

SECTION 10

EXTRA-  
CURRICULAR  
CONDUCT CODE

## 10.1 RATIONALE SUPPORTING AN EXTRA-CURRICULAR CONDUCT CODE

*Rationale: Why does our school offer and support extra-curricular activities?*

Extra-curricular activities are worth the investment in time and resources because they provide:

1. Special vehicles to teach and reinforce problem solving, decision-making, cooperation with others, good sportsmanship, pride in self, responsibility, honesty, and other core values taught in the curricular program;
2. Opportunities for students to develop talents and skills not developed through the regular curricular program;
3. Opportunities for students to develop and to learn through applications of musical intelligence, spatial intelligence, bodily-kinesthetic intelligence, intra-personal intelligence, and inter-personal intelligence in ways that are not offered through the regular curricular program;
4. Opportunities for students to explore interests;
5. Opportunities for students to learn about and to participate in constructive uses of time and energy;
6. Challenges to test one's personal limits;
7. Opportunities to learn about self and others;
8. Opportunities to lead, to follow, to work independently, and to work cooperatively towards a goal.

*Rationale: Why do we have an Extra-Curricular Conduct Code?*

The extra-curricular program is an extension of the regular curricular program. Therefore, the Student Conduct Code applies at events, performances, contests, practices, and in transit just as it applies at school. At the same time, extra-curricular organizations have some additional dimensions: (1) participation is voluntary; (2) they are provided through a great commitment of resources; (3) they serve only those members of the student body who elect to participate; (4) many of the events occur in view of the public and tax payers who support the events; (5) the inclusion of these events is justified on the basis of the special and/or extra benefit to the participants; and (6) many of these events take place before or after school hours and away from our school's grounds and facilities. Consequently, it is necessary to have a special Extra-Curricular Code that supplements and complements the Student Conduct Code to address the additional or different issues that can arise from conducting extra-curricular events.

Extra-curricular organizations/activities were never intended to supplant or replace the regular curricular program. Therefore, participation in extra-curricular events is considered a privilege. Students who participate are accepting the responsibility of representing the high standards of conduct and values for which Urbana High School stands. Failure to comply with those standards can result in the revocation of the privilege to participate.

## 10.2 BASIC REQUIREMENTS FOR PARTICIPATION

### 1. Athletic Requirements

- A. The student participant must be producing passing work in at least five (5) subjects (twenty-five (25) hours).

Eligibility will be checked on a weekly basis. Grades for eligibility will be submitted every Thursday. Student-athletes must be passing at least five classes on this Thursday to be eligible for competition on Monday through Saturday of the following week. Student-athletes not passing five classes on Thursday will be considered ineligible for competition during the following week and must earn passing grades in at least five classes by the next Thursday when eligibility is checked again.

When a student-athlete is not passing five classes at the end of a semester, this person is considered ineligible for competition for the entire next semester of school and can not regain eligible status unless he or she is passing five classes at the end of this next semester.

For the purpose of eligibility, the academic learning support class is considered one subject area. This means that students must be producing passing work in both the English and math sections of the course. Student directed learning and department aides are considered subject areas and are counted toward eligibility as well.

Recapture courses, university/college courses, and on-line courses cannot be counted toward weekly eligibility. These courses may be counted toward semester eligibility with approval from the administration.

- B. The student participant must have a valid physical examination on file in the Athletic Office before the beginning of practice. This exam must be current, i.e., dated less than one year from the end of the season in which the student is to participate.
- C. The student participant must have purchased the student accident insurance or have on file in the athletic administrator's office a form that verifies adequate coverage by a family or group policy. Urbana School District does not assume financial responsibility for accidents incurred in athletics.
- D. There is a one-time \$50.00 per athletic season fee with a maximum of \$100.00 per school year for each athlete. The student participant, who is accepted onto a team and then is suspended, dismissed, or resigns will not receive a refund.
- E. The student participant must comply with all school rules and expectations.

## 2. Other Extra-Curricular Organization Requirements

- A. See item A from the Athletic Requirements section above.
- B. The student participant must comply with all school rules and expectations.

### 10.3 ADDITIONAL REQUIREMENTS FOR PARTICIPATION

#### 1. Athletics Only

- A. As a condition of participation, students agree to comply with all rules and regulations established by the Illinois High School Association.
- B. A season begins with the first day of practice and extends through the final competition for members of the team, or presentation of awards, whichever is later.
- C. As a condition of participation, students must be in attendance at least three (3) classes on days of competition in order to participate. **Note:** The Principal or the Principal's designee may waive this requirement if there are extenuating circumstances beyond the student's control.
- D. As a condition of participation, students who are medically excused from PE classes, practices, or games may not return to participate without a written release from their doctor.
- E. As a condition of participation, students must comply with the rules set by their coach for participation in practice. Participation in practices can be important for the safety and health of the student participants.
- F. All student-athletes and their parents must sign the IHSA Steroid Testing Policy and Consent to Random Testing form before they are allowed to compete in interscholastic sports at the varsity level.

#### 2. All Students Required to Meet Eligibility Requirements

- A. Because each extra-curricular organization has unique issues or safety concerns, the coach or sponsor may establish more specific rules and consequences for his/her respective sports, clubs, or organizations, including rules for conduct. These rules must be approved in writing by the Principal prior to the beginning of the season; they must be communicated verbally and in writing to every student participant; and they must be on file in the athletic administrator's office for student athletes, or the Dean's Office for all other extra-curricular activities. Therefore, the expectations of students by an individual coach or sponsor may extend beyond those listed in the Student/Parent Guidebook.
- B. As a condition of student participation, a parent/guardian must acknowledge in writing that they have received a copy of this code; they expect their child to comply with it; and, they agree to abide by it.

- C. As a condition of participation, students must be in attendance at least three (3) classes on days of competition in order to participate.

**Note:** The Principal or the Principal's designee may waive this requirement if there are extenuating circumstances beyond the student's control.

- D. As a condition of participation, students agree to be responsible for the care of school equipment or property issued and used. Students must make restitution for equipment or property they lose, damage, or steal.
- E. As a condition of participation, students must comply with rules about vacations or absences during a team season that are established by their coach/sponsor.
- F. To be eligible for an award, a student participant must abide by the standards of the Extra-Curricular Conduct Code and the rules established by the coach/sponsor that have been approved by the Principal.

#### **10.4 IMPLEMENTATION OF THE CODE AND CONSEQUENCES FOR VIOLATIONS**

Student participants represent Urbana High School outside of the season/activity period as well as during the season. Therefore, this Extra-Curricular Conduct Code shall apply to student participants for the entire calendar year. That is, rules for students participating in extra-curricular activities are in effect for the entire calendar year including June, July, and August.

Student participants who violate the Extra-Curricular Conduct Code may also be in violation of the Student Disciplinary Code found under Student Expectations in the Student/Parent Guidebook. Therefore, it is possible for students to violate both codes and to receive consequences from each of the codes. Consequences resulting from a violation of the Extra-Curricular Code may carry over from school year to school year throughout the high school career of an individual student participant (see Code Violation Procedures).

1. For violations that occur at school or at school-sponsored events, the assistant principal/athletic director and a dean will be informed. The dean will apply the School Disciplinary Code, as outlined in the Student/Parent Guidebook, and the Extra-Curricular Code will be applied by the assistant principal/athletic director. The assistant principal/athletic director and/or dean will also inform the head coach/sponsor and parent(s)/guardian(s) of the situation and the disciplinary action being taken.
2. For reported violations that occur outside of school, including during the summer months, the administrator or dean will inform the head coach/sponsor, student participant, and parent/guardian that an investigation is in progress regarding the violation. The student participant and parent/guardian will be provided an opportunity to respond. The assistant principal/athletic director will meet with the student participant and parent/guardian to inform them of the decision regarding participation in extra-curricular activities.

**Students who voluntarily inform an administrator or a dean, in a timely manner, of their own involvement in a code violation may receive a lesser penalty.**

## 10.5 SERIOUS MISCONDUCT OR CRIMINAL OFFENSE

Serious misconduct shall include, but is **not limited to** the following: a serious traffic offense, drug/alcohol related offenses, gang activity (serious mob action), battery (fighting), endangering/harming others, and damage to school property or public property (vandalism).

When a school administrator or dean verifies a report that a student participant has committed serious misconduct or a criminal offense, the student participant will be issued consequences immediately if the action is a violation of the Student Disciplinary Code. The suspension from participation in all extra-curricular organizations will be determined later by the athletic director. After reviewing all of the available information, the athletic director will determine the penalty, duration of suspension, and conditions for reinstatement of the student into extra-curricular programs.

## 10.6 SUBSTANCE USE OR POSSESSION

Our school has a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. If student participants possess, use, distribute or sell illegal drugs, look-alike drugs, paraphernalia, controlled substances, alcoholic beverages, or tobacco products, they are in violation of the Extra-Curricular Conduct Code. We encourage students not to attend gatherings where alcohol or drugs are present.

The use of performance enhancing drugs is also prohibited by the extra-curricular conduct code. Students who participate in varsity athletics and can potentially compete in IHSA state series must sign the IHSA consent to random drug-testing form. Student-athletes who are caught in possession of or using performance enhancing drugs are susceptible to receiving consequences from the IHSA and the legal system, as well as consequences from the student discipline and extra-curricular conduct codes.

## 10.7 PENALTIES

A student may not participate in any UHS activities during suspensions resulting from violation of the Student Disciplinary Code. In addition, the student participant may not be present at practices or contests if these events conflict with an assigned school penalty (e.g. P.M. detention, Saturday detention, dean/teacher consequences, etc).

## 10.8 CODE VIOLATION PROCEDURES

When a student is found to be in violation of the Extra-Curricular Conduct Code, the assistant principal/athletic director will determine the disciplinary consequence to be imposed.

### 1. Athletics

#### A. First Violation:

The assistant principal/athletic director will convene a conference with the student participant and a parent/guardian to discuss the imposition of penalties. A dean may also be present at this meeting if the misconduct that took place falls under the category of being a school discipline issue as well. To regain eligibility, student participants must complete an athletic suspension period equal to one-fourth of the contests in the sport season. They are expected to be at all practices, but will not be allowed to dress, sit on the bench, travel with the team, or participate in contests during the suspension period. If the season has less than one-fourth of the contests remaining, the remainder of the athletic suspension will carry over to the following season of the same sport. If the student is currently not participating in a sport, the suspension will be enforced during the student's anticipated next athletic season. Previous records will be used to determine the student's next athletic season. For instance, if a junior who has only played football in his high school career violates the code outside of football season, he will serve his suspension during the next football season. If this student joins another sport for the first time before the next football season, he will not be allowed to serve the designated suspension during the new sport season to avoid serving his suspension during football (his primary sport). If the athlete has a history of being a multiple sport athlete in his or her career, the suspension will be served during the athletic season that immediately follows the time of the violation.

In all situations where an athlete is being issued consequences for a violation of the conduct code that took place during an off-season time, the assistant principal/athletic director will use his or her discretion to determine during which season the suspension will be served. These decisions will be made with the intention of issuing the student the most fair and appropriate consequences for his or her offense.

Students who violate the drug/alcohol sections of the code should enroll in and successfully complete a drug/alcohol program. Providing proof of enrollment and completion of an approved drug/alcohol program could reduce the suspension from athletic participation.

- B. Second Violation:  
A conference will be convened to include the participants of the first violation conference. The second violation will result in the athlete being suspended for an entire semester of school (18 weeks) or a full athletic season. In each individual case where there is a second offense, the athletic director/assistant principal will determine which consequence (18 weeks or full sport season) is best suited for each individual situation and decide when the suspension will be enforced.
- C. Third Violation:  
A third violation will result in the student's placement on suspension from athletics for one to two calendar years. In the case of a third offense, additional factors, such as the severity of the incident and the individual's previous discipline records in school and athletics may be taken into consideration in determining the length of the suspension. After taking into consideration all the factors regarding the incident, the assistant principal/athletic director will use his or her discretion to determine the appropriate length of the suspension.
- D. Three Semester Probation:  
The athletic director will keep a record of each student's conduct code violations throughout the course of his or her high school career. However, if a student is able to go three consecutive semesters without incident after his or her first violation, the initial violation will not count against the individual if another violation occurs. For example, if an individual violates the conduct code during first semester of his or her freshman year of school, but does not have another incident until his or her junior year, the incident during junior year will be treated like a first offense. The individual will be rewarded for his or her good behavior and receive the consequences designated for first time offenders. However, some students may lose the opportunity to benefit from having displayed good behavior during this probationary period of time if the offenses they were involved in are of a serious nature. The assistant principal/athletic director will decide whether or not a student should receive credit for his or her good behavior between his or her first and second offenses.

## 2. Other Extra-Curricular Organizations

- A. First Violation:  
The assistant principal/athletic director will convene a conference with the student participant and parent/guardian to discuss the imposition of penalties. A dean may also be present at this meeting if the misconduct that took place falls under the category of being a school discipline issue as well. To regain eligibility, student participants must complete a suspension period of thirty (30) calendar days from all extra-curricular organizations. During this suspension the student participant will be excluded from all practices, contests/performance, meetings, and other events related to the organization. If the school year has fewer than thirty (30) calendar days remaining, the remainder of the suspension will carry over to the following year in which the student participates. Students who violate the drug/alcohol sections of the code should enroll in and successfully complete a drug/alcohol program. Providing proof of enrollment and completion of an approved drug/alcohol program could reduce the suspension from extra-curricular participation.



- B. Second Violation:  
A conference will be convened to include the participants of the first violation conference. A second violation will result in suspension from all extra-curricular organizations for a semester or 18 weeks of school.
- C. Third Violation:  
A third violation will result in the student's placement on suspension from participation in extra-curricular activities for one to two calendar years. In the case of a third offense, additional factors, such as the severity of the incident and the individual's previous discipline records in school and extra-curricular activities may be taken into consideration in determining the length of the suspension. After taking into consideration all the factors regarding the incident, the assistant principal/athletic director will use his or her discretion to determine the appropriate length of the suspension.
- D. Three Semester Probation:  
The athletic director will keep a record of each student's conduct code violations throughout the course of his or her high school career. However, if a student is able to go three consecutive semesters without incident after his or her first violation, the initial violation will not count against the individual if another violation occurs. For example, if an individual violates the conduct code as a freshman, but does not have another incident until his or her junior, the incident during junior year will be treated like a first offense. The individual will be rewarded for his or her good behavior and receive the consequences designated for first time offenders. However, some students may lose the opportunity to benefit from having displayed good behavior during this probationary period of time if the offenses they were involved in are of a serious nature. The athletic director will decide whether or not a student should receive credit for his or her good behavior between his or her first and second offenses.

## **10.9 APPEAL PROCEDURES**

Participation in extra-curricular organization is voluntary and a privilege that is not a property right. However, a student participant may appeal the decision of the assistant principal/athletic director by following the procedures listed below:

1. The student, or the student's representative, must submit an appeal in writing to the building Principal within three (3) school/work days of a decision by the assistant principal/athletic director to impose a penalty.
2. The appeal will be submitted to the Extra-Curricular Appeals Committee for a decision on the appeal. The Extra-Curricular Appeals Committee will submit their recommendation to the building Principal.
3. The building Principal will then affirm, modify, or dismiss the decision of the committee within one (1) school day after receiving the recommendation.
4. The building Principal will inform the student and parent/guardian of the final decision.
5. Penalties remain in force during appeal process.

## **10.10 MAKE-UP OF THE APPEAL COMMITTEE**

The Extra-Curricular Appeals Committee will consist of an administrator, an out-of-season coach/sponsor of another organization, and a dean.

**10.11 EXTRA-CURRICULAR CONDUCT CODE SIGNATURE SHEET**

**URBANA HIGH SCHOOL  
EXTRA-CURRICULAR CONDUCT CODE**

I have read the Extra-Curricular Conduct Code. I understand and agree to abide by the conditions of the Code described herein.

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*Student Participant Signature*

*Date*

I have read the Extra-Curricular Conduct Code. I understand and agree to the above conditions of the Extra-Curricular Conduct Code and give my permission for my child to participate.

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*Parent/Guardian Signature*

*Date*

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*Address*

*Phone #*