

Bellefonte Area High School

Extracurricular Activities Handbook



2026-2027

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INTRODUCTION TO EXTRACURRICULAR ACTIVITIES HANDBOOK

To the Parent/Guardian:

This material is presented to you because your son or daughter has indicated a desire to participate in extracurricular activities and you have expressed your willingness to permit him/her to participate. We believe that participation in activities provides a wealth of opportunities and experiences which assist students in personal development.

A student who elects to participate in extracurricular activities is voluntarily making a choice of self-discipline and commitment. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the activity. This concept of self-discipline and commitment is tempered by our responsibility to recognize the rights of the individual within the objectives of the team/organization. There is no place in high school extracurricular activities for students who will not discipline their minds and bodies for rigorous competition.

It is the role of the Bellefonte Area School District to make rules that govern the spirit of competition for these activities. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this publication for students and parents.

To the Participant:

Our tradition has been to succeed with honor. We desire to succeed, but only with honor to our participants, our schools and our community. Such a tradition is worthy of the best efforts of all concerned.

It will not be easy to contribute to such a great tradition. When you represent the Bellefonte Area School District, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

- **Responsibilities to Yourself:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences.
- Your academic studies, and your participation in extracurricular activities, prepare you for your life as an adult.
- **Responsibilities to Your School:** Bellefonte Area School District cannot maintain its position as having outstanding schools unless you do your best in the activity in which you engage. By participating to the maximum of your ability, you are contributing to the reputation of your school.
- You assume a leadership role when you are participating in an extracurricular activity. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make Bellefonte proud of you and your community proud of your school, by your consistent demonstration of these ideals.
- **Responsibility to Others:** As an extracurricular participant, you also bear a heavy responsibility to your home. If you never give your family, friends and community members anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have performed to the best of your ability everyday and that you have performed at your highest level, you can keep your self-respect and your family can be justly proud of you.
- The younger students in the Bellefonte Area School District are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

In a situation where provisions of the extracurricular activities handbook contradict school board policy, the board policy shall prevail.

BELLEFONTE AREA SCHOOL DISTRICT EXTRACURRICULAR POLICIES

District Mission Statement

It is the mission of the Bellefonte Area School District to educate all of our students in a learning environment that inspires and prepares them to embrace tomorrow's challenges. (*BASD Policy 101*)

Extracurricular Activities

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside of the school. All learning experiences offered by the schools of this district, curricular and co-curricular, should be planned and integrated toward the attainment of the district's objectives. (*BASD Policy 122*)

Participation In Extracurricular Programs

The Board requires equal opportunity for every student of the district. In every way possible this policy must communicate that each student has equal access to every program of the school.

It is understood that elections, tryouts, and auditions are necessary for an organization whose numbers of participants must be limited. It is also understood that criteria for selection must apply to all candidates. (*BASD Policy 232*)

Extracurricular Activities Policy

The Bellefonte Area School District believes that a dynamic extracurricular program is vital to the educational development of the student.

The Bellefonte Area School District Extracurricular Program should provide a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life in a democratic society.

Extracurricular activities are an important part of the total school program which works in conjunction with the other educational experiences to provide students the environment and opportunity to develop as better citizens. This opportunity is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the participants themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

The Board recognizes the value of a comprehensive program of extracurricular activities as an integral part of the total experience to all students of the district and to the community. Therefore, the Board of Education shall provide as comprehensive an extracurricular program as is financially and practically possible. (*BASD Policy 122*)

Extracurricular Goals and Objectives

Our goal is that the student-participant shall become a more effective citizen.

The student shall learn:

1. To work with others – In a democratic society a person must develop self discipline, respect for authority, and the spirit of hard work and sacrifice.
2. The activity and its objectives must be placed higher than personal desires.
3. To be successful – Our society is very competitive. We do not always prevail, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to succeed with earnest dedication.

Academic Eligibility

1. To be eligible for extracurricular activities, a student must be enrolled as a full-time student pursuing a minimum four-year program as outlined in the Bellefonte Area High School Program of Studies or a full-time middle school student pursuing minimal standards for promotion.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis as outlined by the Bellefonte Code of Conduct and the Pennsylvania Interscholastic Athletic Association (PIAA).
3. A student is ineligible to participate if any of the following categories apply:
 - a. He/She has failed two or more courses (high school, middle school)
 - b. He/She is not passing a minimum of five (5) credit or credit equivalent*.
 - c. A student carrying less than five (5) total credits must be passing all classes.
 - d. He/She is not eligible to be promoted to the next grade.

4. The weekly ineligibility begins on the Monday of each week and lasts for seven days. The ineligible student will report to academic tutorial after school Monday through Thursday with materials to study and prepare for class(es) based on the grid of expectations below.
5. Weeks “reset” at the beginning of each athletic season.
6. Any student who is not meeting the academic eligibility requirements at the end of a marking period, semester, or school year, or who is eligible for promotion to the next grade level, will not be eligible for the first fifteen (15) days of the next marking period, beginning on the first day that report cards are issued. Ineligibility established in June will carry over into the next school year.
7. The academic eligibility requirements apply to all students in the extracurricular programs and clubs in grades 6 through 12 in the Bellefonte Area School District.

*Credit Equivalent of one is given if the course meets for the equivalent of 1 full period during that marking period. Example: PE meets 1 period/day for one marking period and yields .25 credits. For eligibility purposes, this course would have a credit equivalent of 1 because it meets 1 pd/day all marking period.

For a course that meets every other day for one period, its credit equivalent would be .5 credits where applicable.

Students who are Home Schooled, attend a Cyber/Charter school, or attend a Non-boundary school will adhere to these guidelines and all parameters of school board policy for eligibility.

Grade reports must be submitted by Noon on the last school day of the week.

~~To be eligible for extracurricular activities, a full-time student must pursue a minimum four-year program as outlined in the Bellefonte Area High School Program of Studies.~~

~~Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis as outlined by the Bellefonte Code of Conduct.~~

~~A student is ineligible to participate if any of the following categories apply:~~

- ~~1. He/She has failed two or more courses.~~
- ~~2. He/She is not passing a minimum of five (5) credits or credit equivalent.*~~
 - ~~a. A student carrying less than five (5) total credits must be passing all classes.~~
- ~~3. He/She is not eligible to be promoted to the next grade.~~

The weekly ineligibility begins on the Monday of each week and lasts for seven days. The ineligible student will report to academic tutorial after school Monday through Thursday with materials to study and prepare for class(es) based on the grid of expectations below. Students participating in athletics should refer to the Athletics Handbook for detailed information.

Group/Category	Definition	Eligibility	Example Groups
Clubs/ Performing Arts	Those who meet weekly/monthly, during or outside of school day that do not fit athletic category below An event is defined to include, but not limited to the following: practices, meetings, rehearsals, trips, parades, activities, fundraisers, activities, and/or community service	1st ineligible occurrence - Warning week (student does not have to attend tutorial; can go to all club events as normal) 2nd week+ ineligible occurrence -The student is required to attend academic tutorial for the week(s) identified as ineligible; the student may not attend events during the tutorial session; if a tutorial is missed at any time during the ineligibility period, the student may not participate in the next scheduled club event within that week. - If a tutorial is missed for a non-approved reason, the student	Marching Band, Indoor Groups, Theatre, FFA, FBLA, NHS, IM Sports, Student Council and the like

		must make up the tutorial session. The student must make up the missed session at the next tutorial session offered once the student is eligible. -Excuses, absences, and/or early dismissals from tutorial sessions must follow school attendance guidelines. -Weeks “reset” at the beginning of each marking period. Removal of participation is at the discretion of the advisor/club rules.	
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~~Any student who is not meeting the academic eligibility requirements - as outlined in letter C - at the end of a marking period, semester, or school year, or who is not eligible for promotion to the next grade level, will not be eligible for the first fifteen (15) days of the next marking period, beginning on the first day that report cards are issued.~~

~~The academic eligibility requirements are applicable to all students in the extracurricular program in grades 6 through 12 in the Bellefonte Area School District.~~

~~* Credit Equivalent of 1 is given if the course meets for the equivalent of one full period during that marking period. Example: PE meets one period/day for one marking period and yields .25 credits. For eligibility purposes, this course would have a credit equivalent of 1 because it meets one pd/day all marking period.~~

~~Students in BeLA, Home School and the like will adhere to these guidelines and all parameters of school board policy for eligibility.~~

School Attendance

Experience and research provide evidence that regular school attendance and sound academic achievement are related. The importance of time on task in reaching the district's educational goals can hardly be overestimated. Student attendance and tardy patterns are very important indicators of potential student success. Students who fail to attend class usually are unable to perform satisfactorily in their classes and are unable to benefit from class interactions and activities. Potential employers carefully review high school records, and students with records of excessive absence and tardiness are usually considered undependable and poor prospects for employment.

Bellefonte Area High School requires that all students enrolled in the district schools attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The regular contact of students with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The attendance of students involved in extracurricular activities is mandatory. If a student is tardy beyond homeroom he/she will not be permitted to participate in the competition, practice, or activity that day. Students are expected to be present ALL DAY in order to be eligible to participate in an event or practice on any given day. An exception will be made if the student has an approved educational, medical, or legal appointment in which case the student must present documentation such as a dated receipt, appointment card, return to school form or fax indicating the date and time from the place of the appointment. A parental note is NOT acceptable.

If a student is absent the last school day before a competition or event on a non-school day, the student must have administrative permission from a building Principal to participate. Acceptable reasons for not being in attendance the last school day before a competition or event on a non-school day include: approved dental, legal or medical appointment, field trip, educational trip, death in the immediate family. Every effort should be made to make prior notification of intended absence well in advance of the actual absence date. The advisor will call the parent/guardian.

EXTRACURRICULAR CODES OF CONDUCT

Conduct of Participants

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Bellefonte Area School District. The community, school administrators, activity advisors and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of extracurricular activities. The welfare of the student is our major consideration and transcends any other consideration. Participants must realize that they are representing not only the school, but also our community and need to represent both parties with dignity.

All participants shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the extracurricular program affords. Any conduct that results in dishonor to the participant, the team/organization or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, drugs, alcohol or violations of law, tarnish the reputation of everyone associated with the program and will not be tolerated. (BASD Policy 122)

Penalties for Violation of Extracurricular Code of Conduct

Due to the serious nature of this rule, the coach/advisor involved and a building administrator shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of 20% of the season or succeeding season suspension to a maximum of permanent denial of participation.

If a violation of the Bellefonte Area High School or Middle School Discipline Code requires administrative action and involves an after-school detention assignment or school/community service, in-school suspension (ISS), out-of-school suspension (OSS), or placement in an Alternative Education setting outside of the home school, (e.g. Nittany Learning Services, Partial Program, etc.) the student may not participate in practices or contests that day. This does not include the Alternative Education Opportunities Program (AEOP) at the High School.

Participant and Spectator Courtesy

Our principles:

1. When participating in any activity, students are expected to behave in a way demonstrating fair play, ethics and integrity. Any actions or comments which are intended to taunt, bait, anger, embarrass, ridicule or demean others are not acceptable.
2. Visiting schools are to be honored guests, and should be treated as such.
3. A student participant represents his/her school and community the same, as does the participant and should act accordingly. Any participant who continually exhibits poor sportsmanship should be held to consequences as outlined in the student handbook as well as being requested not to attend future contests. This includes, but is not limited to, the act of "booing" and inappropriate chanting.
4. Good points in others should be appreciated and recognized.

Individual Advisor Rules

Advisors may establish additional rules and regulations with the approval of a building administrator for their respective activities. These additional rules for a particular activity must be stipulated in writing to all team/organization members and parents and explained fully at the start of the activity.

Penalties for violation of team/activity rules will also be in writing and shall be administered by the advisor. Copies of all additional team/organization rules by advisors are on file in the Principal's Office.

Bellefonte Area School District Disqualification Policy

The Bellefonte Area School District requires that a disqualified participant, advisor, and/or team/activity personnel shall not be permitted to participate in the next events at the same level. All violations of school and/or district policies are subject to administrator review and level of discipline is subject to administrative discretion.

Rules and Regulations

Medical research clearly substantiates the fact that use of tobacco, alcohol and any type of mood altering substances produces harmful effects on the human organism.

You cannot compromise extracurricular participation with substance abuses. The participant who wishes to experiment with such substances should remove himself/herself from the team/organization before he/she jeopardizes team/organization morale, reputation and success and does physical harm to himself/herself.

The community of Bellefonte is concerned with the health habits of student-participants and is convinced that extracurricular activities and the use of these substances are not compatible.

A student has to decide if he/she wants to be a participant. If he/she does wish to be a participant, he/she must make the commitment in order to be a competitor.

A big part of this commitment is following a simple set of training and practice rules, which the Bellefonte Area School District believes to be fair.

Use of Tobacco/Nicotine – Research emphasizes that use of tobacco is physically harmful to young adults. The harm done by this is not only a health problem. The community follows the progress of young adults, and any deviation from accepted training rules marks one as unwilling to pay the price. If one participant breaks the rules, the whole group is branded. This rule means no use of tobacco all year, in or out of season, on or off of school property. (Board Policy 222)

No Alcoholic Beverages – There is no way to justify students using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the student into their drinking sessions will be the first to criticize the student if he/she does not come through in a competition/event. Again, this rule means no drinking all year, not just during the season, and is in effect on and off of school property. (Board Policy 227)

Drugs – Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification and includes K2, all other synthetic cannabinoid products, or any device/substance that tests positive for any level of THC (including but not limited to delta-8 and delta-9). The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. The rule against substance abuse is in effect all year, on and off of school property. (Board Policy 227)

The use of legally prescribed medications and over the counter medications is permitted in accordance with BASD Policy 210; Use of medications and BASD Policy 210.1 possession/use of asthma inhalers.

Nutritional Ergogenic Aids – A nutritional ergogenic aid is defined as any foodstuff or dietary procedure that either improves or is thought to improve physical performance. The use of suspected or advertised ergogenic aids, including but not limited to creatine or other nutritional supplements may be detrimental and the use of these products is strictly prohibited.

Because of the serious and potentially fatal effects of anabolic androgenic steroids and their related compounds, the use of these products is strictly prohibited. (BASD Policy 123)

Student Searches

Per Board Policy 226, where administration has reasonable suspicion that a student has on his/her person or in his/her possession an item or items that are prohibited and/or illegal, an administrator will perform a search of the student and their belongings with another school employee present to serve as a witness. A metal detecting wand may be used.

This search may include, but is not limited to a search of a personal vehicle if parked on school property, a locker, a backpack/book bag/gym bag, purse, coats, electronic devices, containers, or any other object where the contents may be kept. The student will empty his/her pockets and show the linings, tops of socks and belt line. The search will be conducted in a private office with an administrator and one other adult present. Every attempt will be made to notify the parent. Should the student refuse to allow the search, the local police will be called. Any contraband, prohibited, unauthorized or illegal items or materials discovered can be seized and may be the subject of disciplinary action and/or referral to local authorities. Disciplinary

consequences shall follow our handbook based upon all individual items.

*Students may be subject to a search when they leave school property without permission—including those going to the parking lot without permission.

** Any locker is subject to being opened, examined, inspected or searched at any time under proper supervision of school officials. These searches may include random, periodic or sweeping searches without regard to any individualized suspicion.

If a school district administrator is not present, School Resource Officers are authorized to conduct searches of students and/or their property using reasonable suspicion as a School District Administrator would. This includes circumstances that occur both during and outside of the school day at any school affiliated event.

***Students who participate on school sponsored trips (field trips, athletic trips, etc.) may be subject to a search prior to leaving and anytime during the trip. This includes the participant's luggage and/or room.

Penalties for Violations of Training and Practice Rules

The following consequences are in addition to those outlined in the Bellefonte Area School District Chart of Disciplinary Guidelines/Procedures.

Disciplinary Infraction	First Occurrence	Second Occurrence	Third Occurrence
Inappropriate Gestures/Language	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in extracurricular activities for the remainder of his/her high school career.
Nutritional Ergogenic Aids/Steroids	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in extracurricular activities for the remainder of his/her high school career
Tobacco	Suspension for a minimum of 20% of the scheduled contests, competitions, or events.	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.*	Suspended from participation in extracurricular activities for the remainder of his/her high school career.
Assault	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in extracurricular activities for one full school year.	Suspended from participation in extracurricular activities for the remainder of his/her high school career.
Drugs and Alcohol	Suspension for a minimum of 50% of the scheduled contests, competitions, or events.	Suspended from participation in extracurricular activities for one full school year.	Suspended from participation in extracurricular activities for the remainder of his/her high school career
Non-Compliance of rules established (curfew, etc.)	Suspension for a minimum of 50% of the scheduled contests, competitions, or events	Suspended from participation in extracurricular activities for one full school year.	Suspended from participation in extracurricular activities for the remainder of his/her high school career.

**The 50% suspension will consist of: The first half of the suspension will result in complete removal of the participant from being involved in any extracurricular activity including practice, competitions, or any activity sponsored events. For the remainder of the suspension, the participant must complete as many practice sessions as were missed for the initial removal, before being allowed to compete in a contest/event, or challenge for a position.*

EXTRACURRICULAR APPEALS PROCESS (NON-DENIAL OF PARTICIPATION)

Introduction

Each student-participant shall have the right to an appeal and hearing of a decision made by the advisor and administrative staff. It is preferable that problems be solved by the persons involved in the appeal and that the Extracurricular Appeals Board not be asked to rule on such problems until all efforts by the parties involved have been exhausted.

Initiation of an Appeal

Declaration of Appeal

The student-participant must submit in writing to a building administrator and advisor a request for appeal no later than 14 days after the day on which the incident occurred. Failure to comply with the time limit will result in automatic denial of the appeal.

Informal Discussion

After the written request has been submitted to a building administrator and advisor, there shall be an informal discussion by the person appealing a decision and the person who made the decision that is being appealed in an attempt to resolve the problem.

Informal Meeting

If the appeal is between a student-participant and an advisor and/or administrative staff member, the parties involved shall meet informally with the building administrator in an attempt to reach an agreement.

Formal Appeal

If a settlement cannot be reached informally, the appeal shall be filed with the chairperson of the Extracurricular Appeals Board.

Formal Hearing

1. When possible, a hearing shall be conducted within 14 days of the receipt of the request. If the 14-day schedule cannot be met, the hearing shall be held at the earliest possible date thereafter.
2. Both individuals involved in the appeal shall be present at the hearing to present their cases and to refute invalid information, which might be presented by the other party.
3. After each party involved in the appeal has presented his/her case, members of the Appeals Board shall meet in private to render a decision.
4. The parties involved shall receive, in writing, the decision of the Appeals Board within ten (10) days of the completion of the review.

BASIC EXTRACURRICULAR POLICIES

Participation

It shall be the philosophy of the Bellefonte Area School District that participants shall enjoy as many extracurricular opportunities as the student-participants and their parents/guardians wish them to participate in without influence from

any advisor to specialize in one activity. All advisors should encourage participation in other activities.

Multiple Extracurricular Participation

Students are encouraged to participate in as many extracurriculars as they can during their educational careers. However, for a student to participate in more than one extracurricular is extraordinarily difficult and most often not in the best interest of the student or the extracurricular groups.

Dropping or Transferring Extracurricular Activities

On occasion, a participant may find it necessary to drop an activity for a good reason. If this is the case, the following procedure must be followed:

1. Consult with the immediate advisor and then the head advisor.
2. Report situation to the building administrator and advisor.
3. Check in all equipment/supplies in a timely fashion.

Equipment

School equipment/supplies checked out by the student-participant are his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment/supplies is the student-participant's financial obligation.

Equipment/supplies issued are to be used only during scheduled activities or by permission from the Advisor.

Any equipment/supplies purchased by the student are the property of the student and may be worn or used at his/her discretion.

Missing Practice

A student-participant should always consult his/her advisor before missing practice.

Participation Attire

In addition to the individual advisors participation attire requirements, all student-participants must adhere to the "Appropriate Dress Expectations" as outlined in the student handbook.

Travel

All student-participants must travel to and from out-of-town competitions/events in transportation provided by the school district unless previous arrangements are made by the parents for an exceptional situation. Travel release forms are available in the Student Office. The parent must make prior arrangements with the Advisor for approval in advance of the trip. The student will be released to the parent by the Advisor upon receiving the signed travel release form. At no time will the student be permitted to ride home with another student or non-parent.

Travel Guidelines

All District bus riding guidelines are to be observed with the addition of the following:

1. Advisor in conjunction with the bus driver, who is ultimately in charge, will assume all responsibility for conduct and discipline on the bus.
2. All students are to be at the point of departure on time.
3. Students who miss the bus and travel to the competition/event late shall not be permitted to participate unless there were extenuating circumstances approved by the advisor.
4. No food or drink is allowed on the bus unless the driver has granted permission. Advisors are responsible for inspecting and ensuring that the bus is left in broom clean condition.
5. All students are expected to dress appropriately and neatly on extracurricular trips.
6. All participants are expected to conduct themselves in an appropriate manner at all times on away trips. Foul language or obscene gestures will not be tolerated.
7. Gambling in any form will not be permitted.
8. Only authorized persons may ride the bus.
9. No spectators are permitted.
10. Spikes or cleats are not to be worn on the bus.

11. Personal listening devices are permissible at the discretion of the Advisor.
12. The emergency door shall be used only in the case of an emergency unless authorized by the driver.
13. All students shall return home on the same vehicle in which they traveled to the competition/event. The only exception is if they have secured a travel release form and that has been approved by an administrator and advisor.
14. As indicated on page 8, student searches may be required on school sponsored trips.

Overnight Trips

Accommodation for overnight stays may be arranged in two ways, home stays or hotel/motel rooms. Schools agreeing to house extracurricular groups should be contacted one week in advance and provided a list of names. Participants are reminded that they are guests and are expected to be polite and courteous at all times. Our students will be expected to write thank you notes to their host families, expressing gratitude for their hospitality.

Hotel/Motel stays are to be pre-arranged so families will know the location in case of emergency or in the event they wish to stay at the same facility. Arrangements will be made through the advisors.

When registering, introduce yourself to the management and ask them to report to the advisors any problems that occur with the students. Make certain individuals in the group understand what is expected of them and that they abide by those rules. Check all rooms prior to occupancy for damage, and just prior to check-out to be sure rooms are left in acceptable condition. Make one final check with management to see if there were any problems with your students. Express your appreciation to the management for their cooperation.

Direct supervision is extremely important when students are on overnight activities. Coaches must be visible and accessible to the students at all times.

Hazing

In accordance with policy 247, The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any extracurricular organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Bellefonte Area School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach/advisor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Suspected acts of hazing should be reported to the advisor, principal, or other school administrator.

Unlawful Harassment

Harassment in any form will not be tolerated. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

1. Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive education environment.
2. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made explicitly or implicitly a term or condition of a student's extracurricular status.
 - b. Submission to or rejection of such conduct is used as the basis for extracurricular decisions affecting the individual.
 - c. Such conduct deprives a student of educational aid, benefits, services or treatment.
 - d. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.
3. Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student-participant verbally intimidates or harasses a second, the second student-participant is to tell an advisor, teacher, counselor, nurse, or administrator.

Under no conditions is retaliation permitted.

4. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.
5. Each student-participant shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student-participant shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.
6. Students may choose to report harassment complaints orally or in writing to:
 - a. Building Principals
 - b. Counselors
 - c. Teachers
 - d. Nurses
 - e. Coaches/Advisors
 - f. Parents/Guardians
7. Reports of Harassment can be done online and submitted through our school's website.
8. All employees who receive harassment complaints from student-participants should report such complaints to the building principal.

Discrimination/Title IX Sexual Harassment Affecting Students

The district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Discrimination/Title IX Sexual Harassment Affecting Staff

The district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Bullying

The Bellefonte Area School District strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, the Bellefonte Area High School strives to offer all students an educational environment free from bullying.

Bullying shall be defined as when a student is exposed, repeatedly and overtime, to negative actions on the part of one or more other students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile or abusive environment that substantially interferes with a student's educational opportunities such as:

1. Physical intimidation or assault
2. Oral or written threats
3. Teasing, putdowns, or name calling
4. Threatening looks, actions or gestures
5. Spreading false rumors or shunning the individual

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating,

threatening, or terrorizing another student or staff member by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate discipline.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

To help eliminate bullying:

1. When you see or hear a person being bullied let the bully know that his/her behavior is not appropriate.
2. Fill out an Incident Report form. These are located in the Student Office. Incident Reporting forms are also available online.
3. Report bullying behavior that you see or hear to a teacher, guidance counselor, or vice principal

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising students involved; providing employee support for students as needed; reporting incidents to law enforcements, if appropriate; and developing a supervision plan with parents.

Students are encouraged to fill out an incident report form, as well as a *Bullying/Harassment Reporting Form* located in the back of this handbook. This may be turned in at the student office, guidance, a teacher, through our online forms located on our website or via email. If harassment or bullying occurs outside of the school, we encourage parents to contact local authorities.

Students are encouraged to fill out an incident report form, as well as a Bullying/Harassment Reporting Form, located in the back of this handbook. This may be turned into the student of ice, guidance, a teacher, through our online forms located on our website or via email.

Bullying/Cyber Bullying Guide for Parents

Tips for Parents/Guardians: What to Do If Your Child Is Being Bullied

If your child is being bullied at school, this can be a very painful experience for your child and your family. Here are some things you can do to support your child if s/he is being bullied:

1. Never tell your child to ignore the bullying.
2. Don't blame your child for the bullying. Don't assume your child did something to provoke the bullying.
3. Allow your child to talk about his/her bullying experiences. Write down what is shared.
4. Empathize with your child. Tell him/her that bullying is wrong; that it is not his/her fault; and that you are glad s/he had the courage to tell you about it.
5. If you disagree with how your child handled the bullying situation, don't criticize him/her. It is often very difficult for children to know how best to respond.
6. Do not encourage physical retaliation.
7. Check your emotions. A parent's/guardian's protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.
8. Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying that your child has experienced.
9. Work closely with school personnel to help solve the problem.
10. Encourage your child to develop interests and hobbies that will help build resiliency in difficult situations like bullying.
11. Encourage your child to make contact with friendly students in his/her class, or help your child meet new friends outside of school.
12. Teach your child safety strategies, such as how to seek help from an adult.
13. Make sure your child has a safe and loving home environment.
14. If you or your child needs additional help, seek help from a school counselor and/or mental health professional.

Tips for Parents/Guardians: What to Do If Your Child Bullies Others

If your child bullies other children at school, it will need to be stopped. Here are some things you can do at home to address the issue with your child:

1. Make it clear to your child that you take bullying seriously and that it is not okay.
2. Make rules within your family for your child's behavior. Praise your child for following the rules and use non-physical and logical consequences when rules are broken. A logical consequence for bullying could be losing rights to use the phone to call friends, using email to talk with friends, or other activities your child enjoys.
3. Spend lots of time with your child and keep close track of his/her activities. Find out who your child's friends are and how and where they spend their free time.
4. Build on your child's talents by encouraging him/her to get involved in positive activities, such as clubs, music lessons, or nonviolent sports.
5. Share your concerns with your child's teacher, counselor, and/or principal. Work together to send a clear message to your child that his/her bullying must stop.
6. If you and your child need more help, talk with a school counselor and/or mental health professional.

Tips for Parents/Guardians: What to Do If Your Child Witnesses Bullying

Many children are observers or bystanders in cases of bullying at school. It is important that even students who are bystanders in a bullying situation take action to get help so the bullying stops. If your child talks to you about the bullying that s/he witnesses at school, you are encouraged to do the following:

1. Teach your child how to get help without getting hurt.
2. Encourage your child to verbally intervene, if it is safe to do so, by saying such things as: "Cool it! This isn't going to solve anything."
3. Tell your child not to cheer on or even quietly watch bullying. This only encourages a child who bullies, who wants to be the center of attention.
4. Encourage your child to tell a trusted adult about the bullying. Talking to an adult is not tattling; it is an act of courage and safety. Suggest going to an adult with a friend if that will make it easier.
5. Help your child support others who tend to be bullied.
6. Teach your child to include these children in activities.
7. Praise and reward quiet acts of courage where your child tried to do the right thing to stop bullying, even if s/he was not successful.
8. Work with your child to practice specific ways s/he can help stop bullying. For example, role-play with him/her what s/he could say or do to help someone who is being bullied.

What Can Parents/Guardians Do To Prevent And Address Cyber Bullying?

Adults seldom are present in the online environments frequented by children and youth. Therefore, it is extremely important that adults pay close attention to cyber bullying and the activities of children and youth when using these new technologies. Cyber bullying occurs when children and youth use cyber technologies, such as text messaging, internet sites, and cell phones, to bully others. Indirect forms of bullying like this can include spreading of false rumors, gossip, and verbal taunts or attacks. Like bullying that happens in person, cyber bullying can have serious, and sometimes legal, consequences for the ones doing the bullying. Here are some ideas of ways to protect your child from cyber bullying or address the issue if you find your child is cyber bullying others.

Suggestions for Parents/Guardians: Tips to Help Prevent Cyberbullying

1. Keep your home computer(s) in easily viewable places, such as a family room or kitchen.
2. Talk regularly with your child about online activities s/he is involved in.
3. Talk specifically about cyber bullying and encourage your child to tell you immediately if s/he is the victim of cyber bullying, cyber stalking or other illegal or troublesome online behaviors.
4. Encourage your child to tell you if s/he is aware of others who may be the victims of such behavior.
5. Explain that cyber bullying is harmful and unacceptable behavior. Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior.

Although adults must respect the privacy of children and youth, concerns for your child's safety may sometimes override these privacy concerns. Tell your child that you may review his/her online communications if you think there is reason for concern. Consider installing parental control filtering software and/or tracking programs, but don't rely solely on these tools.

Tips For Dealing With Cyberbullying That Your Child Has Experienced

Because cyberbullying can range from rude comments to lies, impersonations and threats, your responses may depend on the nature and severity of the cyber bullying. Here are some actions that you may want to take after the fact:

1. Strongly encourage your child not to respond to cyberbullying.
2. Do not erase the messages or pictures; save these as evidence.
3. Try to identify the individual doing the cyber bullying. Even if the cyber-bully is anonymous (for example, is using a fake name or someone else's identity), there may be a way to track him/her through your Internet service provider. If the cyber bullying is criminal or if you suspect that it may be, contact the police and ask them to do the tracking. Sending inappropriate language may violate the terms and conditions of e-mail services, internet service providers, Web sites, and cell phone companies. Consider contacting these providers and filing a complaint. If the cyber bullying is coming through e-mail or a cell phone, it may be possible to block future contact from the individual who cyberbullied. Of course, s/he may assume a different identity and continue the bullying.
4. Contact your school if the cyber bullying is occurring through your school district's Internet system or during the school day. Even if cyberbullying is occurring off campus, make your school administrators aware of the problem. They may be able to help you by being watchful for face-to-face bullying occurring in school.
5. Consider contacting the cyber-bully's parents/guardians. These parents/guardians may be very concerned to learn that their child has been cyber bullying others, and they may effectively put a stop to the bullying. On the other hand, these parents/guardians may react very badly to your contacting them, so proceed cautiously. If you decide to contact a cyber bully's parents/guardians, communicate with them in writing, not face-to-face. Present proof of the cyber bullying (for example, copies of an e-mail message) and ask them to make sure the cyber bullying stops.
6. Contact the police if cyber bullying involves acts such as threats of violence; extortion; obscene or harassing phone calls or text messages; harassment; stalking; or hate crimes; or child pornography. If you are uncertain if cyber bullying violates criminal laws, contact your local police who will advise you.

http://www.olweus.org/public/bullied_child_page (6/2015)

This list has been adapted from a publication originally created for "Take a Stand. Lend a Hand. Stop Bullying Now!", a campaign of the Health Resources and Services Administration, U.S. Department of Health and Human Services. www.StopBullyingNow.hrsa.gov. Used with permission. The names "Olweus" and "Olweus Bullying Prevention Program" are protected as trademarks, and may not be used in any way that involves self-promotion or the sale of products without the written permission of Hazelden as the publisher. All rights reserved. Duplicating this material for personal or group use is permissible.

HARASSMENT/ BULLYING	Any unwelcome verbal, written, electronic, or physical conduct directed at a student or staff member by another student or students; taunting of others	Suspension up to five days; parent conference scheduled; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	Suspension up to ten days; conference scheduled with Administrator ; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS	OSS up to ten days and/or placement in either of the AEP options; possible referral to School Resource Officer (SRO); informal hearing for 3 or more days OSS
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Vacation Policy

Vacations by extracurricular participants during the specified activity season are discouraged. In the event of an unavoidable absence due to a vacation, a participant must:

1. Be accompanied by his/her parents while on vacation.
2. Contact the advisor prior to the vacation.
3. Practice one day for each practice or contest/activity missed prior to resuming competition. (Contest day will count as a practice day.)
4. Be willing to assume the consequences related to their status within the organization.

Student-Participant Selection

In accordance with our philosophy of extracurricular activities and our desire to see as many students participate in school-sponsored programs as possible while in the Bellefonte Area School District, we encourage advisors to keep as many students as they can without unbalancing the integrity of their activity. Time, space, facilities, equipment, personal preferences and other factors will place limitations on the most effective group size for any particular activity.

Student-Participant Reduction Policies

Choosing the members of extracurricular activities is the sole responsibility of the advisors of those organizations. Prior to trying out, the advisor shall provide the following information to all candidates for the organization:

1. Extent of try-out period
2. Criteria used to select the participants
3. Number to be selected
4. Practice commitment if chosen to participate
5. Competition/event commitments

When a candidate cut becomes a necessity, the process will include four important elements. Each candidate shall have:

1. Competed in a minimum of three practice sessions
2. Performed in at least one intra-organizational competition/event
3. Been personally informed of the cut by the advisor, including the reason for the action
4. Advisors will discuss alternative possibilities for participation in the organization, or other areas in the extracurricular program with the student.

EXTRACURRICULAR SPONSORSHIP

<i>ACADEMIC</i>	<i>SERVICE/SOCIAL</i>	<i>MUSIC</i>
Academic Decathlon	Athletic Trainers	Choir
Ananda	Barbell Club	Concert Band
Art Club	B the Change	Instrumental Ensembles
Chinese Club	Class Cabinet	Indoor Color Guard
Drama Club	Gay-Straight Alliance (GSA)	Indoor Majorettes
Engineering	Key Club	Indoor Percussion
French Honor Society	Ski Club	Jazz Band
FBLA	Student Council	Marching Band
The National FFA Organization	Students Against Destructive Decisions (SADD)	Orchestra
Mock Trial Team	Student Newspaper (Red and White)	Select Choir
Model United Nations	SWPBS (Raider Revolution)	Tri M Music Honor Society
National Honor Society	Turning Point USA	Women's Chorale
Spanish Honor Society		Yearbook–LaBelle

Any extracurricular activity may involve fundraising.

PROGRAM CONFLICTS

Academic/Extracurricular Conflicts

Every effort will be made to schedule extracurricular events in a manner to avoid disturbances to the academic program. Release time will be reasonable to limit the amount of class time missed.

Students are responsible for academic material missed. It is the responsibility of the participant to see his/her teacher the day before the classes he/she will miss. All work shall be made up at the convenience of the teacher.

Extracurricular Conflicts

The extracurricular program recognizes student needs for a wide range of experiences in their education. It is virtually impossible for students to avoid conflict of obligation.

Students need to recognize, however, that absences from practices will hinder their skill development and physical conditioning, as well as jeopardize team unity. Time missed from practice will influence a student's performance, and therefore, his/her position with the organization. The extracurricular program will do its part to schedule events to minimize conflicts.

Where conflicts arise, the sponsors, and advisors must cooperate to devise a solution that will be in the best interest of the student. The student's decision as to which event or activity he/she will participate in should be based on the following:

1. The related importance of each event
2. The individual importance of each event to the student
3. The contribution the student can make to each event
4. The time at which the events were scheduled
5. Discussion with the parent
6. Discussion with the student

Students have a responsibility to do everything possible to avoid continuing conflicts. Positive efforts might include being cautious about joining too many activities where conflicts are unavoidable. It also means notifying the coach/advisor involved when a conflict arises.

ADMINISTRATION OF EXTRACURRICULAR ACTIVITIES

Bellefonte Area Board of Education

1. Makes policies.
2. Approves all programs.
3. Approves appointment of all personnel.

Extracurricular Appeals Board

1. Consists of the Principal, and three teachers.
2. Committee members serve as an extracurricular appeals board.

High School Principal

1. Determines the certification of students' extracurricular eligibility.
2. Delegates authority and responsibility.
3. Reports to the Superintendent.

SCHEDULING EVENTS

Scheduling

Practices, meetings, etc. are not permitted on the following days: Thanksgiving, Christmas, New Year's Day, Good Friday and Easter. Practices held on any other holiday when school is closed are permitted under the following exceptions:

1. When a tournament or play-off contest falls on the following day

2. These practices must be voluntary

Sunday practices and meetings are permitted after 2 p.m. when:

1. A competition is scheduled the following day
2. Gym/Theatre/Other practice space is not available for practice time during the week

School Cancellation and Early Dismissal

When school is canceled due to weather all regularly scheduled league contests and practices are canceled. When one or two day tournaments are scheduled the Superintendent, Coordinator of Transportation, Principal and Activity Advisor will be responsible for making the decision regarding participation based on current or forecasted situational conditions. All extracurricular programs must abide by this decision.

When school is dismissed early due to weather there shall be no after school extracurricular activities. This includes practices and scheduled contests/events.

When school has a delayed starting time this in itself should not interfere with extracurricular activities.

Denial of Participation in Extracurricular Activities

Suspension/Appeals Procedure

The following regulations shall be observed in the administration of the extracurricular program:

General

General rules shall be developed that are consistent for all extracurricular organizations. In addition to these general rules, each advisor may develop additional rules for his/her organization. These rules must be on file in the Student Office. Students and parents must be notified in writing of both general rules and the specific rules of the organization by the advisor.

The advisor in consultation with the Principal is responsible to administer reasonable disciplinary action for violation of all specified rules including suspension from the activity for a temporary period or removal from the organization altogether.

Violation of extracurricular general rules may result in notice of intended temporary denial of participation, immediate suspension or removal from the organization by the advisor. In response to violations of general rules, the advisor must follow the procedures outlined below.

Violation of the advisor's specific rules may result in suspension from the organization only; before denying participation in the activity, the advisor should communicate with the parents, discuss the situation with the student and administer lesser forms of disciplinary action.

All violations of school and/or District policies are subject to administrative review and level of discipline is subject to administrative discretion.

Temporary Denial of Participation

Temporary denial is defined as any suspension less than a permanent denial of participation.

When an advisor denies participation for a student member of an organization, the student must be informed of the intended action by completing form 1-EDP. It is the responsibility of the coach/advisor to discuss the situation with the student and then determine whether to deny the student participation. If the student is denied participation, the coach/advisor must complete form 2-EDP.

The student may appeal the denial of participation within 72 hours of the action to the Bellefonte Area School District Extracurricular Committee. Such appeal deliberation must be conducted within 24 hours after the appeal is received, unless an extension in the time is granted by mutual agreement.

Procedures for conducting the appeal hearing are as follows:

- The principal shall serve as chairperson of the appeals committee.
- The advisor who is denying participation will present reasons for the denial.
- The student and/or parents may then present evidence or reasons why the student should not be denied participation. The student has the option of being represented at the appeal hearing; however, the hearing is not a legal process.
- The appeal committee shall make its decision within 24 hours of the hearing to uphold, modify or repeal the denial of participation.

During the appeal process the student shall not participate with the organization.

The decision of the appeal committee will be based upon generally accepted parliamentary procedures with a majority vote of the members of the appeal board necessary to uphold disciplinary action.

The appeal committee is responsible for notifying the student in writing of its decision and the reasons for the decisions by using form 3-EDP. A copy of the report shall go to the principal, the advisor and the superintendent.

There is no school-based provision for appeal beyond the committee in the case of temporary denial of participation in extracurricular activities.

Permanent Denial of Participation

If a student is to be permanently denied participation in extracurricular activities, the advisor shall notify the student in writing on form 4-EDP.

If the student or parent requests a hearing concerning the possible permanent denial, the extracurricular committee will conduct a hearing with the advisor and student. If the student attends such hearing, the steps outlined above shall be observed in conducting the appeal. However, at the conclusion of the hearing, the committee shall prepare a written recommendation to a building-level principal regarding the matter. It is then the responsibility of a building-level principal to uphold denial, modify or reinstate the student to the organization. If the building level principal modifies or reinstates the student, a written rationale shall be presented.

A building-level principal is responsible for evaluating the report of the committee and rendering a decision within 24 hours after receipt of the report.

The building principal shall then notify the student, the student's advisor, the committee and the superintendent of his/her decision in writing by using form 5-EDP.

During this appeal process, the student is denied participation in the activity until the appeal process is completed. The decision of a building-level principal represents the conclusion of the appeal process.

EXTRACURRICULAR AWARDS

Extracurricular Awards

This school district will recognize students who participate in extracurricular activities by awarding achievement letters. The type of award and criteria for receiving an award will be established prior to the commencement of the activity. Each advisor will inform student participants of the requirements and standards for earning an award in the activity.

Fine Arts Achievement Letters

In order for students to be considered to receive a Fine Arts Achievement Letter, they must meet the following, minimum criteria below. Fine Arts Achievement Letters are presented to: Marching Band/Indoor Groups, Drama, Honors Music Ensembles. Unit Pins are earned the first year that a student participates in each performing group. The star pin is earned for each year that the student participates.

1. Marching Band/Indoor Guard students must participate in at least eighty-five percent (85%) of the activities for the year.
2. Drama students must participate in some aspect of (cast, crew, orchestra, etc.) a minimum of two (2) drama productions per year
3. Honors Music students must participate in a minimum number of concerts as specified by instructor/adviser outside of the school day.
4. Advisors have the option of requiring additional criteria to earn a letter.

Bullying / Harassment Reporting Form

Student Name (optional): _____ **Grade (optional):** _____

Date of Completion of Form: _____

Description of Bullying Incident(s) (be specific with names, dates, grades and events):

Student Witness(es):

Name: _____ **Grade:** _____

Name: _____ **Grade:** _____

Faculty/Staff Witness(es):

Name: _____ **Role:** _____

Have you reported this before to the school? Yes / No If yes, when? Date: _____

Have you discussed this with your parent(s) / guardian(s)? Yes / No Would you be interested in talking with your guidance counselor? Yes / No Would you be interested in talking with your principal? Yes / No Would you be comfortable with us calling home to talk to your parent(s) / guardian(s)? Yes / No

Are you comfortable with us talking to the student and/or faculty/staff witnesses listed? Yes/No

Student Signature: _____

Action Taken (Guidance or Principal Completes)

Guidance or Principal Signature: _____

**STUDENT NOTICE OF INTENDED TEMPORARY DENIAL OF
PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

(Name of Student)

(Date)

*You are hereby advised that you will be denied temporary participation in
_____ for the following reasons:*

(Nature of misconduct, date and time of occurrence and code section(s) violated.)

*You will have an opportunity to meet with me to discuss this denial and to challenge the
reason(s) for the action or otherwise explain your actions on _____, at
_____ (date)
(time and place)*

*Pending the severity and level of the infraction, your participation in practices and contests of the
organization will be determined as outlined in the Extracurricular Code of Conduct.*

Signature of Advisor

*I have read, understand and hereby acknowledge receipt of this notice of denial of participation. I
understand my acknowledgement does not constitute an admission of the alleged misconduct.*

Signature of Student

*cc: Advisor
 Principal
 Superintendent*

**PARENT/GUARDIAN NOTICE OF TEMPORARY DENIAL OF
PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

(Student)

(Name of Parent/Guardian)

(Date)

(City)

(State)

You are hereby notified that your son/daughter has been denied temporary participation in

_____ for _____.
(Activity) (Length of Denial)

The denial begins on _____, ending _____.
(Date) (Date)

The incident which caused this action has been discussed with your son/daughter. This action was taken for the following reasons:

(The nature of misconduct, date and time of its occurrence and conduct code violated.)

Pending the severity and level of the infraction, your son's/daughter's participation in practices and contests of the organization will be determined as outlined in the Extracurricular Code of Conduct.

You and your son/daughter have the right to appeal this action to the Extracurricular Appeals Board. Notification of your decision to appeal must be made within 72 hours of the date the denial is to begin. If you wish to appeal this matter, please contact me so that arrangements can be made.

If you have any questions about this situation, please contact me.

Sincerely,

Signature of Advisor

I have read, understand and hereby acknowledge receipt of this notice of denial of participation. I understand my acknowledgement does not constitute an admission of the alleged misconduct.

Signature of Parent/Guardian

cc: Advisor
Principal
Superintendent

**NOTICE OF DECISION OF EXTRACURRICULAR APPEALS
COMMITTEE/TEMPORARY DENIAL OF PARTICIPATION IN
EXTRACURRICULAR ACTIVITIES**

(Student)

(Date)

(Name of Parent/Guardian)

(Address)

(City)

(State)

The Extracurricular Appeals Board held a hearing to review the denial of participation of _____ in _____.

(Student)

(Activity)

Following the hearing, the group took action to _____.

(affirm, reverse, or modify)

Nature of the modification or action:

Signature of Chairman of Extracurricular Appeals Committee _____

cc: Student's file

Members of Extracurricular Appeals Committee

Principal

Advisor

Superintendent

**NOTICE OF INTENDED PERMANENT DENIAL OF PARTICIPATION IN
AN EXTRACURRICULAR PROGRAM**

(Student)

(Date)

(Name of Parent/Guardian)

(Street)

(City)

(State)

You are hereby advised that you will be denied permanent participation in
_____ as outlined in the Extracurricular Code of Conduct.
(Activity)

The reason(s) for this determination are as follows:

(Nature of misconduct, date and time of occurrence and code violated.)

You have a right to an appeal hearing with the Extracurricular Appeals Committee to challenge the reason for this possible action. Please contact me to arrange a time for the hearing. The Extracurricular Appeals Committee will then make a recommendation to the Building Principal, who will then render a decision on the matter. You may request a time extension for the hearing if you are unable to attend. Please notify me by phone immediately if you wish to reschedule the hearing at _____.

Also, if you do not wish to appear at the hearing, please notify me.

Signature of Advisor

cc: Advisor

Principal

Superintendent

**NOTICE OF PERMANENT DENIAL OF PARTICIPATION IN AN
EXTRACURRICULAR PROGRAM**

(Student)

(Date)

(Name of Parent/Guardian)

(Street)

(City)

(State)

You are hereby advised that _____ has been

(Name of Student)

permanently denied participation in _____ for the remainder

(Activity)

of the _____.

(Year of Activity Season)

The reason(s) for this determination are as follows:

(Nature of misconduct, approximate date and time of occurrence and violation)

Signature of Advisor

cc: Student's file

Members of Extracurricular Appeals Committee

Principal

Advisor

Superintendent

BELLEFONTE AREA EXTRACURRICULAR TRAVEL RELEASE FORM

In consideration of the Bellefonte Area School District granting permission for our child, _____, pursuant to our request for permission of the School District to permit _____ to ride home from _____ on _____ with the undersigned parents. We the undersigned parents of said minor child do hereby agree for ourselves and our minor child to assume full responsibility for all risks to which our minor child may be placed while riding in our vehicle, or injuries or damages he/she may suffer, or injury or damages caused to a third person, and further we do hereby release and forever discharge the Bellefonte Area School District, its directors, agents, officers and employees from any and all suits or claims or damages or expenses the School District may suffer, or that our minor child may make upon attaining majority.

IN WITNESS WHEREOF, the undersigned parents intending to be legally bound have executed this consent and release this _____ day of _____, 20____.

Signature of Parent

Signature of Parent

Print Name of Child

Home Address

Home Telephone Number

EQUAL OPPORTUNITY

Bellefonte Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title IV, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, services, activities and facilities accessible to and usable by handicapped persons, contact the district's:

Title IX District Compliance Officer:

Mrs. Tracy Long, Director of Human Resources

318 North Allegheny Street, Bellefonte, PA 16823-1679

(814) 355-4814

or

Civil Rights District Compliance Officer:

Mrs. Tracy Long, Director of Human Resources

318 North Allegheny Street, Bellefonte, PA 16823-1679

(814) 355-4814

ACKNOWLEDGEMENT OF RECEIPT OF EXTRACURRICULAR CODE OF CONDUCT

PLEASE DETACH THIS PAGE AND RETURN TO YOUR ADVISOR

I have read the Bellefonte Area School District Extracurricular Code of Conduct including the rules, regulations and policies. I fully understand its meaning and consequences and support its enforcement by persons responsible.

Please sign and return to your advisor. This needs to be done only once during your career at Bellefonte. This form will be kept on file in the Student Office. Thank you for your cooperation and support. You may not participate in extracurricular activities until this form is signed and returned to your advisor.

(SIGNATURE OF PARTICIPANT)

(SIGNATURE OF PARENT/GUARDIAN)

(SIGNATURE OF ADVISOR)

(SIGNATURE OF A BUILDING PRINCIPAL)

Received by the Student Office

(Date)