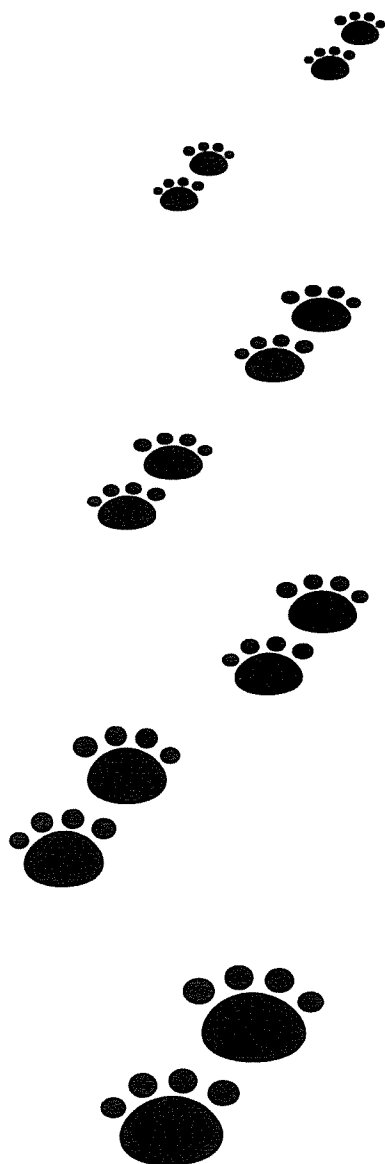


**BAKER SCHOOL DISTRICT 5J**

# **Extracurricular Handbook**



Baker School District 5J

# **Extracurricular Handbook**



Baker School District takes pride in the conduct, attitude and appearance of the students representing its schools. Coaches and advisors will make every effort to assure the conduct of all student participants is exemplary in every respect.

**Baker School District 5J**

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# Definitions

## ***Academic Probation:***

The student is placed on academic probation if they have not met O.S.A.A. and District academic requirements. The Athletic Director, Dean of Students, Principal and/or Assistant Principal will monitor grades weekly for the quarter following the failure to meet academic requirements.

## ***Accredited Interscholastic Coach:***

We expect to have implemented the Heads Up program for football. High school level coaches in Oregon take and pass four online courses that include concussion in sports, fundamentals of coaching, heat illness prevention and steroid training. Middle school coaches will take concussion in sports, heat illness prevention one time, and all High school and Middle school coaches will hold a current First Aid card with CPR.

## ***Extra-Curricular:***

Any club, team, or performing group that participates outside of the regular scheduled classes at Baker School District. (ASB, Bands, Choirs, Cheerleading, FBLA, FFA, Film Arts Club, Mock Trial, National Honor Society, Thespians, Sports teams, etc.)

## ***Event:***

Any extra-curricular activity that a club, performing group or team may participate in; includes: conferences, service projects, competitions, games, performances, fundraising and all other district sponsored student activities.

## ***Inappropriate Behavior:***

Conduct that is detrimental to the learning environment.

## ***Ineligibility:***

Participants will practice and attend local meetings with the team/group but shall not dress down for events or travel with the team/group.

## ***Misconduct Probation:***

The student is placed on probation if they have committed a substance abuse violation. This is considered a warning and any other misconduct violation will result in suspension for one-third of the scheduled regular season events.

## ***O.S.A.A.:***

The Oregon School Activities Association (OSAA) is a non-profit, board-governed organization comprised of its member schools, both private and public. The OSAA is dedicated to ensuring equitable competition for Oregon high school students through OSAA-sponsored events.

## ***Practice:***

A practice involves skill development, strategy and conditioning; all under the direct supervision of a coach. OSAA Executive Policy #55 further defines and describes expectations for practice length and quality. Part A of that policy establishes the minimums for high school football programs. For all other sports seven (7) practices before participation in a contest are required.

**Progress Report:**

At the Baker School District 5J eligibility is determined by progress reports that come out every 4 to 5 weeks.

**Quarter:**

A nine-week grading period that is used to determine extra-curricular eligibility.

**Semester:**

The combination of two nine week grading periods used to determine freshman eligibility for extra-curricular events in the fall, as well as determining credit earned for classes.

**Tryout:**

The purpose of a tryout is for the coach making the decision-for-inclusion to have direct, measured time with each potential participant in a fair and equitable process. Tryouts occur during the OSAA defined season.

## Academic Requirements

O.S.A.A. requires any student participant to be:

- Enrolled in and pass five classes the previous semester in order to participate in athletics and activities.
- Making progress towards a 24-credit high school diploma and on track to graduate per O.S.A.A. standards. Freshmen are required to have 4.5 credits prior to their sophomore year. Sophomores are required to have 10.0 credits prior to their junior year. Juniors are required to have 17 credits prior to their senior year.

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Credits to Graduate	24	25	26	27	28	29	30
Credits per year	6	6	6.5	6.5	7	7	7.5
Required Prior to Year 2	4.5	4.5	4.5	5	5	5	5.5
Required Prior to Year 3	10	10.5	11	11.5	11.5	12	12.5
Required Prior to Year 4	17	17.5	18.5	19	19.5	20.5	21

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All returning students who do not meet the Minimum Satisfactory Progress Requirements shown above need to enroll in and complete a credit recovery program (which could include summer) in order to regain (or attempt to regain) their eligibility. Students who are not “on track to graduate” are not eligible to participate in the following school year.

Baker School District requires all freshman participants to be:

Freshman participants are held to this standard based on final semester grades of their 8th grade year. Students with F’s in the spring of their 8th grade year will be put on three (3) week grade check probation in their fall season at the high school.

# Minimum Satisfactory Progress Requirements

In addition to OSAA standards, Baker 5J requires any extra-curricular student participant to have:

- HS, no F's as defined by the chart below;
- MS, no F's on progress reports 1, 2, 3, 4 or quarter grades.

Quarter 1 Grades	Semester 1 Grades	Quarter 3 Grades	Semester 2 Grades
<p>If a student passes all classes during quarter one; they will not need to complete academic probation.</p>	<p>If a student fails a class for the semester; they are placed on academic probation until the end of 3rd quarter.</p> <p>OR</p> <p>If a student passes all classes during semester one they do not need to complete academic probation.</p>	<p>If at the end of third quarter a student has passed all classes they are removed from academic probation for quarter four.</p> <p>OR</p> <p>If at the end of third quarter a student has failed a class they are ineligible for quarter four.</p>	<p>If at the end of semester two a student has failed a class they are placed on academic probation for the following quarter of the next school year.</p>
<p>If a student fails a class during quarter one they are placed on academic probation until the end of semester one.</p>	<p>If a student fails a class for semester one while on academic probation they become ineligible for quarter three.</p> <p>OR</p> <p>If a student passes all classes for semester one; they are removed from academic probation for quarter three.</p>	<p>If a student fails a class during quarter three the ineligibility continues to fourth quarter.</p> <p>OR</p> <p>If a student passes all classes during quarter three they become eligible for quarter four.</p>	<p>If at the end of semester two a student has failed a class they become ineligible for quarter one of the following school year.</p>

## Academic Probation

- This requires students to complete weekly grade checks and turn them in to the Athletic Director, Dean of Students and/or Assistant Principal prior to participating in an event. A student found academically ineligible is excluded from participation in events until they are passing a weekly grade check.
- Incomplete grade checks will result in not participating in the event.
- Forged grade check sheets or failure to comply will result in a minimum two-event suspension.
- It is the responsibility of the student to turn in completed grade checks.
- Students shall practice and attend meetings while on academic probation.

## Individualized Education Plan

Any student with an Individualized Education Plan who does not meet standards for participation based on grades and/or attendance is eligible as determined by the Student Services Team or the student's IEP Team. The student must be making adequate educational progress towards meeting his/her IEP goals and objectives. Students who have an IEP are held to the same standards as all other participants regarding student conduct.

## Attendance Requirements (ORS. 339.065)

See chart below for attendance eligibility requirements. An absence is determined by either not being present for the class or by being over 20 minutes late to the class. Practice participation is determined by the coach/advisor unless the student is suspended from school. In school suspension students will not participate in events but will be allowed to practice or attend club meeting. Out of school suspension students will not be allowed on school grounds for the duration of their suspension.

<b>Reason</b>	<b>Event Day Participation</b>	<b>Day Before Event Participation</b>
Medical/Dentist Appt.	Yes	Yes
Religious Purpose	Yes	Yes
Sick	No	Yes
Family Emergency	Yes	Yes
Hair Appt.	No	No
Tanning	No	No
Overslept	No	No
Shopping	No	No
Hunting	No	No

## Student Conduct Violations

Baker School District takes pride in the conduct, attitude and appearance of the students representing its schools. Coaches and advisors will make every effort to assure the conduct of all student participants is exemplary in every respect. Baker School District can deny the right to participate in an extra-curricular program to any student who displays unacceptable conduct.

**The extra-curricular season begins with the first day of OSAA sanctioned practice (or later as determined by the Athletic Director, Dean of Students, Principal and/or coach) and ends with the final school day.** Activity participants are active members based on three different seasons: Fall, Winter and Spring. Beginning and ending dates are established based on our local District calendar. If a participant is representing the District during a summer activity, the participant is subject to all rules of conduct and is accountable for the expectations of participation. Any conduct violations occurring during a district-related activity season will be imposed by the coach or advisor of that activity.

When a behavioral issue comes to the attention of district personnel, every effort will be made to address the situation in a timely manner. Once investigated, any student who displays conduct detrimental to the extracurricular programs or to other participants is subject to disciplinary action based on our District policy and handbook. The procedures and penalties listed below are consistent with the desire to address violations in a fair manner while maintaining high standards in our extra-curricular programs.

- A minimum of one competition or event is missed when less than three events occur per season. The suspension from extra-curricular activities may include District and/or State events or performances needed to qualify for other events.
- Suspensions are carried over to the next event season in cases when the violation happens at the end of an extra-curricular season. Spring suspensions will carry over the summer to the fall season. The intent is that suspensions carry over to the next season the participant engages, e.g. a spring sport only participant would have the suspension carry over from spring to spring; there is no grace from spring to fall. Thus, suspension may go over the summer from spring to fall, spring to winter or spring-to-spring, depending on the participation of the student.
- The student has the right to appeal a consequence decision in writing to the Principal, after a penalty decision has been made and expressed to the student. A student suspended from participation will remain unable to participate throughout the duration of the appeal process. The Principal will make every effort to arrive at a timely response.

## Social Media Violations:

Baker School District recognizes students' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student must remember that participating in extra-curricular activities for Baker School District is a privilege. As a student of Baker School District you represent the school district and you are expected to portray yourself, your team or group, your school and the district in a positive manner at all times.



The popularity of social networking websites has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the student and the school environment. Almost anything a student posts on a social networking site may be viewed by others.

Remember that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without responsibility. The information you post on a social networking site is considered public information. Think about whom you represent; like-it-or-not, people will associate everything you post with what you represent. Protect yourself by maintaining a present and future positive self-image.

The behaviors listed below will not be tolerated by Baker School District and punishment will fall under a disciplinary violation if it impacts the educational learning environment.

- Derogatory language or remarks towards students, coaches, staff and advisors of our schools or others will not be tolerated.
- Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or any other inappropriate behavior.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

## **Behavioral Misconduct:**

Any conduct bringing discredit to the extra-curricular program and/or to the school is a violation of the extra-curricular standard. This includes any offenses that warrant school-imposed discipline consequences (e.g. truancy, plagiarism, cheating, insubordination, rudeness, inappropriate use of social networking sites) and other improprieties including ejection from an event as a spectator.

**The penalty for a misconduct violation is up to a one-week suspension from events.**

This suspension from events begins immediately following the completion of an investigation into the facts of the incident. Participants will practice and attend local meetings with the team/group but shall not dress down for events or travel with the team/group. If necessary, as stated previously, the suspension is carried over to the next sports/activity season.

Ejection from an event as a participant is by OSAA policy, loss of one event. Depending on severity, repetition and special circumstance, Baker School District reserves the right to add "ejection from an event" as misconduct, not just a participation issue covered by OSAA. This is determined by the Principal; case-by-case. Ejection from an event results in a fine (levied by OSAA): **THE PERSON (player or spectator) EJECTED IS SOLELY RESPONSIBLE FOR THE PAYMENT OF THE FINE.**

## Major Offenses:

Incidents such as, but not limited to, theft, vandalism, fighting, and criminal conduct (excluding minor traffic violations) may rise to the level of a major offense, depending upon the extenuating circumstances and are violations of the extra-curricular standard. It will be the responsibility of the athletic director and/or building administration to determine whether an incident is a major offense.

**The penalty for a major offense will be a student suspension from one-third of the season's regularly scheduled events.** Suspension begins with the first event following the violation.

Participants will practice and attend local meetings with the team/group but shall not dress down for events or travel with the team/group.

**A second occurrence of a major offense will result in dismissal from all extra-curricular programs for the remainder of the school year.** A second violation of the extra-curricular standards does not have to be the same type as the previous violation(s).

## Substance Abuse Violation(s):

It is a major offense for any student participant to use, possess, sell or distribute tobacco, alcohol, vapor pens or e-cigarettes, illegal drugs or drug paraphernalia.

**The penalty for a substance abuse incident is student suspension from one-third of the season's regularly scheduled events. A second occurrence will result in dismissal from all extra-curricular programs for the remainder of the year.** This suspension will start with the first event following the violation. Participants will practice and attend local meetings with the team/group but shall not dress down for events or travel with the team/group. In addition to the suspension, we may also recommend a substance abuse evaluation; the district assumes no fiscal liability for the evaluation. Assessment and recommended treatment is provided by Baker School District's partnering public health facilities. If the student fails or refuses to complete the assessment they will be removed from the extra-curricular program.

### Attendance at a function:

Attendance at a function where alcohol, drugs or tobacco are present, but use is not proven or admitted, is a violation of the extra-curricular standard.

The penalty for such a violation is misconduct probation for the remainder of the school year. A second violation of this nature will result in suspension from one-third of the season's regularly scheduled events. This suspension will start with the first event following the violation.

A third violation will result in a student being dismissed from participation in all extra-curricular programs.

## Expectations of Participation

1. Students are required to ride school transportation to all events. A student may ride home from an event with his/her parent if a note is given to the coach/advisor after the completion of each event. Before the student is released, the parent must have personal contact with the coach/advisor. Students may not ride home with anyone other than their own parent without PRIOR written approval from a parent AND administrator or designee. Adults transporting students other than their own student(s) must provide proof of liability insurance coverage prior to the event. Documentation must be on file with the Athletic Director. Forms are available in the main office and must be completed annually.
2. When traveling, students will abide by the rules established by Baker School District, the bus driver and the coach/advisor. Any violations of these rules may result in suspension of travel privileges.
3. The cost of lost equipment or damage caused by the student to equipment is paid by the student. The cost is determined by the replacement value. Students who fail to pay for the lost or damaged equipment (including uniforms) are ineligible for participation in any extra-curricular program until restitution is made.
4. All fees must be paid prior to participation in any extra-curricular program. Scholarships are based on the "Free and Reduced Lunch" qualifications and that form must be completed for eligibility.
5. Students must meet all deadlines as determined by the extra-curricular program. These include meeting the deadlines for tryouts and participating in the required number of practices to be eligible for participation. For high school football the required practices are two (2) weeks practice for a jamboree and three (3) weeks practice for a game. For all other sports it is recommended two weeks practice before a game with a minimum of seven (7) practices required and ten (10) practices desirable. Mid-season transfer students may provide verified evidence of prior appropriate practice at their previous school and participate at the discretion of the coach.
6. Prior to participating in an extra-curricular program there are four (4) items required: students must have an activity card (required only for activities that compete) a signed extra-curricular policy on file, physical, and insurance coverage including catastrophic insurance. Baker School District requires all athletes to have a physical every two years. Insurance can be purchased through the school office by those who do not have adequate coverage. Catastrophic insurance only does NOT meet the insurance requirement.
7. Good sportsmanship on and off the playing area is required at all times. Our extra-curricular participants are supportive of all of our district programs.
8. Baker School District 5J reserves the right through our staff to search with permission the bags of any student traveling for an extra-curricular event. The student may refuse to have their bag searched, but may also not be allowed to travel with the team or activity group.

9. Students who are enrolled in classes (e.g. choir, band) that also take part in extra-curricular travel, competition or performances must meet OSAA as well as Baker School District academic, attendance, substance abuse and behavior expectations. Classroom grades will not be affected for students who are ineligible to participate in extra-curricular events due to academic or misconduct ineligibility. In the event that an athletic event and an extra-curricular local performance are simultaneous, the student may choose either without any grade affect or retaliation. Students that are academically ineligible may still participate in local Band/Choir concerts as an extension of the classroom learning. Exceptions to this include missing class time as a result of the concert.
10. For athletics only:
- Grade 9-12 students wanting to participate in any athletic program must pay \$75 per sport or a maximum of \$150 per year. Families with more than one athlete will pay no more than \$250 per year;
  - Grade 7-8 students wanting to participate in any athletic program must pay \$20 per sport, but no more than \$80 per family.

Pay-to-participate does not guarantee playing time and the non-refundable fee must be paid once the athlete is on the team roster. Our priority is to offer athletic programs to all students who are interested; therefore, scholarships are available to those students who cannot pay. Scholarships are based on the "Free and Reduced Lunch" qualifications and that form must be completed for eligibility.

## Parent Contact

Each program will make provision for and take reasonable professional responsibility to meet with parents (as a group) before each season.

In the opening meeting specific sport regulations, expectations and this policy will be covered.

During the season parent meetings will occur as necessary to discuss participation expectations. Such meetings will include the coach, parent and where appropriate the student/athlete. A neutral party such as the Athletic Director or Principal may also participate. These individual or group parent meetings will not occur during practice or immediately before, during or after a **competition**.