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| <b>Extracurricular Activities</b> | <b>F.18</b> |
| <i>Adopted: July 16, 2012</i>     |             |

The Hilldale Board of Education believes that extracurricular activities are organized, supervised activities conducted under the auspices of the school system, which primarily involve students in other than classroom situations. The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Extracurricular Activities Include:

1. Student government and its related activities and organizations.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

Guidelines

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor for each extracurricular activity that requires school furnished transportation.
3. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.

Requirements

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a passing grade in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

4. Students are ineligible to participate while on suspension.

### Absences

The Hilldale Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational merit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes, while providing students the opportunity to participate in co-curricular activities. In keeping with this philosophy, the following procedures will be followed:

1. The Superintendent and Board of Education shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of activities for any student shall be ten (10) for any one class period of each school year (See regulations as a part of this policy).
3. The superintendent shall annually appoint an internal activities review committee. This committee shall be responsible for reviewing and recommending any deviation from the activities policy to the Board of Education. In the event it is not feasible to make the recommendation to the Board of Education, the Superintendent shall act on the recommendation and report to the board at the next regular meeting.
4. Any absence over the maximum of ten (10) without written permission from the internal activities review committee shall be counted as an unexcused absence in accordance with local board policy.
5. The principal's office will be responsible for keeping a weekly record of activities. These will be handed in to the principal's office each Friday evening by the classroom teachers.
6. The principal's office keeps the master record of activity absences for inspection by outside interested parties who have the authority to inspect the records.
7. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.
8. The classroom teachers will be responsible for keeping a record of student activity absences that occur in their classes. A special designation will be used in their record book that will be consistent with other teachers.
9. The teacher will make available at any time the number of student activity absences a student has when the student requests.
10. The teacher and student share the responsibility to ensure the student does not exceed ten activity absences.

11. Because the student is charged with the activity absences, it is the student's privilege to decide if he/she needs to be out of class for an authorized activity.

At the beginning of each school year, each principal shall submit a list of school activities scheduled for the school year. Each principal shall indicate those activities that will require a student to miss class time for participation. The superintendent shall submit this list for the Board of Education to review.

As new activities are scheduled during the school year, each principal shall submit these new activities to the superintendent at the end of each calendar month. Those activities that require students to miss class time will be submitted to the Board of Education for its review at the next regularly scheduled board meeting.

### Absences Appeals

#### *Internal Review Committee Members*

The Internal Activities Review Committee shall be composed of:

1. A building level administrator
2. Athletic Director or assistant superintendent
3. A high school or middle school teacher

#### *Granting of Exceptions*

In order for a student to request an exception to the ten (10) day limit through the internal activities review committee, the student must meet the following criteria:

1. Must have a "B" average, with no failing grades for the previous nine week grading period.
2. Must meet the local attendance policy.
3. Must request an exception for an absence that, in the view of the administration, will benefit the student and/or the school on the district form.
4. Must request the exception in writing with the building principal prior to the tenth absence.
5. The sponsor of the activity may be requested to attend the review for which the exception is being considered, to provide additional information to the committee.

### Complaints

In case of a complaint concerning the administration of the attendance and activity policy, such complaint shall be submitted in writing to the Superintendent. The Superintendent shall notify the Board of Education of the complaint and shall attempt to resolve the

complaint for the complainant. If such complaint is not resolved locally, the Superintendent shall forward the complaint to the Accreditation Section of the State Board of Education for its action. The Hilldale Public Schools will cooperate fully with the State Department of Education in its investigation of the matter.