

**EXTRACURRICULAR ACTIVITIES
INTERNAL ACTIVITY REVIEW COMMITTEE**

1. The board of education has established an Internal Activity Review Committee composed of:
 - A. Representative of the Principals
 - B. Representative of the Athletic Department (Director(s), if not the Principal)
 - C. Representative of the Vocational Department (Director)
 - D. Representative of the Central Office Administration (Assistant Superintendent)
2. The committee shall be responsible for reviewing and recommending any deviations of the activity policy to the board of education. In the event that a board meeting shall not be available, the Superintendent shall make the decision and report to the board at the next regular meeting.
3. In order for a student to request an exception to the ten-day limit through the Internal Activities Review Committee, the student must meet the following criteria:
 - A. Grade point average of eighty with no failing grades at last nine week reporting period.
 - B. Must have been in attendance in each class eighty percent of the school year at time of request. All absences for any reason other than absences listed in exceptions will be counted.
 - C. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.
 - D. Request in writing for hearing is to be made one month in advance of absence by student and/or sponsor.
4. Appeal of decision of internal activity review committee following initial hearing:

Procedures for filing complaints:

 - A. A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the names of the students, dates and classes missed which exceed policy statement, part A.
 - B. The school district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.
 - C. The monitoring team shall submit a written report to the superintendent and local board of education within ten school days of the on-site visit.