



Extracurricular Activities Handbook

Board Approved

July 15, 2024

EXTRACURRICULAR STUDENT ACTIVITIES HANDBOOK

Philosophy and Definition

Extracurricular 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 extracurricular 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. **For the purpose of definition, extracurricular 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 extracurricular 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 extracurricular program.

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 extracurricular 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 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.

District's Jurisdiction

The district has the 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 extracurricular 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. Extracurricular codes of conduct may take into consideration conduct that occurs outside of the school's usual jurisdiction. No provision of an extracurricular code of conduct shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

The program Directors 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 extracurricular 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 extracurricular code of conduct and consent to it as a condition of participation in the activity.

Extracurricular 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 extracurricular activity code of conduct shall not limit or restrict the availability of removal from participation in extracurricular activities as a discipline management technique for conduct that violates the general code of student conduct).

Practice and Performance Time

Students may practice outside the school day in any single extracurricular 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 extracurricular activity. Students may not participate in additional practice during study hall, lunch, or activity periods. No extracurricular activities, meetings or practices shall be scheduled on Sunday (all day), except as approved by the superintendent.

No Pass – No Play

A student is ineligible to participate in extracurricular 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 (nine-week grading period). **An identified advanced class (Honors and AP) will meet a grade of 60 on a scale of 100** (nine-week grading period). Additionally, students may lose eligibility after the first six-weeks of the year. 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 nine-week grading period remain eligible throughout the next nine-week grading period. Semester grades are not used in determining eligibility. Dual credit/college courses do not affect eligibility due to the grading structure being a semester grade only.

Attendance

To be eligible to compete or participate in extracurricular 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.

Extracurricular Absences

A student shall be allowed a maximum of 15 extracurricular absences not related to post-district competition, however, a student shall be allowed unlimited absences for participation in post-district, state, or national competition.

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 completes the Alternative Travel Form (attached in the handbook) and gets approval by the sponsor or coach prior to the event. 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.

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.

Discipline

All extracurricular activities are extensions of the educational program of Princeton Independent School District. Participation in extracurricular 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 extracurricular activity on Thursday at the end of the school day*). **Any further disciplinary action will be at the discretion of the director or sponsor of the activity.**

Placement in the district's Disciplinary Alternative Education Program (DAEP), out-of-school suspension, or expulsion **will not** allow students to participate in extracurricular for the same dates the disciplinary action is in force. (***This includes practice or rehearsal time***). If a student has not completed their time in DAEP prior to summer, they are not able to participate in summer programs for any activities, until their time is completed at the start of the new year.

The student will be eligible to participate after the end of the school day 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. Extracurricular schedules **will not** be taken into consideration for disciplinary placement.

Removal from a Program or Activity

A sponsor, coach, or director may recommend that campus administration remove a student from their program for failing to meet expectations for behavior, academics, or other requirements for participation. Prior to recommending removal, the sponsor, coach, or director shall conference with the student's parent or guardian to discuss their concerns and provide the parent or guardian a reasonable amount of time to address them with their student.

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.

Mandatory Drug Testing

All participants of extracurricular 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.

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 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.

Tobacco, E-Cigarette, and Nicotine Products

Students are prohibited from possessing or using any type of tobacco product, nicotine product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, nicotine products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities.

Electronic Communications

Electronic communications between sponsors and students is only allowable according to district policy. Sponsors and students should never have one on one electronic communication without a parent or supervisor included within the communication.

Alternate Student Travel Form

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

PRINCETON INDEPENDENT SCHOOL DISTRICT
AUTHORIZATION TO SECURE EMERGENCY MEDICAL TREATMENT FOR A MINOR
STUDENT

Name of minor _____ Grade _____

Date of Birth _____

Name of parent, guardian, or conservator _____

Office phone _____ Home phone _____ Mobile phone _____

Address _____

Name of other parent (or both if different from above)

Father _____ Telephone _____

Mother _____ Telephone _____

Name of friend or relative who will probably know where to locate the parent in the event of temporary absence

Name _____ Telephone _____

This is to certify that I authorize the Superintendent of Princeton Independent School District, Princeton, Texas, or a designated representative to secure any and all emergency medical care and treatment for _____ for acute illness suffered or injury while at school or participating in school-related activities. This emergency treatment may be secured at a licensed hospital, clinic, or medical facility, or by a licensed physician or dentist with the following exceptions:

Check one:

I { } do not have medical insurance { } do have medical insurance
with _____

Insurance Company and I shall assume financial responsibility for any medical treatment of my child.

I understand that the cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent or guardian and shall not be assumed by the superintendent, the designee, or the Princeton Independent School District.

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist.

Other distribution shall be only within the limitations of the Family Educational Rights and Privacy Act.

Drugs to which the student has had an allergic or adverse reaction are:

Guardian Signature _____ Date _____

PLEASE LIST ANY PERTINENT HEALTH CONDITIONS BELOW:

Extracurricular Overnight Trip Student/Parent Permission Form

Name: _____ School Yr. _____

Overnight travel trips are sanctioned events sponsored by Princeton ISD. This means that all school policies (Student-Parent Handbook, Department Handbook, Faculty Handbook) are to be enforced on all trips, and participants (students, coaches, & parents) will be held to the rules and regulations outlined in each. Students attending this trip represent Princeton Independent School District and their school at all times. Student participation in these trips or any other activity is conditioned upon the student's compliance with all applicable rules and policies before and during the activity. Any student who engages in inappropriate behavior while away from PISD on a school sponsored trip is subject to immediate removal from the activity at the parent's expense in addition to any other school discipline which may be administered.

Overnight Trip Rules for Student Participants

1. The coach or sponsor will set curfews and enforce them with room checks as necessary. Students are not to be outside of their rooms after curfew unless accompanied by a sponsor or administrator. Students will be given a sponsor or administrator's number to call should they need to leave their room for any reason. Students that violate curfew rules will face disciplinary action consistent with their actions.
2. The coach or sponsor has the responsibility of room assignments & supervision of all rooms. Students may not switch rooms for any reason without approval from the sponsor.
3. Only the students assigned to a hotel room may enter that hotel room unless accompanied by a sponsor/administrator. All group meetings will be held outside of hotel rooms unless accompanied by a sponsor.
4. No fraternization between genders will take place for any reason. Any visiting between genders will take place in the hallway outside of the hotel room or in the hotel lobby with adult supervision.
5. The possession or use of any tobacco or vapor products by a student while on school sponsored activities is prohibited.
6. The possession or use of drugs, chemicals, inhalants or any other intoxicants, or mood changing, mind-altering drugs is prohibited. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited.
7. Students shall not be in the possession of any weapon as described in the Discipline Management Plan and Student Code of Conduct.
8. Students shall not damage or vandalize property. Any damage will be paid for by the student(s) involved.
9. Students shall not leave an assigned area for any reason. i.e., a restaurant where the group is eating, contest site, or hotel, etc. without prior approval from the sponsor or coach. The coach or sponsor should know the whereabouts of each student at all times.
10. Students shall not get into vehicles other than the designated school transportation unless approved by the coach or sponsor.
11. Any student in violation of local or state laws will be turned over to the local authorities. From that point, local authorities assume responsibility for the student. If the student is returned to the group, arrangements will be made to send the student home with parents, when feasible.

Procedures for Sending a Student home before the end of a trip shall be as follows:

1. The sponsor/administrator will notify the Campus Principal and program director immediately upon being made aware of a violation of a rule.
2. The student will make a call home to the parent or guardian. Prior to the student conversing with his or her parents, the sponsor/administrator will inform the parents of the student's offense, notify them that he/she will be sent home and that they will need to make arrangements to come get their child.
3. The student will be separated immediately from the rest of the group.
4. In the event the trip is too far away for parents to come get their child, the student will be placed under direct supervision of a sponsor or administrator for the duration of the trip.

Student/Parent/Legal Guardian Authorization & Acknowledgement PRINTED Student	
PRINTED Parent Name: _____	PRINTED Student Name: _____
Parent Signature: _____	Student Signature: _____
Date Signed: _____	Date: _____

Extracurricular Handbook Signatures

I have read the Extracurricular Student Activities Handbook. I understand that participation in extracurricular activities in Princeton ISD is subject to the minimum standards established in this handbook, and that additional requirements or codes of conduct may exist for specific programs.

Parent Printed Name

Parent Signature

Date

Student Printed Name

Student Signature

Date