



EXTRA-CURRICULAR

HANDBOOK

2016-2017

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IRAAN-SHEFFIELD INDEPENDENT SCHOOL DISTRICT EXTRA-CURRICULAR HANDBOOK 2016/2017

Preface

The Iraan-Sheffield Independent School District desires to be a positive force in the lives of the young people of Iraan, Sheffield, and Eastern Pecos County. This responsibility goes beyond the classic understanding of an academic/extra-curricular education and extends to management of behavior, development of life skills, and an understanding of the legal and health ramifications of the illegal use of drugs and alcohol.

It is a privilege to participate in extra-curricular activities. We believe that a properly controlled well organized academic, athletic, vocational, and technology programs meet the needs for self-expression, mental alertness, and physical growth. We endeavor to maintain a program that is sound in purpose and will further each student's educational maturity. It is our desire that through competition, our students realize that they can determine the course of their own lives. We believe that through our program we can help our students grow into mature, responsible citizens that contribute to our society. **The primary objective of our program is to develop a sense of responsibility and accountability in all of our students.**

➤ What is an Extracurricular Activity?

- Any University Interscholastic League (UIL), School District, or campus-sponsored or related public performances, events, contests, demonstrations, displays, club activities, athletics, whether on- or off-campus;
- Any elected offices and honors (such as student counsel and homecoming queen);
- All co-curricular activities, which are those held in conjunction with a credit-bearing class, but that may take place outside of school and outside of the school day (such as band and choir);
- All national organizations (such as National Honor Society or Future Farmers of America); and
- Any activity held in conjunction with another activity that is considered to be an extracurricular activity (such as a meeting, practice, or fundraiser).

➤ Why are Extracurricular Activities Important?

- They promote self-discipline, responsibility, leadership, teamwork, self-confidence, commitment, and student wellness.
- They enhance and enrich curricular educational offerings.
- They offer participants the opportunity to be leaders and role models on campus and in the community.
- They enable participants to represent the School District in a positive manner.

Who is Subject to the Extracurricular Code of Conduct?

Any student who participates in one or more extracurricular activities is subject to the Extracurricular Code of Conduct (ECC). A student is subject to the ECC from the time he/she is selected for, elected to, or otherwise joins an extracurricular activity and continues to be subject to the ECC from that point forward unless or until the student no longer participates in extracurricular activities.

When Does the Extracurricular Code of Conduct Apply?

The privilege of representing the School District carries with it a greater responsibility to conduct oneself with respect and dignity, and to serve as a role model for all students. Consequently, extracurricular activity participants are expected to comply with the ECC at all times, regardless of location. This includes both on and off-campus conduct as well as evenings, weekends, holidays, and summer vacation.

What is Expected of Extracurricular Activity Participants?

Participants in extracurricular activities are representatives of the School District, and must conduct themselves in a manner that reflects positively on the School District at all times. Specifically, they must:

- Maintain an average of 70% or better in all academic courses, except as provided in District policy FM (Legal);
- Be punctual and prepared for all games, practices, meetings, performances, camps, and/or other scheduled events related to an extracurricular activity;
- Treat all school property with respect and ensure that school property is returned upon request and in good condition (excluding reasonable wear and tear);
- Abide by the District's dress and grooming standards for students as well as any dress and grooming standards applicable to the specific extracurricular activity;
- Comply with UIL rules, including those related to random steroid testing, if applicable;
- Be courteous and respectful toward all fellow participants, school faculty and staff members, spectators, parents, and officials, whether from Iraan-Sheffield ISD or from any other school district;
- Provide 24 hours advance notice to the coach or sponsor of an activity if they are unable to attend a game, practice, meeting, performance, and/or other scheduled event related to the extracurricular activity;
- Comply with and adhere to the behavioral standards identified in the District's Student Code of Conduct.

We want to ensure that each one of our students has an opportunity to be successful. Not all students will have the same level of talent, but every individual can be praised for his/her work and effort. Every student can feel good about himself/herself and their role on the team. Iraan-Sheffield ISD sponsors/coaches will work to ensure that all our students enjoy participating.

When's it's time to work, we will work very hard, but we are also going to find time for our students to have fun.

Academics

Obtaining an EDUCATION is the primary goal in school. We believe that it takes a special person to be a student and participate in extra-curricular activities. You are going to have to work harder, stay up later, and get up earlier. We know that this is not easy, but we expect you to do it because others before you have been able to do it.

Alcohol/Drug Consumption

The use and abuse of alcohol or other drugs can have serious negative consequences. High-risk choices can lead to significant academic, athletic and legal problems, as well as, problems with physical, mental and emotional health. High-risk use of alcohol and drugs is also a factor in injuries and deaths related to overdose, accidents and crimes.

As long as one person is involved in high-risk behavior, all are at risk because problems related to the use of alcohol and drugs affect not only the user, but teammates, friends, sponsors, coaches, and the entire Iraan-Sheffield community. The goal is a safe and healthy school district environment.

Alcohol/Drug Testing

In late June of 2002 the Supreme Court of the United States ruled that it was not a violation of an individual's constitutional rights and/or illegal to test for drugs in students participating in extra-curricular activities. Iraan-Sheffield Independent School District board of trustees approved in principle the implementation of a drug testing policy during the 2002-2003 school year. All students involved in extra-curricular activities in grades 8 through 12 will be tested. Students who have not been or refuse to be tested will not be eligible to participate in extra-curricular activities.

A baseline test will be performed on students who want to participate in extra-curricular activities beginning in the 8th grade and 10th grade. Random drug testing will occur throughout the school year and as many as 15% could be randomly tested at any given time.

The Iraan-Sheffield Independent School District strives to educate children and adults about the physical, mental, and emotional harm caused by the use of illegal drugs and alcohol. It also strives to provide all students a mechanism with which to resist peer and societal pressure to use illegal drugs and alcohol. The ultimate goal of the school district is to maintain a school environment free of illegal drugs and alcohol use. Therefore, the Iraan-Sheffield Independent School District has set forth the following on/off campus violations as a viable deterrent to the use of illegal drugs and alcohol:

- Positive baseline or random test for alcohol/drugs
- Citation for being under the influence or in possession of alcohol/drugs and drug paraphernalia

| | Alcohol | Drugs |
|-------------------------------|--|--|
| 1st Offense | <ul style="list-style-type: none"> - 15 calendar day suspension - The student will be tested at every testing opportunity for a school year and present a negative test result - All athletes will complete 30 sets of conditioning to be administered by the athletic director or designated coach. | <ul style="list-style-type: none"> - 40 calendar day suspension - The student will be tested at every testing opportunity for a school year and present a negative test result - All athletes will complete 40 sets of conditioning to be administered by the athletic director or designated coach. |
| 2nd offense | <ul style="list-style-type: none"> - 30 calendar day suspension - Completion of the 6 hour Alcohol Education Program for Minors (Texas Department of State Health approved) at the student's expense. - The student will be tested at every testing opportunity for a calendar year and present a negative test result - All athletes will complete 40 sets of conditioning to be administered by the athletic director or designated coach. | <ul style="list-style-type: none"> - 60 calendar day suspension - Completion of the 15 hour Texas Drug Offender Program (Texas Department of State Health approved)and at the student's expense. - The student will be tested at every testing opportunity for a school year and present a negative test result - All athletes will complete 50 sets of conditioning to be administered by the athletic director or designated coach. |
| 3rd Offense | <ul style="list-style-type: none"> - 45 calendar day suspension - Completion of the 6 hour Alcohol Education Program for Minors (Texas Department of State Health approved) at the student's expense. - The student will be tested at every testing opportunity for a calendar year and present a negative test result - All athletes will complete 50 sets of conditioning to be administered by the athletic director or designated coach. | <ul style="list-style-type: none"> - 80 calendar day suspension - Completion of the 15 hour Texas Drug Offender Program (Texas Department of State Health approved) and at the student's expense. - The student will be tested at every testing opportunity for a school year and present a negative test result - All athletes will complete 60 sets of conditioning to be administered by the athletic director or designated coach. |
| 4th Offense | Suspension from all extracurricular activities for the remainder of the calendar year. | Suspension from all extracurricular activities for the remainder of the calendar year. |
| 5th Offense | Suspension from all extracurricular activities for the remainder of the student's school career. | Suspension from all extracurricular activities for the remainder of the student's school career. |

NOTE:

These offenses are cumulative throughout a student's extracurricular high school career. All aspects of the consequence pertaining to individual cases must be completed before

participation in an activity may resume. The suspension begins the day of the first event that the student is to participate in.

Athletic Class Period

All students who intend to participate in football, cross country, basketball, and track must be rolled in an athletic class period the entire year. Exemption from the athletic period will be made in cases where a student is in need of credit recovery for the purpose of graduating in the current year.

Attendance

Absences are not acceptable. Absences because of illness or dire emergencies will be considered legitimate absences and the student will only be required to make up the workout/assignment that was missed. Failure to notify the sponsor/coach prior to an absence will be considered a deliberate miss. The student will be subject to disciplinary action in addition to making up the workout. If you cannot contact your sponsor/coach, you may leave a recorded message on their school phone or leave a message with the Iraan Jr. High office (639-3171) or Iraan High School (639-3131). If three such absences occur during a single season, a conference will be held with the student and parent(s), the coach of the sport, the athletic director, and the campus principal to determine the consequence and possible suspension for the remainder of the season.

Chain of Command

If a student or parent has a problem or conflict with a sponsor/coach, there is a proper chain of command to follow:

- Talk to the sponsor/coach with whom you have the conflict or problem.
- Visit with the head sponsor/coach of the sport
- Arrange a conference with the Athletic Director
- Arrange a conference with the High School Principal

Be respectful, honest, and direct at all times. By following the proper channels most problems and conflicts will be resolved in a satisfactory and timely manner.

University/College Recruitment

In the event a student should be contacted personally by a university/college recruiter, it is imperative that the student work through their sponsor/coach, and the counselor. Students and parent(s) should make every effort to notify the school immediately about any college contact.

Conduct /Sportsmanship

Students at Iraan Jr./High School are expected to represent themselves, their team and the school district with honesty, integrity, and character whether it be academically, athletically or socially. **Participation on an extra-curricular event is a privilege, not a right, and should be treated as such.** It has many benefits and brings with it a responsibility to be positive and effective members of the team, the school district and broader community.

Our students often are in the spotlight and, fair or not, their behavior is subject to scrutiny by their peers, members of the campus, local and national communities and by the media. The actions of one student may result in a generalization to all students and reflects on the individual, team, campus and school district, whether it be positively or negatively

Good sportsmanship means more than the absence of negative actions in public. It encompasses an overall conduct and attitude that denotes an abiding respect for the value of sport and healthy competition, the ideals that govern fair play, the earned esteem of rivals, and trust in the honor of the game and those selected to officiate.

Examples of unacceptable behavior include, but are not limited to the following:

- Physically abusing team members, opponents, coaches, or officials
- Throwing objects, damaging equipment
- Inciting participants to negative actions or to any behavior that insults an opponent (e.g., taunting an opponent)
- Using obscene or other inappropriate language or gestures;
- Engaging in activities that constitute harassment (including verbal, physical, sexual, or any combination thereof)
- Participating in any action that violates generally recognized ethical standards of the Iraan-Sheffield Independent School District.

It is expected that all students abide by the Iraan-Sheffield Independent School District’s Student Code of Conduct, the Extra-Curricular Handbook and team guidelines. A written copy of the Student Code of Conduct, Extra-Curricular Handbook, and team guidelines will be provided to all students on an annual basis and will be available online.

Failure to comply will result in disciplinary consequences according to the Student Code of Conduct.

Disciplinary Guidelines

Students who do not conform to the School District’s Student Code of Conduct, the Extra-Curricular Handbook and team guidelines may be subject to consequences for their actions that may include but are not limited to:

- Warning (verbal or written)
- Parent conference
- Corporal punishment
- Saturday In-School Suspension (8:00 a.m. – 4:00 p.m.)
- Community service
- Withdrawal of privileges, such as:
 1. participation in extracurricular activities
 - event(s) suspension
 - season suspension
 - year suspension
 2. eligibility for seeking and holding honorary offices
 3. membership in school-sponsored clubs and organizations.

- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Out-of-school suspension
- DAEP Placement, as specified in the Student Code of Conduct.
- Expulsion, as specified in the Student Code of Conduct.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Eligibility

Eligible for extra-curricular students must meet all standards set forth by the Texas Education Agency, UIL, and local board policies.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A **UIL eligible** high school or junior high student may not be allowed an extracurricular absence in a core class (English, Social Studies, Math, and Science) in which the student has a grade below 70 on the day of the activity. The principal will determine if the student is progressing at a rate that is satisfactory to be cleared to miss class and travel or participate as usual. Once the principal has determined the student is passing then a grade check will not occur again until the next three week progress report or report card.
- A student is allowed in a school year up to ten absences not related to post-district competition, and is allowed unlimited number of extracurricular absences for post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- A student absence from school on the day of contest will not be allowed to participate.

**Eligibility Schedule
2016-2017**

1st Nine Weeks

| Report | End of Grading Period | Eligibility Gained | Eligibility Lost |
|---------------|------------------------------|---------------------------|---------------------------|
| 6 Weeks | Sep. 30, 2016 | | Oct. 7, 2016 @ 3:45 p.m. |
| 9 Weeks | Oct. 21, 2016 | Oct. 28, 2016 @ 3:45 p.m. | Oct. 28, 2016 @ 3:45 p.m. |

2nd Nine Weeks

| Report | End of Grading Period | Eligibility Gained | Eligibility Lost |
|---------------|------------------------------|---------------------------|---------------------------|
| 3 Weeks | Nov. 11, 2016 | Nov. 18, 2016 @ 3:45 p.m. | |
| 6 Weeks | Dec. 9, 2016 | Dec. 16, 2016 @ 3:45 p.m. | |
| 9 Weeks | Dec 22, 2016 | Jan. 17, 2017 @ 3:45 p.m. | Jan. 17, 2017 @ 3:45 p.m. |

3rd Nine Weeks

| Report | End of Grading Period | Eligibility Gained | Eligibility Lost |
|---------------|------------------------------|---------------------------|---------------------------|
| 3 Weeks | Jan. 30, 2017 | Feb. 6, 2017 @ 3:45 p.m. | |
| 6 Weeks | Feb 17, 2017 | Feb. 24, 2017 @ 3:45 p.m. | |
| 9 Weeks | Mar. 10, 2017 | Mar. 27, 2017 @ 3:45 p.m. | Mar. 27, 2017 @ 3:45 p.m. |

4th Nine Weeks

| Report | End of Grading Period | Eligibility Gained | Eligibility Lost |
|---------------|------------------------------|---------------------------|-------------------------|
| 3 Weeks | Apr. 7, 2017 | Apr. 14, 2017 @ 3:45 p.m. | |
| 6 Weeks | May 1, 2017 | May 8, 2017 @ 3:45 p.m. | |

Equipment/Supplies/Materials

The student will utilize the best possible equipment, supplies, and materials. Once a student has been issued equipment, supplies, or materials, it becomes his/her responsibility. Loss or theft of any of these items becomes the student's financial obligation.

Students that do not take care of their school issued equipment will be disciplined according to the team's rules and regulations. During athletic competition, athletes shall only wear school issued equipment and

uniforms. A student will not be allowed to participate in another sport until his or her equipment record is cleared in the previous sport.

Theft of any magnitude will result in automatic suspension from all extra-curricular activities. Restitution will be made and consequences will be administered according to the Student Code of Conduct.

Felony Charges

Any student that is charged with a felony will be permanently suspended from all extra-curricular activities. Also the student will not be allowed to attend extra-curricular activities as a spectator. The police will be called if the student is in attendance. If the charges are dropped or the student is found innocent he/she may request a hearing with the principal for permission to be returned to regular status.

Grooming and Dress

Students will follow the dress code that is in the student handbook. In addition, students will be required to follow the sponsor/coaches' rules that may be stricter than those stated in the handbook. Your appearance should at all times reflect class and pride in yourself and in our extra-curricular programs.

Injuries or Illness

The District is serviced by an athletic trainer. If you have an injury, it is your responsibility to see the trainer. The trainer will either treat the injury, or if the injury is too severe to handle, they will refer you to your family physician.

If you are sick or injured we do not expect you to participate in the required assignment/workout, but if you are at school we expect you to be a contributing member of the team.

Insurance

All UIL competitors at Iraan-Sheffield ISD are covered by a secondary insurance plan. This insurance is designed to help pay a competitor's deductible after their primary insurance has paid. This insurance cannot and will not serve as the primary insurance.

Lettering

The first time that a student letters on a varsity team and completes the season in good standing, he/she shall receive a school jacket. This is ordered at the end of the season and presented to the student. All additional patches or decorations for the jacket will be the responsibility of the individual student.

Students participating at the sub varsity levels will be recognized for their efforts at the spring sports banquet. All students participating in extracurricular activities and having completed the season in good standings will be recognized for their efforts at the spring sports banquet.

All students must be recommended for lettering to the Athletic Director or High School Principal by the head sponsor/coach of the team. All finals decisions concerning lettering will fall under the discretion of the coach of the sport, athletic director, and principal.

| Activity | Requirement |
|-----------------|--|
| Academics | Must score at least one point at the District UIL Academic Meet |
| Basketball | Must be on the varsity team for at least ½ the season |
| Cross Country | Must be on the varsity team for at least ½ the season |
| FFA | Must participate in at least two stock shows or two Ag. shows |
| Football | Must be on the varsity team for at least ½ the season |
| Golf | Must compete in two regular season tournaments and the district tournament as a member of the varsity team |
| One Act Play | Must compete at the Zone and District competition. |
| Powerlifting | Must participate in three meets and complete all lifts in at least two meets |
| Tennis | Must compete in at least ½ of the regular season tournaments and the district tournament as a member of the varsity team |
| Track | Must represent the school in at least ½ of the regular varsity meets and score a minimum of 10 points or a <u>point</u> at the district track meet |
| TSA | Must participate at the district meet and qualify for state. |

Locker Room/ Band Hall/Bus

During the course of the year, you will spend a great deal of time in the locker room, band hall, and bus. Take care of it like it is your own, keep it clean. Make these areas a more pleasant place for everyone.

Each activity will have guidelines posted for team members to abide by. Each team member is expected to know these guidelines and follow them. Failure to adhere to these guidelines will result in disciplinary measures according to the activity. The student will be responsible for keeping his/her locker neat and clean for hygienic and organizational reasons.

Off-Season

Off- season training is the most important phase of any extra-curricular event. The will to **prepare** is far greater than the will to win; therefore, the success of a program relies heavily on the effectiveness of its off-season program.

The Iraan-Sheffield Independent School District encourages all students to participate in an extra-curricular event or off-season program. A student selecting not to participate in the current event in season is encouraged to participate in the off-season program while attending school. Failure to participate in the off-season program causes the student to be ineligible for **at least the first six weeks of the next event they wish to participate in.**

Punctuality

Always be on time! Being tardy is disrespectful to your sponsor/coach and your teammates. **Excessive tardiness will not be tolerated.** Tardiness will result in disciplinary measures according to the activity. On trips the bus waits for no one.

Quitting

Quitting is an intolerable habit to acquire. At the beginning of each season, each student will be given a two-week grace period to decide if he/she can contribute to the team of the activity in season. After this two week grace period has expired, any student quitting a sport will be given an initial 24-hour grace period to return. If he or she returns after 24 hours and decides to quit, **the student will not participate for one calendar year**. A student wishing to return the following year must petition the Extra-Curricular Committee for reinstatement. If you start something, finish it!!! Withdrawal from the program do to extenuating circumstances, may be considered by the athletic director for waiver of policy.

Reinstatement Procedure

Students who are suspended from a team for an indefinite period can be reinstated by the following procedure:

- Petition the Extra-Curricular Committee for reinstatement
- Extra-Curricular Committee will review and the student and parents will be notified about the decision in writing.
- If the student is reinstated, he/she will be expected to complete all make-up work and additional requirements from missed practices and activities before they are permitted to participate in a contest.

Scheduling Conflicts

While a broad range of experiences is beneficial, the student that attempts to participate in several extra-curricular activities will undoubtedly be in a position of conflict in obligations. Every attempt will be made on behalf of the school to accommodate the student and allow them to participate at every event possible.

Should a conflict occur, the activity that ranks higher under UIL will take **priority**. Should a conflict occur with equal ranking events, then the sponsors/coaches will try to work out a mutual agreement. If no agreement can be made, then the principal will decide which event the student will participate. The principal will involve the parents in making the final decision. Once the decision has been made the student will not be penalized in any form or fashion. An activity in season **will always** take precedent over a new beginning activity.

Steroids

State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. A violation of state law concerning anabolic steroids or

human growth hormone is a criminal offense and punishable by time in jail or even imprisonment in the institutional division of the Texas Department of Criminal Justice.

In order to minimize health and safety risks to students, anabolic steroids will not be allowed by students. All infractions will fall under the alcohol/drug violations and consequences will be administered as such.

Suspension /Saturday In-School Suspension

Students that have been suspended from school or placed in Saturday In-School Suspension may not participate, play or travel to a contest with the group participating during the time in which he/she has been disciplined by the principal. Other discipline action by the principal may also apply.

Training Rules

Student participation in activities during their personal free time that may be harmful or high risk to injury will be discouraged. A curfew may be set by the sponsor/coach of the activity when deemed necessary to maintain safety, fitness and the best opportunity for success. A student in violation of training is subject to discipline action by the sponsor/coach.

NOTE: ALL OTHER CIRCUMSTANCES THAT OCCUR NOT COVERED IN THIS HANDBOOK WILL BE SUBJECT TO THE DISCRETION OF THE ATHLETIC DIRECTOR.

Travel

All students are required to ride the school's transportation to and from the scheduled activity. Students may be released to their parents only if a parent wishes to take a student with them after a contest. A "Parent Request & Release Form" must be presented to the sponsor/coach prior to the student being released. A "Parent Request & Release Form" may be obtained from the campus office any time Monday – Friday between 7:30 a.m. and 4:30 p.m.