Extracurricular Handbook

Dear Parent/Guardian:

Your son or daughter has expressed a desire to participate in an extra curricular program in Willis ISD. It is the belief of the district that these programs provide meaningful supplemental experiences for students. Extra curricular programs foster a culture of excellence, the strengthening of character and the acquisition of unique skills.

As members of extracurricular programs, student participants have an important role to play. In order to ensure successful experiences, students must agree to participate within the requirements and expectations of the program they participate in.

ALL STUDENTS, REGARDLESS OF THE EXTRACURRICULAR ACTIVITY, MUST:

1. Abide by all District Policies, the Student Code of Conduct, Student Handbook and Organization Requirements.
2. Attend every scheduled event unless ill or in emergency situations. (Parents should communicate if not attending an event.)
3. Represent their school and program at all times.
4. Maintain academic intensity to achieve success in the classroom.

Failure to stay in compliance with these policies will result in appropriate disciplinary action being taken and could result in removal from the extracurricular program in Willis ISD. Therefore, we ask for your cooperation in motivating your student to observe these rules so they will receive the maximum benefit from the program.

Willis ISD has established guidelines and expectations that apply to all extracurricular programs. In addition, there are individual program guidelines and expectations. These guidelines and expectations are meant to set every student up for success and provide clarity on what is expected of them as part of an extracurricular program.

Sincerely,

Ken Labsonski
Director of Fine Arts

Noah Hollander
Executive Director of Secondary Schools

James Miller
Athletic Director

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Eligibility Guidelines

Attendance

Attendance positively affects both course grades and GPA and is the single strongest predictor of college grades. Attending class sessions helps students to stay on track, understand expectations, foster important peer social interactions and generally promote a sense of connectedness. Attendance is understood as a precursor and leading indicator for student success in both the classroom and in extracurricular activities.

Attendance at school, practice, rehearsal, games and performances is mandatory. Students are expected to attend all classes every day. If a student is going to be absent, it is their responsibility to contact your coach/sponsor/director. Students must be in attendance for the entirety of the school day to be eligible to participate in practices/games/performances. Students will only be able to participate if the absence is excused and they attend at least 50% of the school day. Please see below for guidelines on excused absences.

Excused Absences (Education Code 25.087(b)(1))

The district shall excuse a student from attending school for a temporary absence resulting from an appointment with a health-care professional, including a mental health professional, for the student or the student's child if the student commences classes or returns to school on the same day of the appointment. "Temporary absence" includes the temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a health-care practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavioral analysis, speech therapy, and occupational therapy. Education Code 25.087(b)(2)-(b-3)

A district shall excuse a student from attending school for the following purposes, including travel for those purposes.

1. Observing religious holy days;
2. Attending a required court appearance;
3. Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
4. Taking part in a United States naturalization oath ceremony;
5. Serving as an election clerk [see Early Voting Clerks, below]; or
6. If a student is in the conservatorship of the Department of Family and Protective Services (DFPS), participating, as determined and documented by DFPS, in an activity:
    a. Ordered by a court under Family Code Chapter 262 or 263, provided that it is not practicable to schedule the participation outside of school hours, or
    b. Required under a service plan under Family Code Chapter 263, Subchapter B; and
7. Attending a released time course [see FEF].

Academics

Students participating in extracurricular activities must maintain a 75% or higher in all classes to be eligible to participate. If a student has a grade lower than a 75%, they will be required to complete a progress monitoring sheet. The student will be able to resume regular participation once the grade is at or above the 75% threshold.

A student shall be suspended from participation in after school athletics after a grade evaluation period (six weeks) in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class. A suspension continues for at least three school weeks and

is not removed during the school year until the conditions of reinstatement, described below, are met.

Until the suspension is removed or the school year ends, the District shall review the grades of a student suspended under these provisions at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.

CREDIT REQUIREMENTS FOR HIGH SCHOOL ELIGIBILITY DURING FIRST 6 WEEKS

The standards below determine academic eligibility for the first six weeks of the school year. Students in non- compliance may request a hardship appeal of their academic eligibility through the UIL.

A. GRADES NINE AND BELOW. Students must have been promoted from the previous grade.
B. SECOND YEAR OF HIGH SCHOOL. Five accumulated credits that count toward state graduation requirements.
C. THIRD YEAR OF HIGH SCHOOL. Ten accumulated credits that count toward state graduation requirements or student must have earned at least five credits within the last twelve months that count toward state graduation requirements.
D. FOURTH YEAR OF HIGH SCHOOL. Fifteen accumulated credits that count toward state graduation requirements or students must have earned at least five credits within the last twelve months that count toward state graduation requirements.

SCHOOL HOLIDAY PARTICIPATION

While we realize the importance of school holidays, avoiding competition or practice on every school holiday sometimes is not feasible especially at the varsity level. Thus, the head coach of each sport may require participation on school holidays if the sport is in season with the following stipulations.

1. The student-athletes and parents are given notice prior to the start of the season.
2. The student-athletes and parents are given notice of the consequences if a practice is missed prior to the start of the season.
3. Competition and practices must be scheduled in accordance with UIL rules

Please check with your coach prior to planning vacations or appointments.

TRANSPORTATION

Per WISD School Board policy, FMG (Local), students will be required to ride to and from an athletic event in transportation provided by the District. Only in extenuating circumstances will a student be allowed to ride to or from in a private vehicle. Parents/guardians may request a release in extenuating circumstances by notifying the campus athletic coordinator in writing at least one day prior to the trip. A release form may be obtained from the campus athletic coordinator or the Athletic Office. If approved, the Athletic Office will notify the coach in charge of the trip.

Student Code of Conduct

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

All students are expected to adhere to the Willis ISD Code of Conduct as it applies to school-related or school- sponsored activities. Students involved in extracurricular and co-curricular activities are expected to exhibit the highest standards of ethics and conduct. Willis ISD students, staff, and parents view participation in these extracurricular or co-curricular activities as a privilege and not a right. Therefore, the teachers, sponsors, coaches, and directors of these activities may develop and enforce codes of conduct that will take into consideration both school-related misconduct and conduct that occurs outside of the school's usual jurisdiction, regardless of time or location. This would include any misconduct that would reflect negatively upon Willis ISD. Additionally, the District has imposed the following uniform consequences for misconduct by students involved in extracurricular or co-curricular activities.

Out-of-School Suspension from School and Extra-Curricular/Co-Curricular Consequences

Students who are suspended from school will be suspended from participation in all extracurricular and co-curricular games and/or contests and team transportation for the following lengths of time:

1st Suspension: Suspension from all activities for the duration of the suspension.
2nd Suspension: Suspension from all activities for a period of 30 school days from the date of suspension.
3rd Suspension: Suspension from all activities for a period of 90 school days from the date of suspension.

DAEP Placement for Offenses and Extra-Curricular/Co-Curricular Consequences

Students who are placed in DAEP will be suspended from participation in all extracurricular and co-curricular activities, including but not limited to practices, team meetings, games and/or contests, and team transportation for the following lengths of time:

- 1st DAEP placement: Suspension for a period equal to the terms of the DAEP placement.
- 2nd and Subsequent DAEP placements: Suspension for one calendar year from the date of DAEP placement.

Expulsion for Offenses

Students who are expelled are suspended from participating in all extra-curricular and co-curricular activities for the time frame they are expelled.

Non-School Related Level Offenses

Students who commit offenses outside of the school's jurisdiction may be suspended from participation by the designated campus administrator responsible for student discipline. Before an extracurricular or co-curricular activity sanction will be imposed pursuant to this *Student Handbook and Code of Conduct*, the designated campus administrator responsible for the student's discipline shall reasonably substantiate a preponderance of facts including information from a law enforcement agency. When such evidence of a

non-school-related infraction is presented to the designated campus administrator, the student and parent(s) or guardians(s) will be notified of the offense. The student and/or parent(s) or guardian(s) will be afforded the opportunity for a meeting with the designated campus administrator to discuss the offense and the penalties which have been rendered.

Non-School Related Level Consequences

A student who commits a non-school related offense will also be suspended from participation in all extracurricular and co- curricular games and/or contests and team transportation.

1. Class A or B misdemeanor
    a. One year suspension
2. Class C misdemeanor (excluding traffic)
    a. 1st Offense: Suspension from activities for thirty (30) school days
    b. 2nd Offense: Suspension from activities for sixty (60) school days
    c. 3rd Offense: Suspension from activities for ninety (90) school days
3. NON-REPORTING – Students are required to report offenses within three (3) days. Failure to report escalates the consequences one level. (For instance, a first offense that was not reported would begin at the consequence level of a second offense.)
    a. For extracurriculars that begin prior to the first day of school, the three (3) days begins the first day of the season. (For instance, if football practice begins August 11th, the student is required to report on the 11th, 12th, or 13th of August).
    b. For sports that begin on or after the 1st day of the school year, the three (3) days begins the next day of school. (For instance, if the offense occurs on Friday, the three (3) days would be Monday, Tuesday and Wednesday.
4. Enforcement – Consequences are implemented at the beginning of the student athlete's first sport season.

Completion of Suspension

All listed extracurricular and co-curricular suspensions regardless of whether they are school-related or non-school-related are for "school days" and may continue into the next school year. For example, if a student is suspended for thirty (30) school days with ten (10) school days remaining in the school year, he/she may be required to serve the additional twenty (20) days at the beginning of the following school year. The suspension for the "school day" is complete at 11:59 pm.

Suspension Appeals

Suspension penalties from extracurricular/co-curricular activities are not subject to appeals or a review by the District's hearing officer. These penalties are cumulative throughout the student's middle school career (7th and 8th grades) and begin accumulating again for the high school career (9th through 12th grades). For each career violation beyond the third, a suspension from extracurricular and/or co-curricular activities of one calendar year will be imposed. While under suspension from extracurricular and co-curricular activities, students will continue to attend their academic classes.

Additionally, while under suspension from activities, students may participate in any tryout, election, or process that would allow them to participate in an activity that begins after their suspension is lifted. (This does not apply to students serving out-of-school suspension, DAEP placement, or expulsion.) Students elected or selected for an organization or team while suspended from extracurricular activities may participate in games and/or contests and team transportation only after their days of suspension from extracurricular and co-curricular activities have been

completed. Notwithstanding the foregoing, students will not be allowed to participate in any tryout, election, or other process that takes place while they are serving out-of-school suspension, DAEP placement, or expulsion.

HAZING (*Education Code 37.152(a))*

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to a principal, superintendent, or designee.

Definition: "Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by item 5, below, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
5. Involves coercing, as defined by Penal Code 1.07, the student to consume:
    a. A drug; or
    b. An alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code 49.01.

Education Code 37.151(6) ***WISD Board Policy FNCC (Legal)***

WISD Extracurricular Complaints/Concerns Process and Guidelines

Our goals are to facilitate communication between student and coach/sponsor/director, then coach/sponsor/director and parent/student and to address concerns in a collaborative, effective manner. If you are a student or parent who has a concern or complaint about an extracurricular program, staff member or leadership style, please follow the prescribed process.
Staff members cannot address a problem unless they know that a problem exists. Most of the time, problems stem between staff members and parents from a miscommunication or misinterpretation of an issue. Therefore, we ask that your child talk first with the staff member and address the problem directly. If the outcome of that meeting is not satisfactory, we ask that the parent and student meet together with the staff member.

The WISD Athletic and Fine Arts Departments are here to work alongside parents to encourage

an enjoyable experience for the student in WISD Extracurriculars. We will do whatever it takes in working with parents to achieve that goal. When an issue or conflict arises, please give due diligence and follow the extracurricular communication protocol.

Remember the "24 hour" rule: Please wait 24 hours before approaching a coach/sponsor/director either in person, by phone or through email. This allows all involved a "cooling down" period and also provides for a time for reflection.

Again, we are committed to effective communication and problem solving and look forward to meeting with students and parents to build and maintain top caliber extracurricular programs in WISD. We ask and encourage you to follow the procedures outlined below.

COMMUNICATION GUIDELINES

Both parenting and coaching/educating/directing are very difficult vocations. By establishing an understanding between staff members and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents, you have the right to know, and understand the expectations placed on them and their children. Staff members have the right to know that if parents have a concern; they will discuss it with the staff member at the appropriate time and place.

Communication, you as a parent should expect from his/her child's coach/sponsor/director:

1. Staff Member's philosophy
2. Expectations the staff member has for your son or daughter, as well as other members of the program
3. Locations and times of practices and contests
4. Program requirements, i.e., fees, special equipment needed, school & program rules, off-season expectations

Communication staff members can expect from you as parents:

1. Concerns regarding your son or daughter expressed directly to the staff member at the appropriate time and place
2. Specific concerns in regard to the staff member's philosophy and/or expectations
3. Notification of any schedule conflicts well in advance

As your child becomes involved in extracurriculars, he/she will experience some of the most rewarding moments of their lives. As we all experience in life, there are times when outcomes are not as we had hoped. This will happen and creates lifelong learning opportunities for your child and the coach. Discussion and honest communication are needed at these times.
Appropriate concerns to discuss with a staff member:

1. The mental and physical treatment of your child
2. What your child needs to do to improve
3. Concerns about your child's behavior

It is very difficult to accept that your child is not participating as much as you may hope. Staff members make decisions based on what they believe and know is in the best interests of all students participating. Based on careful review of the items above, certain things can and should be discussed with your child's coach/sponsor/director.

Other items, such as those listed next, must be left to the discretion of the staff member. Issues not appropriate for discussion with your child's coach/sponsor/director:

1. How much playing time
2. Assignment of roles, ensembles, parts, solos, positions, etc
2. Program strategy or focus
3. Play calling/Directing Choices
4. Any situation that deals with other students

There are situations that may require a conference between the staff member and parent. These are not discouraged, as it is important for each party to have a clear understanding of the others' position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

COMPLAINT / CONCERN COMMUNICATION PROCESS

If you have a concern to discuss with the coach, the following procedure should be followed:

Informal

Telephone the staff member or send him/her an email about your concerns and allow the staff member two (2) school days to discuss the matter with you and offer a solution. Please do not approach a staff member during a game or practice. If both parties agree that it is necessary, a face to face meeting will be held.

Step 1

If the informal interaction does not resolve the issue, put your concerns in writing (email or letter) to the staff member with an explanation of why the informal process did not solve the problem. You will receive a written reply from the staff member offering a solution within three (3) school days.

Step 2

1. If the Step 1 response does not resolve the issue, within five (5) school days of receipt of the response from the staff member put your reasons for disagreement with the offered solution in detail and in writing to the Campus Coordinator or Director of Fine Arts.
2. Attach the Step 1 response from the staff member.
3. The Campus Coordinator/Director of Fine Arts will conduct an independent investigation of the complaint and contact you to schedule a meeting, if needed, to seek resolution of the issue.
4. Within five (5) school days from receipt of your request, the Campus Coordinator/Director of Fine Arts will send a written reply to the complaint/concern.

The WISD Extracurricular Agreement does not replace the district's formal complaint process; instead, it is meant to attempt to resolve an issue prior to starting the formal complaint process. For more information about the formal grievance process, please consult Board Policy FNG (local).

APPENDIX

Band Handbook
KL Update Drill Team Handbook
Theatre Handbook
Choir Handbook
Wrestling Handbook
Copy of 25_26 Tennis Handbook.pdf
Copy of Willis Softball HANDBOOK.pdf
LADYKAT VOLLEYBALL CODE OF CONDUCT
Copy of SEASON BASKETBALL PROGRAM…
Official Season Handbook
MISD CAP Agreement