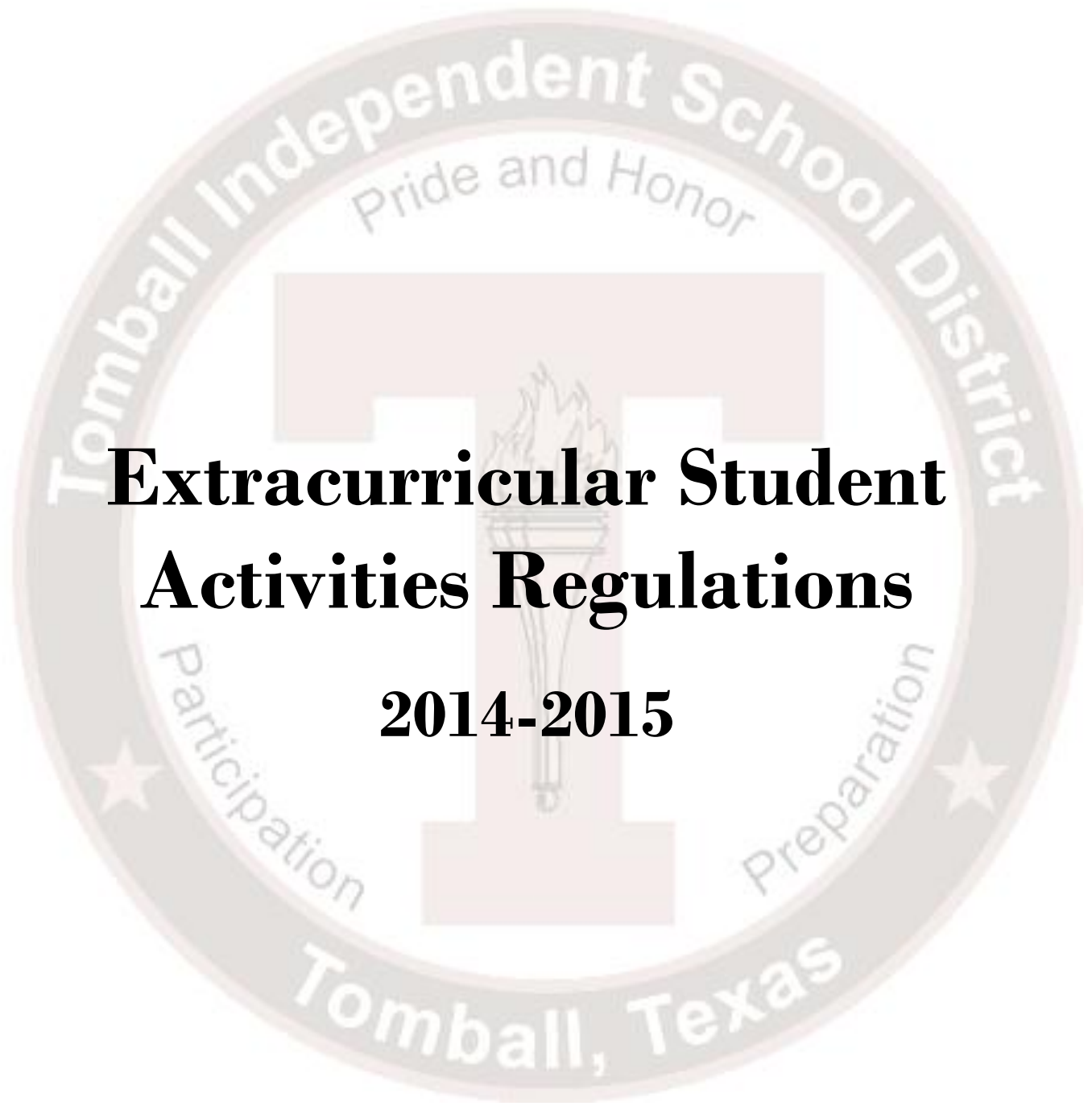


# **Tomball Independent School District**



## **Extracurricular Student Activities Regulations**

**2014-2015**



## 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 this 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 TISD **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 TISD **Student Code of Conduct**, and **The Extracurricular Student Activities Regulations**. Activity coaches/directors may take disciplinary action, up to and including dismissal from the activity, 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 regulations in each area will be given by the appropriate TISD Support Service Center 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 TISD eligibility requirements and are selected to represent a TISD school extracurricular program agree to comply with the behavior guidelines as set forth in the **TISD 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 TISD 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 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. Exceptions would be for musical instruments issued to the student over the summer.

Individually owned equipment is the sole responsibility of the student; TISD 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 TISD 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 TISD 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, performance, game, tournament, and event required by the coach/director, unless the coach/director has granted an excused absence.
- Arrive promptly, properly attired, for 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 TISD***

In the case of a conflict between TISD 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 TISD sponsored performances, games, or competitions will take precedence over clinics and/or practices. Students involved in multiple TISD 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 TISD-sponsored student activities and student activities sponsored by outside organizations, UIL and other TISD sponsored performances, games, competition, clinics and/or practices will take precedence over the activity sponsored by the outside organization. Absences or tardies to TISD 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 TISD 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 15 extracurricular absences prior to post-district competition; however, a student shall be allowed unlimited absences for participation in post-district, state, or national competition.. [FM (Local)]

## **PARTICIPATION IN ACTIVITIES ON DAY OF ABSENCE**

Unless extenuating circumstances exist, students should be in attendance at school prior to practice after school that day or to participate in an extracurricular activity that 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 those 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 TISD 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 TISD **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 TISD 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 TISD 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 TISD **Student Code of Conduct**:

#### **1. Behaviors resulting in In-School Suspension.**

Disciplinary action as outlined below represents the **minimum** consequences that may be administered.

Any student removed from the regular educational 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.
- 2nd 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 and up to 3 school calendar days upon completion of ISS term, at the discretion of the coach/director.
- 3rd 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 and up to 5 school calendar days upon completion of ISS term, at the discretion of the coach/director.

The principal shall make all final disciplinary action decisions.

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

Disciplinary action as outlined below represents the **minimum** consequences that may be administered.

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, beginning on the first day of suspension, at the discretion of the coach/director.
- 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, beginning on the first day of suspension.

The principal shall make all final disciplinary action decisions.

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

Disciplinary action as outlined below represents the **minimum** consequences that may be administered.

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 AEP assignment will be followed by campus counseling, campus-based community service, and no participation in all extracurricular activities for 10 school calendar days after returning from AEP.
- 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**

Any student transferring within the Tomball Independent School District, who is under suspension, investigation, or who has been found guilty of violating the **Extracurricular Student Activities Regulations** will be assessed the same penalties as prescribed by the campus in which the infraction occurred. (Refer to UIL guidelines regarding eligibility on transfer.) Students transferring from outside of TISD will be evaluated on a case-by-case basis.

## **OFF CAMPUS BEHAVIOR**

Any student that participates in an extracurricular activity within TISD that is involved in an off-campus situation involving possessing, sending, forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, if it results in substantial disruption to the educational environment, or drugs, alcohol, weapons, violence, or any felony may be subject to disciplinary actions within their extracurricular organization in addition to consequences in accordance with the **Student Handbook** and **Student Code of Conduct**.