

Tupper Lake Extra-Curricular Participation Handbook

Board of Education
Approved March 2008

To: Parents and Participants
From: Tupper Lake Central School
Re: Extra-Curricular Participation and Policies
Date: School Year 2016-2017

The primary goal of the Tupper Lake Middle/High School is to educate the whole student, first by stimulating the student academically and then by offering a number of common experiences designed to develop the social, emotional, physical and ethical development of the individual. Extracurricular programs are designed to provide such experiences and are, therefore, considered an integral part of our education program. These programs are, however, a privilege, and a student must maintain a good academic and behavior standing in order to earn the right to participate.

It is the hope of The District that all students will participate in some phase of the extra-curricular program. In order to insure a memorable and positive experience as well as a smooth running program, we would like to make sure each parent and participant is aware of the basic policies which govern interscholastic activities at Tupper Lake.

Philosophy and Beliefs

It is the belief of the Tupper Lake Middle/High School that student-participants grow mentally, physically, and socially through their involvement in extra-curricular activities. Hopefully, this growth will result in a healthy lifestyle, which will be prevalent throughout

their lives. A consent form will be distributed and must be signed when you sign up for an activity.

Responsibilities of a Tupper Lake Student

Being a member of a Tupper Lake extra-curricular activity is a privilege and an honor. To many participants, it is the fulfillment of an early ambition. The achievement of this goal carries with it certain traditions and responsibilities that must be accepted.

Citizenship at Tupper Lake

One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are important lessons to be learned in participating. One of those lessons is to set and maintain high standards of ethics and integrity in our schools and our society. It is up to us to provide the direction and constant vigilance under which good citizenship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

Approved Extra Curricular Activities

Archery
Audio Visual Club
Fall Play
Friends of Rachel
Green Team
High School Newspaper
National Honor Society
National Junior Honor Society
Red & Black Players
SADD
Jr. SADD
Ski Club
Spring Musical
Stop H8
High School Student Council
Middle School Student Council
Weightlifting
Yearbook

All Extra-Curricular activity participation will be effected during the consequence time frame, if a violation occurs.

Code of Conduct

The following rules and standards apply throughout the next ten school months. Enforcement of the rules and standards will begin with the signing of the first **Student-Participant Agreement and Parent Consent Form** and be in effect throughout the next ten school months. Participants violating the rules at any time during the school year, even between activities, will be disciplined in the subsequent activity season.

In the case that a student participates in Athletics & Extra-curricular Activities, the student should not receive disciplinary actions in both areas (Athletics and Extra-curricular). A student athlete will always receive disciplinary actions according to the "Athletic Handbook". An athlete participating in Extra-curricular activities will not receive disciplinary action in addition to the athletic disciplinary action. A student athlete should not receive double the punishment of another student. A record will be kept of all rule violations.

Revised 3/2011

The following are prohibited:

- (a) Use or possession or attempted possession of alcohol or attendance at any location or event where alcohol is being used;
Exceptions to rule (a) above will only be made in the following circumstances: attendance at an event or in a location when the student is physically in his/her parent's company or attendance at an event or in a location when the Advisor has been advised in advance of such attendance. Only the attendance and not the use of alcohol is permitted.
- (b) Use or possession or attempted possession of illegal drugs or attendance at any location or event where illegal drugs are being used;
- (c) Use of a tobacco product;
- (d) Any student hosting a party where alcohol or illegal drugs are present will be treated as an offender of these rules.

Discipline

Violation of the aforementioned rules will result in the following disciplinary actions:

Step 1: For the first offense, the student will be suspended from attending and/or participation for 20% of the activities schedule. If an extra-curricular organization has only one outing or trip then the participant will have to miss that activity. The student must meet a minimum of three times with the School Prevention Education Counselor prior to being reinstated. At the conclusion of the suspension, the timing of reinstatement to the activity is at the discretion of the activity's advisor.

Step 2: For the second offense, the student will be suspended from the activity for three school months. The student must meet with the School Prevention Education Counselor at least once each week during the three-month suspension period prior to being reinstated.

Step 3: For the third offense and any succeeding offense, the student will be suspended from any activity for ten school months. The student must meet with the School Prevention Education Counselor and successfully complete all aspects of any program recommended by the counselor. An evaluation by an independent licensed alcohol or substance abuse counselor other than the school counselor may be directed as part of such program to assist in the development of a treatment plan. The cost of such independent evaluation and treatment shall be borne by the student and not by the School District.

Any student who successfully completes all aspects of his/her counseling under Steps 1 and 2 and does not commit another rule violation for three calendar years from the date of the most recent violation will drop back one Step for the purposes of further discipline under this policy.

Suspensions that carry over into subsequent activity will be served on a pro rata basis for the next activity.

The determination whether the student should be suspended from the activity entirely or be allowed to participate for the duration of the suspension will be made by the advisor. Primary consideration will be given to what is in the best interest of the activity.

An individual who sells alcohol or illegal drugs will be suspended from participation in activities for a period of ten school months.

Any student who becomes eligible to participate after the activity schedule has begun will be allowed to participate at the discretion of the advisor and principal.

Academic Eligibility

The Tupper Lake Academic Eligibility Policy is designed to enable all students in grades 7-12 to participate in activities without sacrificing academic achievement. While participating in extra-curricular activities teaches a student many things, the District recognizes the students' priority is their education and representing their school in these activities is an honor and privilege. The rationale for the policy is to identify those participants academically at-risk as early as possible and provide the necessary resources to give those students every chance to succeed.

If a student in grades 7-12 is failing a course, the subject matter teacher must identify the student to the principal. The parents will be informed as quickly as possible. Those students will be considered on academic probation and will be required to attend at least two tutorials per week. The subject matter teacher will monitor and assist

probationary students during tutorial periods. Unexcused absences from tutorial will result in a loss of eligibility to participate until passing all courses.

If a student does not demonstrate progressive improvement, then he/she will be declared ineligible. Progressive improvement is defined as follows: (1) steadily improving grade averages for the failing course toward the goal of passing the course; (2) all homework assignments are completed on time and are of acceptable effort and quality to the teacher; (3) all past due assignments will be completed, where allowed by the teacher, in a manner satisfactory to the teacher.

Any student in grades 7-12 failing more than one course will be declared ineligible. An ineligible student participant may not participate in activities.

Recognizing that a student could be technically failing more than one course in the beginning of those courses by getting a failing grade on a couple of minor quizzes or assignments, no student's grades will be considered toward the eligibility requirement until after three weeks of a course have been completed. Once the first three weeks of a given course has passed, however, a student's grades will be considered at any point thereafter through the completion of that course.

If an ineligible student regains eligibility, he/she will remain on academic probation as long as he/she is failing a course and will be required to continue improving as defined above. Any student participant who was declared ineligible and regains eligibility shall immediately be declared ineligible should they be failing more than one course again at any time and shall remain ineligible until passing all courses.

The Principal will receive weekly reports from the staff as to which student participants are failing. This same weekly report will determine whether probationary students have met the criteria for improvement, who is ineligible and who has regained eligibility.

Probationary and eligibility status continues from one activity season to the next and from one school year to the next. Students failing course(s) by course(s) end shall be considered failing that number of courses for the purposes of eligibility during the next activity season or school year. Courses successfully repeated in summer school may reinstate eligibility. In cases where a course is not offered in the following semester and/or summer school, the principal may defer ineligibility upon a review of each case.

Parents will be informed as soon as possible if a student is designated as being on probation, becomes ineligible or regains eligibility.

Revised 5/18/10 MS committee

School Attendance

A student must be in full attendance and on time for school on the day of an event in order to participate in any extracurricular activity. An exception may be allowed for a pre-approved absence with 24 hours notice. The principal or advisor must give

approval for such absences and appointments will be verified. For weekend activities, a student must be in full attendance for the last scheduled school day prior to the activity. Students must attend all classes. Extenuating circumstances regarding class participation will be considered on an individual basis by the specific teacher and the principal. Participants' suspended out-of-school for any disciplinary infraction will not be allowed to participate in any activity until reinstated back in school. A second incidence of out-of-school suspension will result in automatic ineligibility from participation in Extra-curricular activities for the remainder of the school year

Hazing Defined

Hazing activities among Participants is defined as any humiliating or dangerous activity expected of a student to join an activity or continue as an activity member, regardless of their willingness to participate. Hazing may include:

Substance Abuse – forcing, requiring, and coercing another participant to use tobacco, alcohol, or drugs.

Humiliation – forcing, requiring, coercing another participant to perform humiliating, socially offensive activities or isolating the participant from others.

Dangerous – forcing, requiring, and coercing another participant to perform hurtful, aggressive, destructive or disruptive behavior.

Even if the hazing victim participates “willingly” in the activity, or there was no “intent” by the hazer to harm or injure, hazing is still hazing and against school district policy. Hazing may also be a violation of State Law.

Hazing Punishment

Any student participant who is guilty of hazing will be dismissed from their activity for the remainder of the activity's duration. The High School Principal will make this determination.

Dismissal from Activity

If a participant is dismissed from an activity by his/her advisor, a conference between the advisor and parent will be scheduled. During the conference, a decision based on the student's and the school's best interests will be reached regarding continued eligibility for extra-curricular activities.

Self-Referrals

The Board of Education encourages individuals who feel they are at risk of drug or alcohol abuse to seek help. If a student (or his/her parents) who is participating in an activity wishes to seek help in correcting the problem (and do not do so merely to avoid the discipline established herein), the following will occur:

1. A meeting will take place between the student's guidance counselor, principal, and parent.
2. The student may continue participation in the activity if certified physically capable of doing so by the school physical or the student's personal physician, and provided the student participates in a counseling program as recommended by the guidance and/or prevention education counselor.
3. A second self-referral within one calendar year will require a leave from any activity. The student and his/her parent(s) or legal guardian must meet with the principal to determine when reinstatement will occur. It is expected that the student will participate in a rehabilitation program.

Enforcement and Due Process:

1. Upon a credible report to any school official of an alleged violation of this policy, the building principal or designee shall interview the student involved. Such interview will be conducted in private and the student's parent(s) or legal guardian need not be informed of the interview or otherwise be entitled to be present.
2. In the enforcement of this policy, school authorities are not bound by the same rules of evidence as a court of law.
3. Upon completion of the investigation, the building principal, and/or advisor shall conduct a meeting with the student and his/her parent(s) or legal guardian. Immediately after such meeting, the administration of discipline as established in this policy shall be imposed by the principal. It is the responsibility of the principal to determine a date beyond which no further evidence of a rule violation will be considered for each individual under investigation. The date shall not exceed beyond 21 days from the time the principal learned of the alleged incident. This statute of limitations does not preclude the principal from investigating individuals who were not initially reported.
4. The student or parent(s) or legal guardian may appeal the decision by requesting, in writing within five calendar days, a conference with the Superintendent of Schools. The conference will take place within five calendar days of the date of receipt of the written request, if at all possible.

5. All decisions of the Superintendent of Schools relative to any appeals shall be final. Nothing shall preclude any student or parent or legal guardian from asking the Board of Education to reconsider the action of the Superintendent if such action can be demonstrated to have been made in error or not in conformance with the process established by this policy. Such petition to the Board of Education must be in writing and submitted to the District Clerk not less than 10 calendar days following the determination of the Superintendent.

Revised 2/16/10-by Committee: D. Cook, J. Button, J. Vroman, S. Tower, L. Cordes, L. Lanthier, J. Stuart & P. Martin

Student/Extra-Curricular Agreement and Parent Consent Form

(Name of Participant)

Before your son/daughter may participate in extra-curricular activities, the following information must be provided:

1. How may you be reached in the event of an emergency:
 - a. Home phone: _____ or
other number where you may be reached: _____
 - b. Mother's employment phone: _____
 - c. Father's employment phone: _____
 - d. Name, address, and telephone number of person to assume responsibility if we are unable to contact a parent:

2. Hospital preference to be used in an emergency: _____
3. Physician to contact in an emergency: _____
4. May we contact the nearest or "on call" physician in hospital? Yes _____ No _____

Please inform your son or daughter's advisor should any of the above information change.

If you plan to be away after school or in the evening, be sure to tell your son/daughter **where** you can be reached and how you can be reached.

AGREEMENT and CONSENT:

We, the undersigned, have read the enclosed extra-curricular rules and regulations and do consent to them; and do affirm that we agree to abide by them, recognizing the mutual agreement to these rules is essential to the order and decorum of the school and will cooperate with school authorities in their enforcement.

(Parent Signature)

(Date)

(Student Signature)

(Date)