

LAWRENCE TOWNSHIP RULES AND REGULATIONS

All Performing Arts Participants must adhere to these rules.

(The following is also printed in the Lawrence Central Bear Facts Book)

**The Spirit of Central
Marching Band and Guard**

Co-Curricular & Non-Athletic
Extra Curricular Activities Handbook
Rules and Regulations

*Reprinted from the 2012-2013 **Bear Facts Student Book***

**Parents and students of The Spirit of Central Marching Band & Guard
please do the following before the Pre-Camp Mandatory Parent Meeting,
July 26 @ 7:00 pm in the L.C. Auditorium.
All forms listed below must be on file in the PA Department
before band Camp.**

1. Read all of the information in the enclosed booklet.
2. Parents must fill in and both parents [guardian(s)] must sign the **Financial/Participation Agreement**.
3. Parent and student both sign the **Parent/Student Certificate and Consent Form**.
4. Have enclosed **Medical Form** filled out & notarized.
5. Please have copies of both sides of your Insurance card.
6. Turn in forms and payments at the July 26 meeting or at camp registration on July 29. All checks are made payable to L.C.P.A.A.

**CO-CURRICULAR AND NON-ATHLETIC
EXTRA-CURRICULAR ACTIVITIES**

**CO-CURRICULAR AND NON-ATHLETIC
EXTRA-CURRICULAR PHILOSOPHY**

(Pages 23 - 28)

The co-curricular and non-athletic extra-curricular programs strive to provide the best opportunities for students to excel beyond the school day in knowledge, skills, teamwork, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, memorable and helpful to them to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor, as well as enhance knowledge and skill.

DEFINITION OF TERMS

A co-curricular activity is a credited course in which students are required as part of the course work to attend rehearsals, practices, concerts, events, etc. beyond the school day. A student's grade is impacted by the student's attendance and the student's degree and quality of participation in these activities.

A non-athletic extra-curricular activity is a non-athletic school sponsored activity which is not a part of a credited course. There is no grade impact on participation unless through voluntary extra credit.

EXPECTED STANDARDS OF CONDUCT

1. Each individual shall put the good of the group first and foremost.
2. Each individual shall accept responsibility for the care of all equipment.
Negligence shall result in financial accountability.
3. Each individual shall obey the specific guidelines set forth for each activity as given to him by the instructor or sponsor.
4. Each individual shall be a good citizen at all times, displaying honesty, self discipline, courtesy, responsibility, respect for self, respect for others, and respect for property.
5. Each individual shall strive to be a positive influence in all he/she tries to do,
representing the activity, school, Lawrence Township and community with pride and dignity.
6. Each individual shall refrain from the use of profanity.
7. No individual shall participate in any unlawful act as stated in Public Law 162 regardless of local laws. These shall include, but are not limited to drugs, alcohol, tobacco, weapons, gambling, theft, forgery, vandalism and assault.
8. Each individual shall comply with the standards set forth in this handbook, school rules, and school board policies or be subject to disciplinary action and/or dismissal from the activity as determined by the appropriate school officials.

ATTENDANCE POLICY

Students are required to attend all rehearsals, practices, concerts, events, etc of the activities in which they participate. Students must attend school two blocks during the day in order to qualify for participation in a co-curricular or extra-curricular activity after school. Approved field trips or school activities constitute attending school. Any exceptions must be granted by the principal or designee.

FINANCIAL OBLIGATIONS

Students must pay all fees associated with each activity by the established due dates. Special financial arrangements must be made in writing with the department chairperson, director of performing arts, principal or designee. See Financial/Participation Agreement.

CONDUCT AND CHARACTER

Students are required to represent their school in a manner as outlined by the expected standards of conduct. Students who bring discredit upon their school shall be subject to disciplinary measures.

STUDENT/PARENT CERTIFICATE AND CONSENT FORM

The **Student/Parent Certificate of Consent Form** must be completed and returned. The signatures of the parent/guardian and the student indicate that each has read, has understood and has agreed to abide by the stated policies.

TRAVEL

All participating students are required to travel to and from events in school-approved vehicles under adult supervision. Extenuating circumstances should be cleared with the director of performing arts, department chairperson, principal or designee.

SCHEDULE CONFLICT POLICY

All students in Lawrence Township are encouraged to participate in a wide range of school-sponsored activities. Students should examine carefully the time commitment and schedules of activities to avoid major conflicts that would result in a negative impact on others or themselves by their participation. It is understood a game/performance shall take precedence over a practice/rehearsal. When an unavoidable conflict does arise, the student must notify the involved instructors, sponsors, or coaches immediately. After learning of the possible conflict, the involved instructors, sponsors, or coaches shall notify the athletic director, director of performing arts and/or music department chairperson, or appropriate administrator. They shall meet to determine the appropriate resolution to the conflicting schedule. The following priority list shall be used to help determine the appropriate resolution.

1. State and national level competitions including travel time.
2. Qualifying events to state and national competitions.
3. Conference tournaments and events.
4. Previously scheduled events on the school calendar.
5. If a direct conflict cannot be resolved through the above, then the importance of a student's participation in the group's performance will be considered.

No penalty shall be assessed to the student participant if he or she properly communicates the conflict to all parties. All decisions will be adhered to; however, if any unusual circumstances do occur at a later date, the student may request a change in the decision by filing his or her request in writing to the principal no later than 10 days prior to the scheduled conflict.

Conflicts with non-school related activities shall be resolved between the student and the activity sponsor or instructor. It is understood that such conflicts are not generally excused and penalties may be assessed.

RULES, CONSEQUENCES, PROCEDURES

GENERAL RULE OF CONDUCT

Students who do not represent Lawrence Central in a becoming manner or whose habits, conduct, or character IN OR OUT OF SCHOOL, YEAR-ROUND, are such as to reflect discredit upon our school shall be subject to disciplinary measures.

SPECIFIC RULES without limiting the application of the general rule of conduct set forth above, the following specific rules and consequences shall apply:

RULE 1: Students participating in co-curricular and/or non-athletic extra curricular activities shall not possess, use, transmit or be under the influence of any narcotic drugs, hallucinogenic drugs, stimulants, depressants, marijuana, counterfeit caffeine pills, steroids, or alcohol. In addition, students shall not possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.)

Consequences:

1. The students shall relinquish any leadership position.
2. The student shall be ineligible to participate in any voluntary trips.
3. The student shall be ineligible to participate in any all-state or honor activities.
4. The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:

1st offense – the remainder of the semester

2nd offense – the remainder of the school year

3rd offense – the remainder of a student's school career

***All students must also complete the Drug Deferral Program.**

RULE 2: Students participating in co-curricular and/or non-athletic extra curricular activities shall not possess or use any tobacco product.

Consequences:

- 1. The students shall relinquish any leadership position.**
- 2. The student shall be ineligible to participate in any voluntary trips.**
3. The student shall be ineligible to participate in any all-state or honor activities.
4. The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:

1st offense – the remainder of the semester

2nd offense – the remainder of the school year

3rd offense – the remainder of a student's school career

RULE 3: Students participating in co-curricular and/or non-athletic extra curricular activities who **commit an act that would otherwise constitute a felony, misdemeanor, act of delinquency or status offense may face the following:**

1. The student shall relinquish any leadership position.
2. The student shall be ineligible to participate in any voluntary trips.
3. The student shall be ineligible to participate in any all-state or honor activities.
4. The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.
5. The student may be suspended from these activities upon arrest or detention pending the outcome of the charge.

Penalty period:

1st offense – the remainder of the semester

2nd offense – the remainder of the school year

3rd offense – the remainder of a student's school year

RULE 4: Stealing and vandalism – A student participating in co-curricular and/or non-athletic extra curricular activities shall not vandalize property at school or at other schools or have in their possession any stolen item from any source, including uniforms or equipment from Lawrence Central High School or other schools. A student shall not commit an act of theft. In addition to the possible application of Rule 3, students who commit those acts face the following:

1. The student shall relinquish any leadership position.
2. The student shall be ineligible to participate in any voluntary trips.
3. The student shall be ineligible to participate in any all-state or honor activities.
4. The student shall be ineligible to audition for any solos, parts in musicals, drama productions, etc.

Penalty period:

1st offense – the remainder of the present grading period

2nd offense – the remainder of the semester

3rd offense – the remainder of the school year

RULE 5: Any student participating in co-curricular and/or non-athletic extra curricular activities who is in violation of school rules will be punished according to the Student Handbook. If a student is suspended out of school for any reason, he/she will be ineligible for all contests during the term of the suspension. Out-of-school suspended students cannot attend after school practices or activities during that time. A student who is assigned to the Academic Reassignment Center (ARC) may face additional penalties.

RULE 6: Specific rules and guidelines for each activity may be set forth by the activity sponsor. These rules and any stated penalties will be given to the participants within the first week of a student's participation. These written regulations will be on file in the appropriate department office and/or the principal's office.

PROCEDURES

Upon reasonable suspicion of a student's violation of Rule 1, 2 or 3, an investigation will be conducted by the director of performing arts, music department chairperson, principal or designee. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified in writing by the appropriate administrator as to the consequences as described in this handbook. One copy of the violation record will be given to the student, another mailed home, another given to the activity sponsor, and another kept on file at school. Upon reasonable suspicion of a student's violation of Rule 4, 5 or 6, an investigation will be conducted by the activity sponsor. If the student is found in violation, a conference will be held with the student. Following the conference, the student will be notified by the activity sponsor as to the consequences. These consequences will be separate from any assigned under the school's disciplinary code.

APPEALS

A student and his or her parent(s)/guardian have the right to appeal a ruling by so notifying an assistant principal in writing within five (5) business days after notification of the decision. When appealing a ruling the parents must include, in writing, a list of people they wish to bring to the appeal meeting. The Appeal Board may limit attendance at the meeting at its discretion. If written notification is not received within five (5) business days, the right of appeal is forfeited. The Appeal Board is composed of an assistant principal, Director of Performing Arts or Department Chairperson (where applicable), two school officials not affiliated with the group and the sponsor/director of the group involved with the student in question. The sponsor/director of the group involved with the student in question is a non-voting member of the Appeal Board. The purpose of the appeal meeting is to inquire informally into the student's alleged violation and to allow the student and parent(s)/guardian to speak on the student's behalf. It is NOT an evidentiary hearing. The entire meeting will be tape recorded with copies available upon request to the parties involved. Within five (5) days after the meeting the parent(s)/guardian will be notified of the Appeal Board's decision. The decision of the board may be appealed to the principal in writing within five (5) business days. The student in question is not eligible for competition during the appeal process. The principal will review the situation and make a final decision.

TRIP GUIDELINES

In order to participate in any school sponsored trip the following conditions must be met. Before departure the student must:

1. Be a member of the organization taking the trip.
2. Pay the full amount due for this trip and any other prior commitments (*candy, fund raising quota, outfit deposit, etc*).
3. Return the signed parent permission form and the medical form if the trip is out of state.
4. Have parent or guardian attend the pre-trip meeting.

While on the trips, students will be governed by all the applicable rules and guidelines listed in the school Student Handbook, including the Co-curricular and Non-athletic Extra Curricular Activity section of the handbook, and the following:

1. Stay with the group and use only the transportation provided. Never be in a group smaller than four persons. Chaperones are always to be notified of students' whereabouts.
2. Take one suitcase and possibly one small carry-on item per person unless other guidelines have been provided.
3. Abide by all guidelines set by the group chaperones regarding meals, arrivals, departures, room checks, etc.
4. Do not bring "boom boxes", loud radios, etc. You may bring personal radios, etc. with headsets. Security of these items will be your personal responsibility.
5. Be accountable and responsible for your own actions and belongings at all times.
6. Be courteous and obey the leaders.
7. Do not make noise in the hotels.
8. Bring tasteful reading material.
9. DO NOT GAMBLE!
10. Do not cause damage or perform any unlawful acts.
11. Do not remove any items from the hotel rooms. Violators will be reported to school officials. Theft is a suspension/expulsion offense and a crime.
12. Members of the opposite sex shall not be permitted in rooms at any time.
13. Bring enough money for meals and any spending money you wish.
14. Be in rooms with lights out at designated times.
15. DO NOT SMOKE!
16. Do not use or be in the possession of drugs or alcohol.
17. School officials will not be responsible for any student arrested during the trip. We will make every attempt to contact the student's parent.
18. Remember that the purpose of this trip is educational in nature. You are representing yourself and your school. You must be courteous and cooperative at all times.
19. Violations of these rules will result in a phone call to the student's parent or guardian, after which the student will be sent home immediately at the parent or guardian's expense. Further disciplinary consequences may also be imposed.