

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Each individual is unique with valuable talents they can contribute as a responsible adult in a changing society. Southgate Community Schools is committed to teaching basic skills and development of each person to their maximum potential. Therefore, the Board of Education believes that co-curricular and extra-curricular activities are an essential part of our school system and a key ingredient to a complete educational experience for our students.

The Southgate Community Schools' co-curricular and extra-curricular programs reflect student interest and needs. These co-curricular and extra-curricular activities recognize multiple intelligences and provide alternative educational experiences that address students' differences, various learning styles, and talents.

Extra-curricular activities can be either interscholastic or intramural and fall under two categories: Academic/Athletic Teams and Organizations/Clubs. Co-curricular activities are clubs and organizations that support direct classroom instruction. Participation in co-curricular or extra-curricular activities is a privilege, not a right. The establishment, continuation and deletion of these co-curricular and extra-curricular activities shall reflect applicable legal requirements and support the mission of Southgate Community Schools.

The Superintendent shall develop the following administrative regulations:

- a. Requirements for the establishment, continuation, and deletion of (1) co-curricular and (2) extra-curricular activities.
- b. Requirements, where applicable, for student participation in an activity.

Southgate Community School District

Revised: March 1, 2010
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ORGANIZATION AND FUNDS

1. Classes and special interest clubs will be regulated by the Student Councils, where they exist in the building, and must have an advisor and be approved by the building administrator.
2. The class or club must file a copy of its constitution and/or bylaws with the Student Council, where they exist, with a copy going to the building administrator for file. Copies must be available to the Superintendent upon request.
3. Fund-raising activities shall be approved by the Student Councils, where they exist, the advisor and the building administrator.
4. All funds shall be on deposit with the Board of Education Activity Funds. Failure to do so may result in disciplinary action being taken against the club and/or sponsor.
5. All clubs and classes must include in their bylaws, or in a statement signed by the officers of the club, provisions for the disposal of excess funds when the club or class becomes inactive. (Example: graduation, club fails to reorganize at the start of the school year, etc.) Graduating class funds must be disposed of by December 1 following graduation. Club funds must be disposed of on or before June 30 of the year of inactivity.
6. If action is not taken under five (5) above, the Board of Education and/or the Office of the Superintendent shall proceed with the disposal of funds under procedures set forth in "Activity Fund Accounting for Michigan School Districts," 1957, published by M. Bartlett. The Superintendent may transfer funds of inactive student organizations as defined in Section five (5) to any student organization within the same school. Authority to transfer inactive accounts from the Activities Account to the General Fund rests with the Board of Education.

Southgate Community School District

Adopted: July 1, 2002

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

INTRODUCTION

The Southgate Community School District's Extracurricular and Co-curricular Activities Code of Conduct has been developed and implemented to provide a common set of rules for all students participating in interscholastic athletics and co-curricular programs offered at Southgate Anderson High School, and Davidson and Gerisch Middle Schools.

It is to be understood by all participants, parents, coaches, teachers, advisors, and community members that the eligibility requirements are designed to help students better prepare for the world after high school. Our objective is not to turn students away from activities, but to make academic achievement a priority along with the activities the student enjoys.

STATEMENT OF PHILOSOPHY

Extracurricular and co-curricular programs offered by the Southgate Community Schools are a vital and integral part of the total education program. Their purpose is to make positive contributions to the development of the participants, spectators, school and community. It is our belief that every student should have equal opportunity to participate in the privilege of extracurricular and co-curricular activities.

Students participating in extracurricular and co-curricular activities have the responsibility to follow specific rules and regulations which are in addition to the rules outlined in the general Student Handbook and Code of Conduct (Regulations 5131/5139).

The purpose of this Extracurricular and Co-curricular Activities Code of Conduct is to establish regulations and procedures to deal with violations which are verified. The school reserves the right to investigate and enforce violations which occur ON or OFF school grounds and during extracurricular and co-curricular OFF-SEASONS.

This Code combines rules and regulations of the Michigan High School Athletic Association and specific district rules governing co-curricular participation. Students must comply with all aspects of the Board policy if they desire to establish and continue their eligibility. Rules of the Michigan High School Athletic Association are identified with an asterisk (*). This Code is applicable to all schools in the Southgate Community School District, but is limited to students in grades 7-12.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT (Continued)

REGULATION

SECTION I

REQUIREMENTS FOR PARTICIPATION

A. ACADEMIC ELIGIBILITY

To be academically eligible to participate in interscholastic athletics, drama, marching band, all clubs, student government, quiz bowl, or any other extracurricular activities, a student shall have successfully passed at least four (4) classes the previous semester or trimester. If the student is ineligible based on the previous semester or trimester grades, the student will be ineligible for extra-curricular/co-curricular participation FOR THE COMPLETE SUCCEEDING SEMESTER OR TRIMESTER.

It is the intention of the Southgate Community School District for students who participate in extra and co-curricular activities to maintain a 2.0 grade point average without failing any classes. It is not our intent to deem students who do not meet these two expectations ineligible. Coaches/ sponsors are expected to review eligibility sheets weekly. Parents or guardians of students with grades of D or E will be notified by the teacher and the student will be referred to counseling. Counselors will determine appropriate requirements for students to remain eligible. Tutoring tables and study tables are examples of remediation for an E or a D. If there is not improvement on each eligibility report, an Individual Development Plan will be developed to ensure student academic success.

Additionally, for a student to maintain academic eligibility during a semester or trimester, he/she must be successfully passing at least four (4) classes. A student must not fail two (2) classes to be eligible to participate during the next week's competitions, games, or contests.

If it is determined that a student does not meet the applicable eligibility requirements and will be prevented or suspended from participation in an activity, the parent or guardian will be notified by the coach/sponsor and the student may appeal that determination. Qualified disabled, handicapped, and special education students will be allowed to participate consistent with the provisions of applicable legislation.

If an applicant feels there are extenuating circumstances and wishes to request a waiver of eligibility requirements or a reversal of the decision for appeal procedure, see section VII.

Failure to Comply - Code I, III

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT (Continued)*B. INTERSCHOLASTIC ATHLETIC ELIGIBILITY REGULATIONS

The Michigan High School Athletic Association (MHSAA) is a voluntary organization of which the Southgate Community Schools is a member. As a member school district, our schools agree to abide by and enforce all rules and regulations promulgated by this Association. To be eligible for interscholastic athletics, a high school and/or middle school student must meet MHSAA regulations that ensure equity in competition for the student athletes and a balance with other educational programs.

Failure to Comply - Code I

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

(Continued)

SECTION IICODE OF CONDUCT

Participation in extra-curricular/co-curricular activities is a privilege. When a student chooses to participate in these activities, he/she voluntarily selects a course of self control and self discipline that is a part of an activity membership. The Southgate Community Schools provide facilities, sponsors or coaches, transportation, training resources, and necessary equipment and supplies. The school district can, accordingly, revoke or restrict the privilege of participation if a student fails to live up to expectations and standards. The following progressive discipline steps will be enforced. All violations carry over from year to year and are cumulative, beginning either in 7th grade or upon entering the school district at any point in grades 7-12.

A. USE, POSSESSION, OR SALE OF ALCOHOL, TOBACCO, OR ANY TOBACCO PRODUCTS

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions.

Failure to Comply - Code V, VI, VIII

B. USE, POSSESSION OR SALE OF STEROIDS, ILLEGAL DRUGS OR ANY CONTROLLED SUBSTANCES

Enforcement of this section will take place year round, on or off school grounds and outside of regular school functions.

Failure to Comply - Codes VII, VIII

C. STEALING OF SCHOOL EQUIPMENT, UNIFORMS OR DESTRUCTION TO ANY SCHOOL PROPERTY

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions.

Failure to Comply - Codes V, VI, VII, VIII

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

D. CONVICTION OF ANY FELONY

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions.

Failure to Comply - Codes VII, VIII

E. SPORTSMANSHIP/CONDUCT UNBECOMING STUDENTS PARTICIPATING IN OR AT EXTRA-CURRICULAR ACTIVITIES

This would include any behavior which is deemed unbecoming, illegal, or which brings discredit to their group or team and/or school.

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions.

Failure to Comply - Codes II, III, IV, V, VI, VII, VIII

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT (Continued)
FAILURE TO COMPLY

Sanctions for violating the Extra-curricular/Co-curricular Activities Code of Conduct are set forth below. Any conduct that results in dishonor to the student, the team, organization, club, etc. of the Southgate Community Schools will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of every one associated with the school programs and will not be tolerated.

The sanctions set forth under each section are intended to illustrate typical disciplines for each particular offense. However, the school district reserves the right to impose any of the sanctions listed below for any violation of the Code of Conduct. Violations are cumulative in grades 7-12, and progressive application of the "Failure to Comply" codes will occur. If the penalty is not fully administered during that activities/sports season, the remainder of the penalty will be applied to the next activity/sport in which the student participates.

- CODE I** A student violating these rules will fall under MHSAA Handbook sanctions outlined in the Senior High School/Junior High/Middle School Regulations. (Refer to MHSAA Handbook for reference.)
- CODE II** Ineligible to participate in the next activity/contest which may occur on the day of the violation.
- CODE III** Ineligible to participate in any of the next week's competitions, games, or contests.
- CODE IV** Ineligible to participate in the next three (3) competitions, games, activities or contests.
- CODE V** After confirmation of the code violation, the student will be suspended immediately from a minimum of 20% of the scheduled contests/events in the activity/sport in which the student is a participant. Counseling by coach and school counselor/social worker required prior to return.
- CODE VI** After confirmation of a code violation, the student will be suspended immediately from a minimum of 50% of the scheduled contests/events in the activity/sport in which the student is a participant. This shall be a minimum penalty applied if it is the student's SECOND major conduct rules violation. Professional counseling referral by school authorities required prior to return.
- CODE VII** Exclusion from any program or activity for the remainder of the current program/sports season. Ineligible for any competition for a period ranging from the remainder of the season\program up to one (1) year from the date of the violation. Professional counseling referral by school authorities required prior to return.
- CODE VIII** Expulsion from all programs. The student will be suspended from participation in all programs for the remainder of his/her high school career. This is a requirement if the violation is the student's THIRD incident for major conduct rules violations.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

(Continued)

SECTION III**SUPPLEMENTAL RULES AND REGULATIONS**

Supplemental rules/regulations unique to a given program may be implemented upon the approval of the building Principal or Athletic Director. These rules must be in writing and submitted to participants prior to the start of the program. Such rules shall be consistent with Board of Education policies, MHSAA rules, and applicable to state and federal laws.

The coach/sponsor may suspend a student from a practice session or a single contest/activity for disciplinary reasons and report such action to the building Principal or Athletic Director. A suspension for more than one practice or contest, activity and/or removal from a squad or group must be reviewed with the building Principal or Athletic Director. Suspensions or exclusions are generally passed on the recommendation of the sponsor/coach.

SECTION IV**TRAVELING TO AND FROM AWAY GAMES, CONTESTS, ACTIVITIES, ETC.**

Any student traveling to an away athletic, activity or performance as a member of a team or group on school owned or chartered mode of transportation or other such approved vehicles shall return to school on the same vehicle after the contest is over. The only exception is if a parent/guardian submits a written request to the principal, Athletic Director, or sponsor/coach, and receives approval to take their student from the contest/activity. Students will only be released to their parents or guardians.

Failure to Comply - Code II, IV, VII

SECTION V**ACTIVITY ATTENDANCE GUIDELINES**

A student absent from school (for over one half of their scheduled classes) may not participate in a practice or scheduled activity on that calendar day/evening. However, a student may be excused for official school business, or by a doctor, and still participate in the school function on that day or evening. Any unexcused absence(s) will dictate forfeiture of participation for that day/evening.

Failure to Comply - Code II

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT (Continued)

SECTION VI

SELF REFERRAL BY STUDENT ATHLETE/ACTIVITY PARTICIPANT

Student athlete/participants may take advantage of a self-referral procedure to seek information, guidance, counseling and assessment in regard to his/her use of tobacco, alcohol, steroids or any illegal drugs. Voluntary referrals DO NOT carry punitive consequences.

- A. Referral must be only by the student or a member of the immediate family.
- B. Referral must be previous to any in-season or out-of-season code violation.
- C. Referral cannot be used by athletes as a method to avoid consequences once a Code of Conduct rule is violated and student has been identified as having violated one of the Codes of Conduct rules.
- D. Referral must be made to a coach, teacher, sponsor, Athletic Director, administrator, guidance counselor or social worker.

SECTION VII

APPEAL PROCEDURES

Step 1 - Appeal to Athletic Director

Informal discussion by student with his/her parent's awareness.

Step 2 - Appeal to Principal

Formal presentation (written) of appeal to the principal within three (3) school days. The principal must render a written decision within three (3) days of receipt of the appeal.

Step 3 - Appeal to Superintendent or Designee

Formal presentation (written) of appeal to the Superintendent of Schools within five (5) school days of receipt of the principal's decision. The superintendent must render a written decision within five (5) school days of receipt of the written appeal.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

(Continued)

Step 4 - Appeal to the Board of Education

Formal (written) appeal to the Board of Education within fourteen (14) calendar days of receipt of the superintendent's decision. The Board of Education must render a written decision within fourteen (14) calendar days of receipt of the written appeal.

In the above procedure, a decision or agreement may be reached at any step in the plan.

If either the student participant involved, or the school district desire an extension at any step in the appeal process, it must be a written request directed to the Superintendent of Schools.

Any loss of privilege of participation will continue during the Appeal process.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

(Continued)

SECTION VIII

PARENT APPROVAL/STUDENT AWARENESS

The student must submit to the Athletic Director, coach, sponsor (for activities) of the group/activity, the signed parent approval and signed student awareness form prior to participating in practice sessions, contests or activity programs.

Please cut on the above line, sign and return this form after you have read this information.

I hereby certify that I have read and understand the eligibility guidelines as printed and make application for permission to participate in the activities program which is sponsored by the Southgate Community School District. I understand that in order to be eligible for participation I must comply with all requirements as listed.

Date _____

Name of Student (print) _____

Grade _____

School _____

Student Signature _____

Parent/Guardian Signature _____

THIS FORM IS TO BE RETURNED TO THE SCHOOL OF ENROLLMENT

Extra-curricular and Co-curricular activities Code of Conduct

SOUTHGATE COMMUNITY SCHOOL DISTRICT
CONTEST TRAVEL RELEASE

This is to certify that (student name) _____ has my permission to ride
(CIRCLE ONE) to- from - both the activity _____ contest on
_____ at (location of contest) _____. I certify that I am
personally transporting the above-named student, or have arranged for transportation with an **adult**
(non-student) of my choosing for this student.

The reason for not riding the bus is _____

(Reason must be sufficiently urgent to family needs to justify not riding the bus.)

I understand that the Southgate Community Schools Extra-curricular/Co-curricular Activity Rules require that students ride the busses to and from all events and a departure from this requirement will release Southgate Community Schools from all liability or any adverse results that may occur.

I agree to release the Southgate Community School District and its employees and officers from all liability with reference to the above-stated transportation.

This form must be on file in the building administrator's office prior to the dismissal of school on the day of the contest.

Signature of Parent / Guardian

Date

Signature of Athletic Director or his designee

Approved

Not Approved

PARENT NOTICE OF DENIAL OF PARTICIPATION IN EX-CURRICULAR PROGRAM

Student

Name of Parent/Guardian

Date

Address

City, State

You are hereby notified that your son/daughter has been denied participation in _____
for _____, ending _____, *Activity*
Length of Denial _____, ending _____, *Date*
_____ *Date*. The incident which caused this action has been discussed at a meeting
with your son/daughter. This action was taken for the following reasons:

_____ (The nature of the misconduct and the date and time of its occurrence, and conduct code section(s) violated)

During this denial, _____ is expected to attend practice, but he/she
Student
will not be permitted to participate in _____ until _____.
Activity *Date*

You have the right to appeal this action to the principal with three (3) school days.

If you have any questions about this situation, please contact me at 734 246-4611.

Sincerely,

Administrator

- pc: Principal
- Advisor/Coach
- Athletic Director
- Superintendent
- Student file