

RIVER VALLEY SCHOOL DISTRICT



Extra Curricular Activity Code

(Board Approved 7/9/09)

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I. DISTRICT PHILOSOPHY REGARDING EXTRA CURRICULAR PROGRAMS

It is the view of the River Valley School District that participation in extra curricular activities is a privilege, not a right. As such, this participation carries with it responsibilities and expectations that are extraordinary and may not be required of non-program participants. Furthermore, it is our belief that extra curricular participation can and should be an effective impetus to excellence, both in terms of academic achievement, and character development. Extra curricular activities have a crucial role to play in motivating students to achieve at higher levels than would be the case without extra curricular participation.

The River Valley School District extra curricular programs, therefore, operate on the principle that the student's participation in extra curricular activities can and should be a positive impact on student achievement. This in turn, creates the expectation that students in extra curricular activities will achieve above and beyond what would otherwise be required and expected of them. This does not just mean extra work so much as extra effort and an exceptional attitude.

When a student is performing below expectations, then his or her continued participation will be regarded as being in jeopardy. This handbook outlines policy matters related to the privilege to participate and any violations of the expectations that go along with such participation.

II. EXTRA CURRICULAR PROGRAM CATEGORIES

A. Category #1 (Activity season is roughly 3-4 academic quarters)

- French Club
- National FFA Organization (FFA)
- Gay Straight Alliance (GSA)
- National Honor Society
- Skills USA
- Spanish Club
- Student Council
- Students Against Dangerous Decisions (SADD)

B. Category #2 (Activity season is roughly two academic quarters)

- Forensics
- Jazz Band
- Madrigal Choir
- Math Team
- Mock Trial
- Vocal Jazz

C. Category #3 (Activity season is roughly one academic quarter)

- Drama
- Musical

Program categories listed in this activity code include only those extra curricular activities not related to daily class work (a student cannot be denied education in a class from which they will receive an academic grade or credit toward graduation).

Students who violate the code and are involved in more than one activity will face disciplinary action in each of the categories affected.

III. GOAL OF EXTRA CURRICULAR PROGRAMS

A. Goal

1. To provide the opportunity for our students to develop their physical abilities, academic skills, and personal character;
2. To honorably represent their school and community in school-sponsored activities; and
3. To continuously "raise the bar" of academic expectations and achievement over the course of their school career.

B. Expectations

In doing so, all extra curricular students are required to:

1. Exhibit good sportsmanship and fair play in both practice and competition;
2. Conduct themselves in an exemplary manner at all times in the performance arena;
3. Accept victory, defeat, or criticism in a mature and emotionally balanced manner;
4. Understand that participation in extra curricular activities is a privilege that involves a great deal of personal responsibility; and
5. Understand that their conduct and performance in the outside arena cannot be viewed separately or in isolation from their conduct and performance in the classroom.

IV. ELIGIBILITY REQUIREMENTS

A. Academic Eligibility

To maintain extra curricular eligibility in the River Valley School District a student in grades 9-12 must meet all of the following criteria.

1. The quarterly grading period preceding an activity season will determine initial eligibility.
 - a. The student must not receive more than one failing grade (F) in the previous grading period;
 - b. The student must maintain a minimum 2.0 grade point average; and
 - c. The student must be considered a full time student and/or meet the eligibility requirements set forth by each individual activities' state and/or national governing association. Full time students must be enrolled in the equivalent of six classes. If part of these six classes is a work experience/apprenticeship/youth options, this must be approved by the principal.
 - d. If a student is ineligible, he/she will have three weeks to prove eligibility. Participant will remain eligible for participation during the three week probationary period. The same procedures are followed as defined in 2 a, b, c, d immediately below.
2. In addition, the quarterly grading period ending during an activity season determines ongoing eligibility for the season.
 - a. At the end of the quarterly grading period ending during an activity season, if a student becomes academically ineligible, he/she will have three weeks to prove eligibility. Participant will remain eligible for participation during the three week (15 school days) probationary period. After the student proves eligibility, they are eligible to participate until the end of the next grading period. At the end of three weeks (15 school days), if a student has not proven eligibility, that student is removed from the activity for the remainder of the activity season.
 - b. If a student is ineligible at the end of a quarterly grading period within an activity season, the student is responsible for picking up an At-Risk Contract in the High School Office and having the appropriate documentation completed and turned back into the High School Office by the last school day of the week. Each student will be called to the office to pick up their At-Risk Contract.

- c. Failure to turn in the At-Risk Contract as required will automatically result in further ineligibility.
- d. Eligibility for At-Risk/Special Education students will be determined by their academic capabilities as identified in their Individualized Educational Plans (IEPs) or Building Intervention Plans (BIP).

B. Required Forms and Fees

To be eligible for practice or competition in an extra curricular activity, the participant must:

- 1. Have an emergency medical form on file in the High School office.
- 2. Have a signed statement on file in the activity director's office stating that the student and his or her parents or guardian understand and agree to abide by all of the provisions contained in the Extra Curricular Activity Code.
- 3. Have paid any applicable user fees to the High School office within seven days of the beginning of the activity season.

C. Attendance at School

To be eligible to participate in a contest or practice, the extra curricular participant must be in school for the entire day, unless given prior permission by the Principal, Dean of Students or Activities Director.

Any student/co-curricular participant missing any part of the school day two or more times following an event will be disciplined (as per advisors' rules as provided to all participants) by the advisor and/or Activities Director, unless given prior permission by the Principal, Dean of Students or Activities Director.

V. CODE OF CONDUCT – GRADES 9-12

Extra Curricular participants in the River Valley School District are expected to set an example of excellence of both conduct and sportsmanship for their fellow students. These behaviors, as well as all matters of conduct described below, are expected of the extra curricular participant *year round*, not only during the school year or activity season.

All extra curricular participants are strongly advised to avoid any activities or circumstances that may result in an accusation against them or that may otherwise endanger their eligibility.

A. What Constitutes Proof of Misconduct?

A detailed report of misconduct (on the part of an extra curricular participant) by a credible witness which is reported according to the statute of limitations (within one calendar year of the incident) will be considered sufficient cause for the disciplinary actions if any one of the following applies:

- 1. The reporting party is a law enforcement official;
- 2. The reporting party signs, or otherwise gives permission to use, his or her name to the testimony given;
- 3. Lacking such signature or permission, if another independent, credible party corroborates the testimony of the reporting party and gives permission to use his/her name; or
- 4. Lacking such signature or permission, the Activities Director, Principal, or Dean of Students determines that the evidence presented is compelling and conclusive.

B. Unlawful, Illegal, or Specifically Prohibited Acts for all Categories Listed in the Handbook

- 1. Violations
When an extra curricular participant has committed an unlawful, illegal, or specifically prohibited act, including but not limited to the following, the violation will constitute a code violation:

- a. Theft
- b. Vandalism
- c. Assault
- d. Battery
- e. Sexual assault of any degree
- f. The possession, use, or selling of alcoholic beverages or controlled substances (drugs).
- g. The possession or use of tobacco in any form
- h. Disorderly conduct

“Holding” an alcoholic drink, tobacco product, or illegal drugs will be considered a violation of the Extra Curricular Activity Code.

2. Consequences

a. First Violation

- 1) Loss of one (1) performance, contest, or trip
- 2) Loss of points in that activity towards letter, as determined by advisor.
- 3) Carry over into next activity if penalty is not fulfilled.
- 4) Students in leadership positions in these groups must step down for 30 days. (Leadership is defined as holding a school, state or national officer position.)
- 5) Student must practice and do five (5) hours extra work as assigned by the advisor in one (1) current activity.

For substance violations, the Activities Director will refer the student to the ATODA Program Designee. The student will then be enrolled in the school’s ATODA Program and required to successfully complete the assigned number of classes based on the recommendations made by the ATODA Program Designee. Successful completion of an outside program may be required if deemed necessary by the ATODA Program Designee. Failure to follow the recommendations will cause the student to become ineligible for participation until such time as all recommendations have been successfully completed.

In all cases of ATODA screening or assessment, The River Valley School District Activities Director/Administration and the ATODA Program Designee shall be authorized by the student to receive information about the recommendations made by the treatment provider. The above shall additionally be authorized to monitor the student’s participation in the treatment program and the student’s observance of the treatment program recommendations.

b. Second Violation

Removal from all extra curricular activities (referred to in this handbook) for the remainder of high school career.

3. Reinstatement Policy for Category Violations

A participant who has lost eligibility as a result of a 2nd offense may formally petition the Extra Curricular Council (See Procedure of Due Process Relating to Extra Curricular Code) for reinstatement. In order to be considered for reinstatement the participant must have:

- a. Proof that appropriate and timely restitution and reparation have been made for the infraction.
- b. No disciplinary referrals since the date of suspension.
- c. No unexcused absences since the date of suspension.
- d. At least three staff recommendations attesting to noticeable positive improvements in the student’s behavior, attitude, and effort over the course of the term of suspension.

- e. For offenses related to ATODA (alcohol or drug abuse), certified completion of a school-approved assessment and treatment program. In addition to the assessment and recommendations, the student must complete the items listed below:
 - 1) Meetings between the student and the ATODA Program Designee.
 - 2) One administrative meeting with the parents/guardian, the student, and the ATODA Program Designee.

Failure to follow the recommendations will cause the student to become ineligible for participation until such time as all recommendations have been successfully completed.

In all cases of ATODA screening or assessment, the River Valley School District Activities Director/Administration and the ATODA Program Designee shall be authorized by the student to receive information about the recommendations made by the treatment provider. The above shall be additionally authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program recommendations.

Fulfillment of all these conditions is not, alone, sufficient for reinstatement. After the student has presented his or her case before the Extra Curricular Council, the Council will have seven days in which to investigate the case and to render its decision. A decision not to reinstate will be final and irrevocable.

C. "Guilt by Association" Clause

The River Valley School District has chosen to adopt a "guilt by association" policy for extra curricular participants who place themselves in compromising or questionable situations. For extra curricular participants who admit or are found to be in a situation where drugs and/or alcohol are present although they may not have been consuming, the consequences listed under the Association portion of each category in this handbook will apply:

1. 1st Offense = Warning
2. 2nd Offense = 1 activity (i.e. performance, contest, trip) suspension.
3. 3rd Offense and Thereafter = Removal from all extra curricular activities for one full calendar year.

The rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf course clubhouse where alcoholic beverages are served or in situations where a co-curricular participant has a legitimate reason to be there. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring will not be considered a violation. (This does not allow use of these products.) These exceptions would include such logical events as family weddings, graduation parties, and other similar occasions during which extra curricular participants should avoid acts of impropriety or the appearance of impropriety.

D. Breach of Conduct

1. Violations

Violation of any following will constitute a Breach of Conduct:

- a. The extra curricular participant will abide by all the rules of conduct and behavior as set forth in the school handbook.
- b. The extra curricular participant will respectfully accept the judgment and decision of all officials and judges. Ejection or removal from a contest either as a participant or a spectator will incur the appropriate disciplinary action described below.

- c. The extra curricular participant will not engage in negative conduct – including, but not limited to fighting, and verbal or physical intimidation – at any time within or outside of the event area.
- d. The extra curricular participant will commit no act of insubordination or show any disrespect to any school staff member or advisor/coach.
- e. The extra curricular participant will not engage in harassment of any kind or degree.
- f. The extra curricular participant will not engage in activities that are unbecoming and/or inappropriate of an extra curricular participant.

2. Disciplinary Action

Individual coaches/advisors may impose harsher rules. These rules must be submitted in writing and approved by the Activities Director before the season. The rules must be presented in writing and signed by the co-curricular participant.

The Activities Director and/or Extra Curricular Council reserve the right to impose harsher penalties for severe offenses and/or repeat offenders.

- a. 1st Offense
Results when one has accumulated 3 discipline referrals, or given an out of school suspension.
 - 1) Suspension from one scheduled extra curricular event. (*Scheduled extra curricular event will mean the first such event immediately following the violation, unless otherwise determined by the Activities Director.*)
 - 2) Mandatory practice.
- b. 2nd Offense (and subsequent offenses)
Based on the severity of the offense any subsequent referrals or suspensions will result in removal from Activity.

Any offenses not served by the conclusion of the school year will be carried over to the next activity season.

E. Procedure of Due Process Relating to the Extra Curricular Code

1. After a ruling of ineligibility due to code of conduct violations has been approved by the Activities Director, the Activities Director will notify in writing and in a timely manner the parents or guardian of the extra curricular participant. This written notification must be sent by certified mail. The student and/or parents may formally appeal the decision in writing if they feel they have been falsely accused of the offense to the Activities Director. This appeal must be received within seven calendar days from the date of notification. It is not the job of the council to debate on reducing the suspension, but to determine if there was a false accusation.
2. After an appeal has been received, the Activities Director will set a hearing date and will notify the extra curricular participant, the parents, and the extra curricular council. The hearing shall be set at the earliest possible date not to exceed seven calendar days following receipt of the appeal. Every effort will be made not to exceed five school days.
3. The Extra Curricular Council will be assigned by the Activities Director or building principal as a “standing” committee* (appointed annually) and will comprise:
 - a. The building principal or designee
 - b. Two head advisors (not including the involved advisor)
 - c. Two non-extra-curricular staff members;
 - d. A student council representative

e. One School Board member

**NOTE: Alternates will be used on an as needed basis.*

The Extra Curricular Council proceedings will be reached by each member of the Council casting one vote by secret ballot. Proceedings of the hearing, including the decision, will be put in writing and mailed to the student and his/her parents within 2 days.

4. The extra curricular participant will be provided the opportunity to testify and present evidence on his/her own behalf at the hearing.
5. If the extra curricular participant and/or the parents of the extra curricular participant are not satisfied with the ruling of the council, they may request a second hearing to be held with the district administrator or a party designated by the district administrator. This request must be made in writing within seven days of the ruling of the council. This second hearing shall be set at the earliest possible date not to exceed five school days following receipt of such request.

F. Carry Over of Suspension Terms and Conditions/Violations are Cumulative

All of the terms and conditions of an individual's suspension will carry over from one activity season to the next in which he or she is a participant, even if this involves a change of school or school year. All violations are cumulative, that is they carry over in sum from one season or year to the next. Violations that occur during the summer immediately following an 8th grade's school promotion will become subject to all provisions for 9-12th grade students.

VI. NONDISCRIMINATION

The River Valley School District is committed to a policy of nondiscrimination on the basis of race, color, sex, national origin, handicap or disability, or any other factor provided for by state and federal laws and regulations.

Complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with established procedures.

VII. MANAGEMENT OF EXTRA CURRICULAR ACTIVITY CODE

At the beginning of each school year, the Activities Director will hold a mandatory meeting with all Activity advisors. At this meeting, the Activities Director will review the Extra-Curricular Code as well as the expectations for students and activities advisors.

All Activity advisors will hold mandatory organizational meetings before their respective activities begin to go over the student expectations in the Extra Curricular Code as well as any additional specific activity rules that may supplement the code. Individual advisors must give copies of individual activity group rules and expectations to the Activities Director at the beginning of each activity season.

During progress reports and/or the end of each quarter, the Activities Director will make aware to the advisors when a student has violated either an academic or behavioral expectation. Advisors will then inform students of their due process. It will be the student's responsibility to prove eligibility to the Activities Director. When a student has proven eligibility, the Activities Director will inform the advisor.

**PARTICIPANT / PARENT AGREEMENT
TO ABIDE BY RIVER VALLEY EXTRA CURRICULAR ACTIVITY CODE**

Extra Curricular Participant

I agree to abide by the River Valley Activity Code and realize that any violation on my part will result in the restrictions set forth in the Code. I will also have the integrity to inform my advisor/coach and activities/athletic director if I ever violate this Code in the future.

Participant's Signature

Grade

Date

PARENT

As a parent(s)/guardian(s) of a student participating in the River Valley Extra Curricular Program, I/we support our child's agreement to abide by all of the rules as stated in the River Valley Activity Code as well as the varying rules and guidelines by each specific state activity association.

To demonstrate my/our support, I/we pledge to:

1. Be aware of our child's academic status, behavior, and social habits.
2. Not cover up or provide alibis if rules are broken. We will hold our child responsible and accountable for his/her actions and will inform the activities/athletic director if he/she violates the River Valley Activity Code. We will communicate our intentions to our son/daughter at the beginning of the activity season so he/she will be aware of what the consequences will be should a violation occur.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Signature

Date