

Extra-Curricular Student Handbook

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT EXTRA-CURRICULAR CODE OF CONDUCT

Student participation in extracurricular activities is encouraged. The PISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as Pflugerville ISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Pflugerville ISD student body at all times and places. Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Because participation in extracurricular activities is a privilege and not a right, Pflugerville ISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, this **Extracurricular Code of Conduct extends** beyond the Pflugerville ISD Student Code of Conduct not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline.

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Student

EXTRACURRICULAR HANDBOOK

The establishment of a uniform extracurricular handbook reflects the district's concern for the safety, well-being, and conduct of its students participating in all extracurricular activities/organizations and athletics. Since extracurricular activities are optional, those who choose to participate will be held to higher standards of behavior and performance in and out of school. This handbook is neither a contract nor a substitute for the official district policy manual. PISD policies and procedures can change at any time. Additionally, **students and parents are reminded that participation in extracurricular activities and extracurricular organizations, including interscholastic athletics, is a privilege, not a right.**

In addition to obeying rules set forth in the PISD *Student Code of Conduct*, all students in grades 6 through 12 participating in PISD extracurricular activities will be required to comply with the following guidelines and disciplinary regulations.

PHILOSOPHY OF PISD EXTRACURRICULAR ACTIVITIES

School-sponsored extracurricular activities and organizations are meant to serve as avenues for leadership development or practice in using skills, attitudes, and knowledge that will help students prepare for post-secondary experience. The goal is to contribute to the development of well-rounded citizens.

NOTICE OF NONDISCRIMINATION

It is the policy of the Pflugerville Independent School District not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, the Age Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended. No provision of an extracurricular behavior standard shall have the effect of discriminating on the basis of the student's sex, race, disability, religion, or ethnicity.

DEFINITIONS

An extracurricular activity (Board policy FM legal *) is an activity sponsored by the UIL, the Board of Trustees, or an organization sanctioned by Board resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills, but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to: public performances, contests, demonstrations, displays, and club activities.

In addition, an activity is subject to this policy if any one of the following criteria applies:

- The activity is competitive.
- The activity is held in conjunction with another activity that is considered extracurricular.
- The activity is held off campus.
- The general public is invited and admission is charged.

“Teacher”, as it is used in this extracurricular handbook, includes coach, activity/organization sponsors, directors, and other district staff who are responsible for overseeing an extracurricular activity/organization.

* Notice:

See PISD Board Policy **FM** (Legal)

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance only if the general public is invited to the performance and the requirement for student participation in public is stated in the essential knowledge and skills of the course.

OFFICIAL AUTHORITY

Teachers, district staff members, and officials presiding over activities/events shall be treated with respect. Disrespect of a teacher, staff member, or official may result in the immediate suspension and/or dismissal from the activity/organization. Any return to the activity/organization will be based on the student's conduct during the period of suspension.

TEACHER DUTIES

- Must be a district employee
- Maintain all financial accounts and files in the principal's office in accordance with Board policy CFD (Activity Fund Management)
- Develop an annual budget detailing revenue and expenditures
- Obtain **prior approval** from the principal before scheduling activities or placing an activity on the school calendar
- Exhibit good judgment and sensitivity to community and district standards of propriety when planning activities and/or selecting performance material
- Place on file with the principal a report listing the membership and officer requirements of the organization
- Develop by-laws, guidelines, or constitution for approval by the principal
- Provide and continually update a list of students participating in the activity/organization to the campus principal
- Make schedules for performances, games, practices, competitions, activities, etc.
- Inform all students and parents of relevant guidelines, schedules, upcoming events, etc.
- Give announcements to administration
- Communicate with the campus principal and other appropriate staff regarding the scheduling of activities
- Select any uniforms, other apparel for activities and/or practices and communicate this information to students with principal approval
- Supervise practices and performances
- Enforce disciplinary guidelines set forth in PISD *Student Code of Conduct* and this Extracurricular Handbook, and any rules specific to the activity or organization
- Monitor students' compliance with grade and attendance rules
- Ensure that equipment is maintained as directed
- Prepare and communicate selection procedures to students well in advance of the selection process
- Organize and supervise fundraising activities in cooperation with appropriate district officials and properly account for such funds in a timely manner (Board Policy FJ Local)

- Monitor all practices and activities to ensure compliance with all district policies, regulations, and procedures and any relevant UIL regulations
- Ensure compliance with state and federal laws including, but not limited to, copyright laws and federal student confidentiality laws
- Keep accurate records of activities, including selection process documentation
- Model appropriate behavior towards students and parents
- Attempt to avoid scheduling conflicts with other extracurricular activities

SELECTION

Assignment to or enrollment in a class does not ensure that any particular student will be selected for participation in the corresponding extracurricular activity/organization. Likewise, participation in activities or events in relation to an extracurricular activity/organization does not ensure that a student will be selected for participation in the corresponding extracurricular activity/organization.

Selection procedures shall be developed by the teacher in conjunction with applicable rules and/or guidelines and communicated to interested students well in advance of the selection process. Teachers shall develop procedures that ensure that students have a reasonable opportunity to qualify.

RULES OF CONDUCT

As representatives of PISD, student in grades 6 through 12 who participate in extracurricular activities are expected to demonstrate exemplary behavior and dedication, whether at school or away. Extracurricular organizations operate within the parameters of a constitution or written participation guidelines that sponsors or coaches of the individual organizations adopt for participation in those activities. The campus principal's review and approve all constitutions or guidelines. Nothing in the Extracurricular Code limits or otherwise restricts the authority of the coach, sponsor, or administrator to limit or restrict participation, or assign consequences for offenses not included in this handbook.

Before a student is suspended or removed from participation in an extracurricular activity, and before any other consequence is imposed as provided in this handbook, the alleged infraction will be documented and a reasonable investigation of the allegation shall occur. The teacher shall then schedule a conference with the student and the student's parent to explain the reasons for which the action is being taken and to offer the student an opportunity to discuss the matter. A student may appeal the decision through the procedures set forth in PISD Board Policy FNG (Local). Note: The student may not participate in the activity/organization during the appeal process.

Student Expectations:

Dress and Grooming – Students who participate in extracurricular activities shall comply with the district’s policy on student dress and grooming and the teacher’s specific requirements for the activity.

Attendance- A student must be in attendance as a full time student at a Pflugerville ISD (PISD) school in order to participate in any extracurricular activity, including tryouts, at their PISD campus of enrollment or in the case of an 8th grade student being promoted to high school, at their PISD middle school campus of enrollment, which must be within the feeder pattern of the PISD high school of enrollment during the student’s 9th grade year.

Students must be in attendance at their home campus or a campus to which they have an approved transfer in order to participate in extracurricular activities. Students who elect to attend PACE are not eligible to represent the sending campus.

Students engaged in extracurricular activities are expected to participate in all practices, performances, competitions, and other events identified by the teacher. Teachers will identify times for required practices, performances, competitions, etc.

Academically ineligible students may practice or rehearse with other students, but may not participate in a competition or other public performance. A student ineligible to participate in an extracurricular activity/organization, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance only if the general public is invited to the performance and the requirement for student participation in public is stated in the essential knowledge and skills of the course.

Students who fail to appear for a scheduled event without a written excuse from a student’s parent will be prohibited from participating in the next scheduled activity. Students’ absences from extracurricular activities shall be excused only for those reasons set forth in the student handbook. Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Such decisions shall be made in consultation with the campus principal and are subject to appeal through PISD Board Policy FNG (Local).

Students with injuries will be allowed to attend any practice, performance, or other event relating to the activity/organization and allowed to participate only to the extent authorized by written order of the student’s physician.

Students will be excused from participation in any practice or activity if they are observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Students are responsible for notifying the teacher of any need to be absent for religious reasons prior to the absence.

Students should make every effort to schedule health care appointments at times that will not interfere with school or activity participation. If a conflict is unavoidable, the student shall inform the teacher prior to the appointment and provide written documentation of the appointment.

An athlete in season for any PISD sport shall not participate in club competition at the same time, without the PISD Head Coaches' approval. Football Spring Training is considered in season by the UIL and PISD.

Student conduct:

A student in grades 6 through 12 participating in any PISD extracurricular activity shall comply with the following rules of conduct 24 hours a day, 7 days per week, and 52 weeks per year in addition to obeying the rules set forth in the PISD *Student Code of Conduct*, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the student by the activity's coach or teacher:

Students who participate in extracurricular activities shall comply with the following rules at all times, on or off campus, regardless of whether school is in session:

1. Show respect for PISD officials and staff;
2. Participate in every practice, competition/performance and event required by the teacher, unless the teacher has granted an excused absence;
3. Arrive promptly, properly attired, for every practice, competition, etc., unless the teacher has granted an excused absence;
4. Adhere to the grooming standards described above at the section titled "Dress Code and Grooming;"
5. Do not possess or use any tobacco or tobacco-related products;
6. Demonstrate sportsmanlike behavior;
7. Demonstrate a positive attitude;
8. Be courteous and polite to others;
9. Respect possessions of others;
10. Display academic integrity.

Students who violate these guidelines are subject to Level I consequences as follows:

1st Offense- Five school day suspension from all extracurricular activities (practice is permitted).

2nd Offense- Fifteen school day suspension from all extracurricular activities; 30 hours of community service (practice permitted).

3rd Offense- Removal from all extracurricular activities for 60 school days or the remainder of the school year; 100 hours of community service. (practice at coach/sponsor discretion).

Serious Misconduct:

A student who is involved in **Serious Misconduct** is subject to **disciplinary consequences in accordance with the student code of conduct will receive those consequences and may also receive consequences or experience loss of privileges in student organization(s)**. Students who are removed from the home campus for disciplinary reasons are not eligible to represent their home campus during the period of removal. Students who are placed in In-School Suspension (ISS) may practice but may not participate in extracurricular activities during the times of their placement in ISS.

Loss of privilege-Suspension, AEP, Expulsion

A student in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of suspension, placement in a disciplinary Alternative Education Program, or Expulsion.

The following infractions are strictly prohibited:

1. Using, possessing, or being under the influence of marijuana, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug;
2. Using, possessing, or being under the influence of an alcoholic beverage;
3. Engaging in lewd, disruptive, or other offensive conduct that affronts school district standards of propriety;

Upon the administration's determination that a PISD student in grades 6 through 12 participating in a school-sponsored extracurricular activity has violated any one of the three infractions enumerated above, the student shall be subject to disciplinary action as outlined in the *Student Code of Conduct* and shall lose the privilege of further participation in that activity as provided below:

- 1st Offense in student's attendance at PISD (measured from Grade 6): **30** hours of approved community service and **15** school days of suspension from active participation in any/all PISD extracurricular activities. If the offense occurs when the student is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the student is involved in more than one activity, the suspension shall apply to all activities concurrently. The student shall not serve more than one 20-day suspension for the first offense.

- 2nd Offense in student's attendance at PISD (measured from Grade 6): **100** hours of approved community service and **60** school days of suspension from active participation in any/all PISD extracurricular activity/activities. If the offense occurs when the student is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the student is involved in more than one activity, the suspension shall apply to all activities concurrently. The student shall not serve more than one 60-day suspension for the second offense.
- 3rd Offense in student's attendance at PISD (measured from Grade 6): the student shall be suspended from further participation for one calendar year.

A student may be referred to counselors, and/or drug and alcohol education programs, as appropriate. A student or parent may appeal the student's loss of extracurricular privileges through PISD Board Policy FNG.

Loss of privilege-selling or delivering

Selling or delivering marijuana, alcohol, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug is strictly prohibited and will result in consequences as outlined in the **PISD Student Code of Conduct** and a student's elimination from further participation in all extracurricular activities for:

- 1st Offense, one calendar year
- 2nd Offense, for the remainder of the student's school career

Loss of privilege-Deferred Adjudication, Felony or Class A Misdemeanor

A student in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of:

- deferred adjudication,
- while under indictment for a felony, or
- while awaiting a final determination of guilt or innocence in connection with either a felony or any offense punishable as a Class A Misdemeanor, whether the felony or offense was committed on or off campus.

Grades:

A student shall be suspended from participation in any extracurricular activity/organization sponsored or sanctioned by the district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension will continue for at least three school weeks and is not removed during the school year until the conditions for removing the suspension, as 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 a TEA-identified advanced course, 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.

See Texas Education Code 33.081 (c) and PISD Board Policy FM (Legal).

Grade waiver process:

Students who fail a high school advanced course with a grade between 60 and 69 may apply for a waiver which will allow them to continue to participate in co-curricular activities. Such a waiver will be granted only one time per semester in one class. Waiver requests can be obtained from the administrative office and require parent and teacher signatures.

Courses for which a waiver may be requested are:

1. English Language Arts—Pre-AP /AP classes.
2. Languages Other than English—Pre-AP/AP classes.
3. Mathematics—Pre-AP/AP classes.
4. Science—Pre-AP/AP classes.
5. Social Studies—Pre-AP/AP classes.

The principal or designee shall approve the waivers and communicate with the appropriate coach or sponsor. A student with an incomplete grade in any class is ineligible at the end of the seven day grace period unless the incomplete was replaced with a passing grade prior to the end of the seven day grace period.

Health and welfare:

Every student involved in extracurricular activities must have a medical emergency information sheet on file with the teacher. Certain activities require physical stamina and capabilities. Before students participate in these activities, the teacher may require evidence of a physician's and/or a parent's approval before the student is allowed to participate in the activity/organization. All athletes must obtain an annual physical, recorded on the UIL designated form, before practicing or participating in any sport.

Equipment:

Any district equipment issued to a student is the financial responsibility of the student and for the student's use while participating in a school-related activity/organization. At no time is district equipment for personal use.

Students must care for district-issued equipment as if it were their own. Equipment must be properly stored, in a proper location, and shall be kept clean and maintained.

Students who lose or damage district equipment due to negligence will be required to pay for the cost of replacement.

All district equipment must be returned at the end of the season or school year, as directed by the teacher.

Individually owned equipment is the sole responsibility of the student; PISD will not be responsible for any loss or damage that occurs to student-owned equipment.

If uniforms are required for an activity/organization, the student shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, or competition.

Fees:

Organizations may charge fees for participation and for outside services.

Travel:

Students who have the opportunity to travel in connection with the PISD extracurricular activity/organization are representatives of the district and must exhibit exemplary behavior at all times.

Students who dress or act inappropriately while traveling to or from a PISD activity may be suspended or removed from the activity/organization, depending upon the nature of the misconduct. When feasible, such action should be taken in consultation with the principal and is subject to review under Board Policy FNG (Local).

All students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. An exception may be made if the student's parent or guardian personally requests, in writing, that the student be allowed to ride to/from the event with the parent, guardian, or other adult. Students are not allowed to drive themselves to out-of-district activities.

Students involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;
3. Be on their best behavior in restaurants and hotels;
4. Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
5. Be on their best behavior while on the bus or other vehicle; and
6. Promptly obey all instructions given by either the Teacher or any adult chaperon.

Parent participation:

Parents are encouraged to attend student performances and athletic events and to encourage all students to work hard and meet their potential. Parents are reminded that they must be positive and always model good sportsmanship. Spectators who fail to abide by these guidelines could be removed from events; if such behavior is repetitive the parent could be banned from attendance.

Parents who have concerns regarding their student's involvement in an extracurricular program should first direct their questions or concerns to the teacher, if the teacher is unable to respond to the concern in a way that satisfies the parent, the parent is encouraged to appeal to the teachers direct supervisor and then to the principal of the school. If the campus does not satisfy the parent request, an appeal may be made to the appropriate executive director.

Parent organizations:

PISD encourages the full participation and involvement of parents in the education of their children, including participation in voluntary parent organizations such as PTAs, PTOs, and Booster Clubs. These groups are formed to promote and complement school programs or particular student groups or activities (see Board policy GE local).

The formation of each parent organization is subject to the approval of the Superintendent or designee.

Each organization shall operate under a constitution and/or by-laws approved by the principal of the school with which the organization is affiliated. Current by-laws and/or constitutions shall be submitted to the Superintendent or a designee at the beginning of each school year; updates to these documents shall be submitted as soon as practical after such updates are formally adopted by the parent organization.

A current listing of officers for each organization shall be submitted to the appropriate campus principal at the beginning of each school year and shall be updated as changes occur during the school year.

The campus principal serves as the liaison with parent organizations. If an organization is affiliated with a specific student group, the principal may appoint the teacher sponsoring that group to act as liaison.

Each parent organization shall submit a fund-raising plan to the principal at the start of each semester. The plan must, at a minimum, identify the parent organizations that will participate in the fund-raising and the proposed use of the funds raised during the semester. Such plans must also include any additional information required by the principal and shall be subject to approval by the Superintendent or designee.

Fund-raising activities not outlined in the organization's plan will be reviewed on a case-by-case basis and must be approved by the campus principal before they are conducted. Proposals shall be submitted to the principal and shall contain, at a minimum, the date and time of the event, a description of the activity, the proposed use for the funds to be raised, and the location of the activity.

All parent organizations shall comply with state laws governing the conduct of charitable raffles as well as any district policy/guidelines that are applicable.

Funds raised by parent organizations may be maintained by the activity/organization that raised the funds, in accordance with that activity/organization's constitution or by-laws.

All parent organizations are formed for the benefit of PISD organizations, but are considered to be independent entities. They must, therefore, be responsible for their own tax-exempt status, accounting, and any tax filings that may be required. Parent organizations are not permitted to use the district's Federal Identification Number or Sales Tax Permit Number. They are fully responsible for all taxes, debts, and other financial obligations of the organization. Parent organizations do not have the authority to represent that the district is responsible for any of the organization's financial or commercial obligations.

The University Interscholastic League (UIL) requires booster clubs to adhere to certain guidelines. All booster clubs formed for the benefit of UIL activities are responsible for reviewing and complying with the UIL guidelines, as specified in the UIL Constitution. This Constitution may be found on the internet at <http://www.uil.utexas.edu/>.

Fund-raising:

All fund-raising projects shall be under the direction of a teacher and subject to the approval of the principal (see Board policy FJ local).

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Funds collected by student groups shall be deposited in a campus fund established for the student group and shall be used only for purposes that benefit students and are authorized by the organization or upon approval of the teacher. Individual student fund-raising accounts are not permissible; all fundraising must benefit the student organization as a whole. The principal or designee shall approve all disbursements.

Participation in fund-raising activities does not guarantee that any student will be selected for the team, activity or organization. Fund raising activities must be held after all member selections have been finalized.

Banquets:

Banquets may be given for student organizations during the year. Funds are not budgeted for banquets at the district level. Students who are ineligible under the no-pass, no-play rules may attend banquets.

Awards:

All awards to students for participation in extracurricular activities or organizations must meet criteria set forth in the individual activity/organization's guidelines, as established by the teacher leading the activity/organization and approved by the appropriate district-level official. Awards must be in accordance with UIL guidelines for those activities governed by the UIL. Students who quit or are eliminated from activities in or out of season, give up all rights to honors or awards which she/he has earned, but not yet received. The teacher may add additional requirements if necessary. This information will be distributed to athletes and parents before the season begins.

**RECEIPT OF
PISD
EXTRACURRICULAR HANDBOOK**

Acknowledgement of Student

This is to acknowledge that a copy of the PISD Extracurricular Handbook has been issued to me. I have read and understand the information contained in the handbook.

Student's Name (**please print**): _____

Student

ID#: _____

Activity (ies) or sports: _____

Student's Signature: _____ Date: _____

Acknowledgement of Parent/Guardian

* I understand and consent to the student responsibilities set forth in the PISD Extracurricular Handbook. I also understand and agree that my child shall be held accountable for the behavior expectations and consequences set forth in the PISD Extracurricular Handbook.

* I also understand that in addition to obeying rules set forth in the PISD *Student Code of Conduct*, all students participating in PISD extracurricular activities will be required to comply with the guidelines and disciplinary regulations contained in the PISD Extracurricular Handbook.

* I also understand that the PISD Extracurricular Handbook is not a substitute for the PISD *Student Code of Conduct* or the official PISD policy manual. I understand that the PISD policies and procedures can change at any time. Additionally, I have been advised that my child's participation in extracurricular activities and extracurricular organizations, including interscholastic athletics, is a privilege, not a right. Since extracurricular activities are optional, I understand and agree that those who choose to participate will be held to higher standards of behavior and performance in and out of school.

Parent(s)/Guardian(s) Name(s) (**please print**): _____

Parent/Guardian's Signature: _____ Date: _____

Please return this form to your teacher/sponsor or coach.
