

## COMMUNITY UNIT SCHOOL DISTRICT NO. 1 EXTRACURRICULAR CODE OF CONDUCT

### **I. Philosophy**

Community Unit School District No. 1 is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential as productive citizens. The extracurricular program aims to expand and enhance the learning opportunities available to students. In doing so, the district offers an extensive extracurricular program. While involvement in these activities is voluntary, one's participation in such activities is a privilege. Students who choose to participate accept the responsibilities that come with serving as representatives of their school and community. These responsibilities hold students to a higher standard of conduct as a condition of participation. Those who represent the Charleston Schools and community are expected to conduct themselves in a manner that brings honor to our school community.

This code outlines the expectations for those who choose to be involved in the extracurricular program. This code also defines the rights of our students that will accompany such responsibilities.

The board, administration and staff believe that these rights and responsibilities for students and the school will help make participation in our extracurricular program a stronger and enduring learning experience. We hope that the experience will be meaningful and enjoyable for all involved and will increase learning opportunities for all students.

### **II. Purpose**

The purpose of this code is to clarify the consequences for all students involved in extracurricular activities who violate this code, and to establish procedures that will ensure fair and consistent enforcement of the code. Participants involved in the extracurricular program are expected to comply with the regulations of the school, observe good order, and conduct themselves in a manner that will bring credit and honor to them and their school. All parties involved must always consider both the best interests of the individual student and the integrity of the extracurricular program.

### **III. Student Affirmations**

- I will be the best that I can be and achieve at my highest level.
- I will influence and encourage my peers in all their endeavors and projects.
- I will have the courage to take the "right" stand regardless of peer pressure.
- I will conduct myself in a manner that contributes to an orderly atmosphere and ensures the rights of all individuals within the school.
- I will be considerate and respectful of others.
- I will give my best to my academic and extracurricular pursuits.
- I will demonstrate care and concern for school property and the property of others.
- I will respond appropriately to the direction of faculty and staff at school as well as school activities.
- I will be responsible for my attitude and behavior.

#### **IV. Application of the Code**

This policy applies to the conduct of all members and associates (i.e. managers) of extracurricular student activities, including but not limited to clubs, athletics, organizations and programs, on or off campus, twenty-four hours a day, seven days a week, 365(6) days a year.

A member or associate is defined as any student enrolled at Charleston High School or Charleston Middle School in Community Unit School District #1 who has participated, or intends to participate in an extracurricular activity, including any tryout, practice, game, event, contest, competition, tournament, match or recreation connected to the conduct of a school sport or activity.

If a student wishes to request an appeal regarding consequences of a code violation, he/she is entitled to an appeal before the Extracurricular Code of Conduct Review Board. Notification must be given in writing no more than **five** school days after the consequence is issued. The Extracurricular Code of Conduct Review Board will be comprised of the following members: one district administrator, one building level administrator, one counselor, one teacher, and one coach/director/advisor/sponsor (not directly associated with the student).

#### **V. Prohibited Conduct/Procedures**

No member or associate of a Community Unit School District No.1 extracurricular activity or program shall:

1. exhibit any behavior/citizenship that is considered a violation of school rules, and/or detrimental to his/her activity or school, including, but not limited to, illegal acts, aiding and abetting, insubordination, unsportsmanlike conduct, and the use or possession of tobacco products;
2. possess, use, distribute, purchase, or sell any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco, or tobacco product or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or the appearance of the substance, other than with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor; be involved with theft, hazing, fighting, vandalism, etc.

In addition to the punishment imposed under the terms hereunder, violators may also face additional discipline by the Charleston Community Unit #1 board of education, building principal and/or athletic/activities director.

The student extracurricular code of conduct is cumulative beginning with the student and parents/guardians signing of the code of conduct and continuing throughout the student's CUSD #1 extracurricular career; however, students will be asked to sign the policy each year to remind them of their commitment to the honor code. These policies are in effect on or off campus throughout the entire twelve-month calendar year, including weekends and summer, and are in addition to District #1 school disciplinary policies.

Consequences for violations may be imposed beginning when a violation is discovered and the student is notified. Students who are unable to complete a sanction during the course of the extracurricular season or year shall complete the sanction during his/her participation in the next extracurricular season or year. If a student chooses to participate in an extracurricular activity after a violation of the code, he/she must complete the season in good standing in the extracurricular activity in which the consequence is being administered.

## **Reporting**

Violations of the Extracurricular Code of Conduct that are not documented within one calendar year of their occurrence are not subject to the provisions of the Code.

A report of an alleged code violation may be made by contacting a school administrator who will assist in completion of the Extracurricular Code of Conduct Incident Form. Each report must include a contact name and reporting date for an investigation to be conducted. Anonymous reports will not be considered valid.

## **Enforcement and Review**

The following procedure will be utilized in enforcing the Extracurricular Code of Conduct:

The student will be given an opportunity to offer an explanation of the alleged allegations against him/her to the investigating administrator.

A school administrator and/or athletic/activities director will determine the consequence(s) as per this Code and will inform the student and his/her parent(s)/guardian(s).

The student or his/her parent(s)/guardian(s) may appeal the Code violation by requesting a review and the assigned consequences within five school days after the day the consequences are issued. This request must be addressed to the principal in writing and must state the reasons that a review should be granted by the Extracurricular Code of Conduct Review Board.

At its discretion, the Extracurricular Code of Conduct Review Board may interview material witnesses or others with evidence concerning the case. The student may also respond to the charges leveled against him/her and provide information for the Extracurricular Code of Conduct Review Board to consider.

The Extracurricular Code of Conduct Review Board will review the evidence and act according to one or more of the following:

- Affirm the consequence(s) as issued,
- Impose additional consequence(s) as per this code,
- Dismiss the issued consequence(s), and/or
- Expunge records relating to the issue.

The assigned consequences for the code violations will be and remain in effect during any request for review.

## **VI. Consequences**

The intention of a system of progressive discipline is generally to provide awareness of the problem and an opportunity to rehabilitate (1st violation), to provide significant consequences (2nd violation), to provide major consequences for Level One violations or removal for Level Two violations (3rd violation). While the consequences for Code violations are described below, the administration and/or athletic/activity director may at his/her discretion, impose additional or multiple severe consequences for a Code violation(s.)

Students who violate the extracurricular code of conduct will be declared ineligible and suspended from participation as follows:

**A. Level One Violations.** A Level One violation includes, but is not limited to, any behavior/citizenship that is considered a violation of school rules, and/or detrimental to his/her activity or the school, including, but not limited to, aiding and abetting, aggressive behavior, insubordination, and the use or possession of tobacco products. Level One Suspension Consequences are as follows:

- First violation: a 20% reduction in participation/eligibility
- Second and subsequent violation: consequences begin at Level Two, first violation

**B. Level Two Violations.** A Level Two violation includes, but is not limited to, theft, hazing, vandalism, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, or any other substance when taken into the human body that is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or the appearance of the substance, other than with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor; weapons violations; violent behavior; assault and battery. Level Two Suspension Consequences are as follows:

- First violation: a suspension of 40% reduction in participation/eligibility
- Second violation: a suspension of 80% reduction in participation/eligibility
- Third violation: removal from all extra-curricular participation/eligibility for one calendar year

Consequences will be assessed by the activities/athletic director beginning with the first scheduled practice/contest/event following the disposition of the incident.

During an extracurricular suspension, the student is required to attend all practices, contests, and events, and successfully complete the season for the duration of the suspension. However, the student may only appear at a contest/event in street clothes.

If the consequence(s) cannot be completed during the season in which the violation occurred (i.e. due to the ending of a season), then the remaining percentage of reduction in participation eligibility will carry over to the student's next participation in an extracurricular activity.

After a student has completed all violation consequences at any level, he/she will be placed on probationary status for one calendar year. If a student completes a probationary year without another code violation, he/she will be considered as having no prior code violations.

### **Voluntary Admission**

Voluntary admission of a violation as outlined in this code will result in the penalty being reduced by 50% if the student also completes requirements of the "Suspension Reductions" as outlined below.

Voluntary admission means that the student reports the violation to the athletic/activity director before the athletic/activity director receives information of the violation from another source.

This voluntary admission provision may be used only once by a student during his/her high school or middle school career on a first offense.

### **Suspension Reductions**

Controlled Substances/Alcohol/Tobacco Products - The student and parent(s)/guardian(s) may agree and enroll in a program at the parent/student expense, from an accredited, non-school agency or individual approved for insurance re-imbusement in providing for drug/alcohol/tobacco treatment (or other such agency or individual as approved by the administration). Documentation of enrollment must be given to the athletic/activity director, which will result in a 50% reduction of an offense suspension.

The student and parent(s)/guardian(s) may agree and enroll in a counseling program and/or assessment deemed appropriate for any other offense by the school administration from an accredited, school or non-school agency or individual at the parent/student expense.

Failure to successfully complete the above programs and/or assessments will result in the student serving the original consequence.

### **Treatment of Injury**

When a student athlete is under the supervision of a Certified Athletic Trainer (ACTC), the ATC will evaluate injuries and provide appropriate treatment. Each injured student athlete is monitored following an injury and will only be returned to competition when the ATC on site or appropriate personnel determines that the injured student athlete can safely return to competition. The ATC has the ability to evaluate, treat and prevent injuries under the supervision of a physician. At Charleston High School, a training room is available with equipment to provide medical attention to any athlete who requires services. This equipment includes but is not limited to ice, heat, ultrasound, electrical stimulation, whirlpools, tapes, splints, and braces.

By signing the Athletic Code, I give permission for my student athlete to be evaluated and receive the appropriate treatment given by the ATC. The ATC will be responsible to recommend and assure further treatment beyond the scope of their practice act/licensure. This includes, but is not limited to, accessing emergency medical services, Emergency Department consult and/or physician consult/advice. In consideration for the ATC treating my student athlete, I waive any and all claims against Sarah Bush Lincoln Health Center, its Board, Employees, agents, and representatives and all claims for any and all injuries or untoward results.

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**RECEIPT FOR COMMUNITY UNIT SCHOOL DISTRICT NO. 1  
EXTRACURRICULAR CODE OF CONDUCT**

I received a copy of the Charleston Community Unit School District No. 1 Extracurricular Code of Conduct. I have read the Extracurricular Code of Conduct and agree to abide by the terms stated herein. I understand that the rules contained in the Extracurricular Code of Conduct apply to me (my child). I acknowledge that, even with the best instruction and supervision, injuries are a possibility in any athletic and/or extracurricular activity, and I accept the risks of athletic and/or extracurricular participation.

SIGNED: \_\_\_\_\_  
(Participant)

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
(Parent or Guardian)

DATE: \_\_\_\_\_

Except with respect to the use of prescription drugs prescribed for me by a medical doctor when used by me in the manner intended by the prescribing medical doctor, I promise that I will not possess, use, be under the influence, distribute, purchase or sell any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by me or anyone else to be, or is believed by me or anyone else to be any of the above, regardless of the true nature or appearance of the substance for so long as I am a student Participant within the meaning of the Charleston Community School District No. 1 Extracurricular Code of Conduct or subject to its terms and conditions.

I understand that my extracurricular eligibility is conditioned on my keeping this promise.

SIGNED: \_\_\_\_\_  
(Participant)

DATE: \_\_\_\_\_