

EXTRA-CURRICULAR ACTIVITIES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted 1981 Revised 1986 Revised July, 1995 March 2005	Activities Funding Out-Of-District Travel Over-Night Travel Planning

Guidelines for Advisors of Student Extra-Curricular Activities That Travel

The Board of Trustees, administration and faculty of School District No. 25 believe that approved extra-curricular activities are an extension of the educational program and should provide an enrichment and reinforcement of classroom instruction. The value of such experiences is diluted and compromised if student conduct and performance is below an acceptable level of expectations. Rules of behavior are governed by District policies. Discipline rules and standard policies of operation of educational and extra-curricular programs in School District No. 25 are prescribed in the Student Discipline Handbook and the District Policy Handbook established by the Board of Trustees.

These guidelines have been organized for advisors of all extra-curricular activities groups. An advisor is any authorized school personnel who has the responsibility and authority to plan, organize, supervise, and implement a student extra-curricular activity. In the course of time, many advisors will be confronted with problems of supervision which can lead to some anxious moments. As educators who have had such experiences, we must realize that some problems will arise regardless of the precautions taken. However, much of the anxiety is removed from such incidents if established procedures are followed and preventive measures taken. Advance planning and prudent implementation of details will result in safe, wholesome, and positive learning experiences for the students.

Every advisor of extra-curricular activities shall be familiar with School District policies that pertain to the extra-curricular programs and they will implement the policies and regulations in accordance with the procedures outlined in the District Policy Handbook.

Planning for out-of-state activities requires much coordination and communication with several segments of school district operations to provide a well-organized activity. Advisors are reminded that parents and students should not be involved in any pre-planning or activity related to an over-night, out-of-state trip until the pre-planning request is approved by the Board of Trustees. Advisors are reminded to review Policy and Procedure 6141 to direct and guide them with the submission and approval of the out-of-state, overnight trips.

EXTRA-CURRICULAR ACTIVITIES**SUPERVISION**School District No. 25 Discipline Regulations

When dealing with conduct and discipline of students, a definition of discipline may guide the trip management procedures. In its simplistic form discipline means learning. This then precludes any assumption that instruction is unnecessary. Responsibilities of conduct and performance are to be taught in a specific direct manner. Prior to participation in any activity, students will be instructed by the advisor about the rules of conduct which the students are expected to follow and the consequences if the rules are violated.

The advisor is responsible for the conduct and performance of each student who, as a member of the organization, is involved in any school activity. All students who are involved in any school activity on out-of-district trips as well as school functions within the district must abide by the discipline rules as prescribed in the School District No. 25 Student Discipline Handbook. All advisors and students assume the responsibility to represent School District No. 25 whether as a participant in an activity or as a spectator. They have a commitment to provide an example of conduct which will bring credit to themselves and to the school they represent.

Adequate supervision on overnight trips, in-state, or out-of-state, is required. A ratio of approximately one supervisor for every fifteen students should be planned. No less than one supervisor per twenty students shall be allowed. Mixed groups of male and female students must have a proportionate ratio of male and female supervisors.

Out-Of-District Travel

Student attendance must be accounted for at all times. To take care of emergencies when parents have to be contacted, a list of all students who will be traveling out-of-district, and their home phone numbers, will be submitted to the principal or designee prior to departure. Students must submit a signed Parent Consent Slip to the advisor prior to departure on any trip. The advisor will keep the consent slips on file. A night-time bed check is required on all over-night trips. The time for bed checks shall be no later than 12:00 p.m., but this may vary according to the type of activity in which the students are involved. The time for bed checks will be determined by the advisor. Students shall not be permitted to leave the group or participate in other activities without having express permission of the advisor and that the advisor is certain the student is under reasonable care and supervision. On occasion a student's behavior is so extreme that strong disciplinary action is required.

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Preventive measures shall be taken by the advisor to diminish the problems associated with strong disciplinary action by informing the students and the parent(s) prior to departure that if a discipline violation is serious enough, the student will be sent home as soon as possible, and at the parent's expense. In such cases of violation, the following steps shall be taken:

1. Talk to the student(s) and obtain the facts by which the infraction can be judged. This provides the student due process. Determine if the violation is serious enough to send the student(s) home, e.g., drug, alcohol, tobacco violations, stealing, fighting, etc.
2. If the student(s) is to be sent home, the advisor is to make reasonable efforts to contact a building administrator and inform them of the situation. The advisor/school administrator should then call the parent(s) and give them necessary information so they can meet the student on arrival in Pocatello.
3. On occasion, a student's behavior may be so extreme that strong disciplinary action will be required..

Eligibility For Participation

Extra-curricular activities are an extension of the curricular educational program and shall be organized for enrichment of the students' educational experiences. To participate in out-of-district activities, students must maintain satisfactory academic grades and class attendance. Attendance must be within the guidelines of acceptable attendance. Students should contact their individual teachers to obtain the material(s) they will miss while they are gone.

No student shall be allowed to participate in an activity (unless designated as EXTRAORDINARY) which results in an absence from an instructional class if that absence would increase the number of absences beyond the allowable nine (9) days per semester for the student. Students with extenuating circumstances may appeal to the person designated in the building, prior to the activity absence, to have prior absence/s classed as EXTRAORDINARY.

Students who are under review for disciplinary action must have the approval of the Principal or designee to participate in any out-of-district activity. Any activity that requires more than 3 days absence from school, e.g., extended tours, invitational contests, etc., will be classed as NON-EXTRAORDINARY. Such absences are subject to appeal. See Student Discipline Handbook.

EXTRA-CURRICULAR ACTIVITIESFunding of Activities

All extra-curricular activities are funded by student body activity funds. Funds for the operation of approved extra-curricular activity programs are budgeted by the administration and the activity advisors. Students may raise additional funds beyond those allowed by student body resources to supplement the activities of their particular organization. However, all fund raising projects must have the approval of the school principal, and appropriate director and must comply with School District No. 25 Policies and Procedures.

In most cases, budgeting for out-of-district trips is usually very tight and when additional costs arise due to emergencies or other unforeseen problems the organization often finds itself without funds to pay for the cost. Every group should plan to budget a contingency fund for such cases.

On an extended tour, when the group may be traveling more than three (3) days, it is recommended that a \$500.00 contingency fund should be budgeted. On trips that take less time and are within closer proximity of School District No. 25, approximately \$200.00 may suffice. The time allowed for the trip and the distance should be a consideration to determine the amount of the contingency fund.

TRANSPORTATIONFinances

Each organization shall finance the transportation costs for participating in out-of-district activities. School District No. 25 will rent busses to extra-curricular activity groups for approved activities within a 250 mile radius of School District No. 25. Extended travel beyond this distance will require commercial transportation.

Bus Requisitioning

To procure District busses a requisition accompanied by a purchase order for bus rental costs must be submitted to the transportation office as early as possible but no later than two weeks prior to the date of the activity. All advisors are reminded to get a detailed itinerary to the Director of Secondary Education no later than 60 days prior to the trip departure date. If there is a miscommunication on transportation arrangements for School District No. 25 services, the Director of Transportation, the Principal, or the Director of Secondary Education shall be contacted to correct the problem. The bus driver may be consulted but the driver is responsible to follow the instructions on the bus authorization or requisition form. The driver cannot act contrary to the instructions that have been given prior to departure unless an emergency arises and prudent changes would relieve the emergency.

EXTRA-CURRICULAR ACTIVITIESSupervision

Supervision of student conduct on the bus is the responsibility of the student advisor. The bus driver is responsible for the safe operation of the bus and should not be subjected to distraction. Prior to departure, the advisor shall brief all students about regulations for student conduct on the bus as outlined in Policy 8212. At any time deemed necessary, the driver may stop the bus and proceed no further until student behavior is suitable for safe driving. The building administrator in charge of activities will give each advisor a copy of the bus conduct rules and instruct the advisor about briefing procedures for students to ensure the safest transportation. Students must remain with the group when traveling to and from an activity. They may not be permitted to travel by some other transportation arrangements to or from the activity, with another person(s), unless it is an emergency and in the judgment of the advisor or building administrator, it is prudent to allow an exception.

Who Is In Charge?

In emergency situations, the student advisor and the bus driver shall confer on appropriate action to be taken to resolve any problem that may arise. To diminish student apprehension and unnecessary confusion, such conferences shall be held between the driver and the advisor in a private manner, out of hearing range of the student. Although the driver is responsible for the safe operation of the bus, when the safety and welfare of the student is to be considered, the student advisor shall have authority to take charge. The student advisor may stop the bus and remove the students or take whatever action is necessary to handle the emergency. The student advisor and the bus driver shall cooperate in a harmonious manner at all times to resolve any problems that arise when District transportation is used for extra-curricular activities.

Accidents

When an accident occurs while students are traveling to and from extra-curricular activities outside School District #25, the Advisor will report the accident to the local law enforcement officials, and to School District #25's Director of Transportation, or the Director of Secondary Education, or the Director of Elementary Education, whichever is appropriate. The report shall be made by phone as soon as possible after attending to the details of the accident.

Upon return to the School District, the Advisor will make a final written report to be submitted to the appropriate Director.

EXTRA-CURRICULAR ACTIVITIESMedical Care

To meet medical emergencies that may arise it is advisable to have a trained medical person accompany the group on any extended out-of-district trip. If a medical person is not available and cannot accompany the group, the advisor shall plan, in advance, a procedure for providing medical assistance in case of emergency. A written plan shall be submitted with the Request For Approval form. It is suggested in the plan that a list of doctor and/or hospital telephone numbers at strategic locations should be available prior to departure. Also, it is practical for all advisors to be trained and skilled in first aid practices. A first aid kit should be carried on the bus. In case of any emergency involving an accident or the health of the student, the advisor shall take whatever steps necessary to provide for the needs of that student. In all cases, contact the parents of the student and apprise them of the circumstances of the problem. Definitely, medical assistance will be sought as quickly as possible. The advisor will get authorization from the parents on the Parent Consent Form prior to departure to refer the student to a doctor, or send the student to a hospital. The bus driver is expected to cooperate and assist the advisor in anyway possible.

See also Policy/Procedure 8142, 8143, 8144, 8130, 8250, 8270, Form S-12, S-12A.

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Board Letter of Intent

The Board of Trustees of School District No. 25 believes that students in our school system should be afforded as many appropriate opportunities to participate in athletic activities as practical. It is our belief that programs below the high school varsity level should be viewed as developmental in nature.

Involvement on athletic teams should not deviate from the guidelines of the IHSAA (Idaho High School Athletic Association)

The varsity level of competition has been recognized in our policies as the level of play which is no longer developmental, but is based on the superior skills of the participants. Student in grades nine through twelve should be allowed to try out for this level of competition based on our current policy.

Since the Board of Trustees is not in continual session, we have hired a Superintendent of Schools, as allowed by law, to administer the affairs of the School District. Authority to make decisions regarding circumstances relating to questions which are not addressed in policy resides with the Superintendent.

Adopted by vote of the Board of Trustees, December 13, 1994

Board Chairman

Clerk of the Board