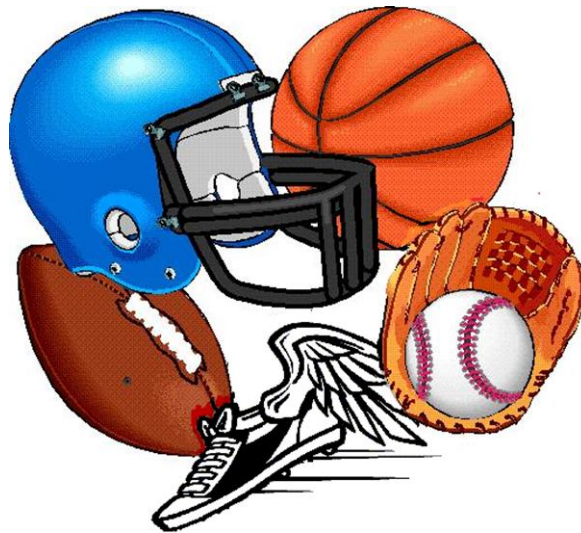


***ALBANY***  
***HIGH SCHOOL/MIDDLE SCHOOL***  
***Extra-Curricular***  
***Code of Conduct***



***Revised July, 2018***

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**This handbook may not address all situations and questions. The administration will exercise the right to make judgments and interpretations regarding implementation of violations and punishments. Each case will be judged on its own individual merits.**

### **MISSION STATEMENT**

Extra-curricular school programs are intended to enrich student learning and development through activities which foster emotional, intellectual and physical growth.

### **APPLICABILITY**

This Code of Conduct relates solely and specifically to extra-curricular activities at both middle and high school levels. Activities that are conducted as part of a curriculum or class (co-curricular activities) are governed by discipline procedures outlined in the Student/Parent Handbook.

### **EFFECTIVE PERIOD**

The Code of Conduct shall be in effect twelve (12) months of the year. All code violations that occur after season or the school year will be served the following season and/or school year.

### **MANDATORY PARENT/ATHLETE MEETING**

All student athletes of Albany High School must attend a mandatory parent/athlete meeting before the start of the school year. The meeting time and date will be advertised in advance for athletes and parents to attend. The meeting will cover important information and paperwork that must be completed in order to participate in school sponsored sports.

### **RESPONSIBILITIES**

All students have the privilege of participating in the extra-curricular program if they are willing to assume certain responsibilities. Students have the primary responsibility to be a credit to themselves, their parents, their school, and their community. Participants, parents/guardians, advisors/coaches/directors, and administrators are expected to abide by all provisions of the contract for extra-curricular participation.

### **CATEGORIES**

#### **(ATHLETIC & NON-ATHLETIC)**

#### **ATHLETIC:**

Baseball, Basketball, Cross Country, Football, Hockey, Softball, Track, Volleyball and Wrestling.

#### **NON-ATHLETIC:**

Cheerleading, FFA, Forensics, National Honor Society, Student Council and any other clubs.

### **DEFINITIONS**

#### **PARTICIPANT/STUDENT:**

The following Code of Conduct book will refer to “participant” or “student” as any student in any of the above listed categories.

#### **ADVISOR/COACH/DIRECTOR RULES:**

Coaches are required to hold a player/parent meeting prior to the start of practice for each sport. Individual advisors/coaches/directors are encouraged to monitor participant’s grades and can add to the eligibility requirements upon approval of the principal. These additional requirements must be submitted in writing to the participants and parents. Parents/guardians and the

participants will sign an Extra-curricular Expectations and Participation Contract stating they will abide by all rules. Students may be disciplined or suspended from competition for insubordination or disrespect to any school employee, coach, or official, or for not meeting the requirements of the head coach/athletic director. A student's attendance, attitude, cooperation and compliance, etc. can affect suspension time.

**ATTENDANCE/KNOWING PRESENCE VIOLATION:**

Attendance at an event or party, without the participant's parent being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug or misusing a prescription drug is a violation. Being in the presence of a person using tobacco is not a violation herein. A participant has not committed a violation hereunder if he/she leaves the event or party with appropriate promptness under the circumstances.

**CO-CURRICULAR ACTIVITIES:**

Co-curricular activities are defined as activities in which students participate that are part of the curriculum of a class and are included as part of the grading requirements of a class, i.e. Show Choir, Jazz Band. If a student cannot attend a concert due to illness or injury, they will be given an alternative assignment.

**EXTRA-CURRICULAR ACTIVITIES:**

Extra-curricular activities are defined as activities that are not part of the curriculum of a class nor given as part of a grade within a class.

**SUPPORT SERVICES:**

Several options for student support and education are included within the conduct rules and consequences described. For clarification, the following definitions are provided:

Screening: In this code, a screening shall be defined as a limited evaluation of a student's involvement in drug or alcohol use, or any other problematic behavior. A screening is conducted by a Student Assistance Program counselor who is an employee of the Albany School District.

Assessment: In this code, an assessment shall be defined as a comprehensive evaluation of a student's difficulties that is conducted by an outside agency. A list of suggested outside agencies can be provided upon request.

**NON-ATHLETIC AWARDS:**

The non-athletic awards are determined by each individual advisor.

**ATHLETIC AWARDS:**

The athletic awards presented by Albany High School are listed below:

- A. Letter A Certificate – awarded each time an athlete letters in a sport.
- B. Participation Certificate – awarded each time an athlete participates in a sport and finished the season in good standing.
- C. Chenille Letter – awarded to an athlete the first time they earn a letter in a sport.
- D. Metal Insert – Pin, bar or medal awarded each time an athlete letters in a sport.
- E. Athletic Achievement Awards – each varsity sport is allotted players to be awarded to most valuable, most improved, captains, and Coaches Award (hard work and dedication).
- F. The sports which have junior varsity and junior varsity reserve teams may award for Most Improved and a Coaches Award.

- G. It should be noted that an athlete must complete the season in good standing to be eligible to receive any awards, letters, or special recognition. This includes all-conference honors.

**CRITERIA FOR EARNING A VARSITY LETTER:**

- A. Attendance Requirements – Athletes must attend all practices and contests unless excused by the coach. Unexcused absences may affect the athlete’s ability to letter.
- B. Attitude/Conduct – All athletes must display a positive attitude toward the sport, his/her teammates and opponents and his/her role as a team member.
- C. End of Season Requirements – Athletes must check in all issued equipment/uniforms or reimburse the school district for any equipment/uniforms missing or damaged.
- D. Coaches Recommendation and Special Considerations – Athletes may qualify for a letter under the head coach’s special consideration. The head coach may use the following criteria to award a letter:
  - 1. Outstanding effort/Attitude
  - 2. Team sacrifice/Dedication
  - 3. Outstanding team contribution
  - 4. Participation during high school career
  - 5. Medical/Injury difficulties
- E. Contest Participation/Performance – The athlete must participate in a minimum number of games or quarters, and may also be required to earn a specific number of points throughout the season in order to earn a letter. These requirements vary from sport to sport and coach to coach. Each head coach will provide guidelines to each athlete at the beginning of the season.

**ACADEMIC ELIGIBILITY**

**ATHLETIC**

- A. Students must be enrolled and attending Albany High School full-time.
- B. A grade point average of 1.5 must be maintained during each quarter (9 week) grading period or the high school participant becomes ineligible for the following quarter.
- C. Grades will be calculated every 4.5 weeks throughout the school year based upon the posted grades from mid-term progress reports and/or quarter report cards.
- D. High school students receiving one or more failing grades for the 4.5 week grading period will be ineligible for the following period:

Mid-term

Number of Regular Season Contests in the Sport	Number of Contests of Ineligibility
1-15	1
16-25	2

Quarter

Number of Regular Season Contests in the Sport	Number of Contests of Ineligibility
1-5	1
6-10	2
11-15	3
16-20	4
20+	5

- E. Ineligibility will begin at 3:30 p.m. on the day that grade verification sheets are returned to the office.
- F. Incompletes shall be treated as an F unless teacher and administrator exception is applied.
- G. At the end of the fourth (4th) quarter, a student-participant with one or more failing grades or a GPA below 1.5 will have the consequences carried over into the fall season.
- H. It is the prerogative of the AD and administration to create a contract for failing students to create a plan for academic success and athletic and extra- curricular participation.

**ELIGIBILITY FOR COOPERATIVE SPORTS** - Albany High School will use the hosting co-op school handbook to define eligibility requirements for any co-op sports with regard to code of conduct violations. Non-academic violations will be enforced in accordance to the host school board’s policy. Academic ineligibility will be enforced in accordance to Albany High School policy. Student athletes in cooperative sports will receive a Code of Conduct book from the host school.

**Middle School Eligibility – Grades 5 - 8**

- A. Students must be enrolled and attending Albany Middle School full-time.
- B. A grade point average of 1.5 must be maintained during each quarter (9 week) grading period or the middle school participant becomes ineligible for the following quarter.
- C. Grades will be calculated every 4.5 weeks throughout the school year based upon the posted grades from mid-term progress reports and/or quarter report cards.
- D. Middle school students receiving one or more failing grades for the 4.5 week grading period will be ineligible for the following period:

<u>Mid-term &amp; Quarter</u>	
Number of Regular Season Contests in the Sport	Number of Contests of Ineligibility
1-5	1
6-10	2

- E. Ineligibility will begin at 3:30 p.m. on the day that grade verification sheets are returned to the office.
- F. Incompletes shall be treated as an F unless teacher and administrator exception is applied.
- G. Fourth quarter grades for 8th graders will affect eligibility for 9th grade participation. At the end of the fourth (4th) quarter, a freshman student-participant with one or more failing grades or a GPA below 1.5 from 8th grade, will have the consequences carried over into the fall season.

**NON-ATHLETIC (High School and Middle School)**

- A. Students must be enrolled and attending Albany School full-time.
- B. A grade point average of 1.5 must be maintained during each quarter (9 week) grading period or the high school participant becomes ineligible for the following quarter.
- C. Grades will be calculated every 4.5 weeks throughout the school year based upon the posted grades from mid-term progress reports and/or quarter report cards.
- D. Students receiving one or more failing grades for the 4.5 week grading period will be ineligible for 2 weeks.
- E. Ineligibility will begin at 3:30 p.m. on the day that grade verification sheets are returned to the office. Eligibility may resume after 3:30 p.m. on the 10th school day.
- F. Incompletes shall be treated as an F unless teacher and administrator exception is applied.

- G. At the end of the fourth (4th) quarter, a student-participant with one or more failing grades or a GPA below 1.5 will have the consequences carried over into the fall season. The ineligibility period will be 2 weeks from the first day of school.

### ATTENDANCE PROCEDURES

All participants are expected to attend every game/event and practice session. Coaches/Advisors may deal with absences in a way that has been established and is appropriate.

1. Participants must be in school for the entire day in order to compete or practice on that day, with the following exceptions:
  - a) School-approved function (i.e. field trip, etc.)
  - b) Funerals, college visits, and other pre-approved absences, if approved in accordance with school policy.
  - c) Appointment Exemption (i.e. doctor or dentist appointment, driver's test, etc.)

Students cannot participate in the contest or practice on that date unless they have a written excuse from the office of their appointment. No administrator, coach, or advisor can grant a student permission to participate under any circumstances without a note from physician/proctor/secretary. The time excused from school is limited to the appointment as well as travel time to and from appointment. Any additional time will be treated as unexcused, and would make student ineligible for that date.

2. Students who are absent from one or more periods the day of a contest or practice because of illness cannot participate in the contest or practice on that date.

~~Students must be in school the full day in order to participate in athletic events or practices. If a student is unexcused absent any portion of the day, he/she will not be able to participate in practice or an athletic contest(s) or extra-curricular activity unless cleared by the Principal or District Administrator. Unexcused absences on Fridays make students ineligible for the entire weekend. Pre arranged appointments and/or emergencies must be verified by parents/guardians and need approval of the HS/MS Principal or District Administrator prior to the event.~~

3. Students serving suspensions (in-school or out-of-school) will not be allowed to participate or attend practices and/or events on that date. If a detention needs to be served after school, the student will be excused from practice for that amount of time. At any time, if a teacher needs to meet with a student, the student will be excused from the extra-curricular activity.

On days when school is closed early and students are sent home because of bad weather, practices will automatically be canceled and participants are to go home with the other students.

**PARTICIPATION IN A SPORT** – An enrolled AHS student-athlete must declare participation in a particular sport and be included on the roster within 15 days or three weeks of the first practice. Once that three weeks or 15 days has passed, a student may no longer join a team unless approval of circumstance has been made by AD, Principal, & Superintendent. (Students that enroll at AHS after a sport has already begun will have 10 school days after enrollment status to the district to join a team.)

## **CHANGING SPORTS AND MULTIPLE SPORTS**

An athlete who begins participation in a sport and then chooses to change sports must petition, in writing, to the Athletic Director and coaches involved the desire to change sports. The Athletic Director will review the petition and then involve coaches prior to approving the change. If a student is cut from an activity for disciplinary reasons and wants to switch to another, a review by the athletic director/coach/advisor will be required prior to approval of the switch.

An athlete may participate in two sports during one season and both coaches involved will collaborate to make satisfactory arrangements in dealing with practices and games/meets. Middle school students may only participate in one sport during one season with the exception of girls fall sports.

Also, an athlete must, in collaboration with the coaches, designate one sport as his/her primary sport to resolve scheduling conflicts.

## **CONDUCT RULES**

All participants shall conduct themselves in such a way as to reflect positively on themselves, their team, their family and their school while representing Albany Schools.

Violations:

The following types of conduct are in violation of the extra-curricular Code of Conduct:

- A. The use, purchase, sale, being “under the influence”, distribution, or possession, of tobacco, drugs, paraphernalia associated with controlled substances, alcohol, or look-alike, regardless of the participant’s age.
- B. Attendance at an event/party, without the participant’s parent being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug or misuse of prescription drugs.
- C. Serious misconduct, as defined in the Student/Parent Handbook.
- D. Violation of state statutes or any criminal act. Penalties for students who violate state statutes or engage in any criminal act will be no less than the penalties for students who violate other rules. In addition, one year and career suspensions may be invoked depending on the nature of the crime.

### **Reporting Violations**

All violations of the extra-curricular Code of Conduct must be reported to the Athletic Director. This written report will include all circumstances and all persons involved, and will be presented to the athletic director or a school administrator. Only reports made in writing within 90 days of the incident will be considered. Any person may report a violation of the extra-curricular code. Persons under the age of 18 may report directly to an advisor/coach/athletic director, staff member, or administrator who will then file a report if the information warrants such action and said report will be filed in the Attendance/Discipline folder of the student(s) involved in the violation.

### **Investigation**

Upon receipt of a violation report, an investigation will be conducted by the principal/designee. This investigation will proceed as follows:



1. Upon receipt of a violation report, the student and parent will be notified directly by face-to-face contact, direct telephone contact, or in writing.
2. The investigator will interview appropriate individual(s) and conduct whatever proceedings are necessary to determine whether the alleged violation occurred.
3. A conference will be held to discuss the incident and the results of the investigation. The student, the student's parents, the appropriate advisor/coach/director, and the School Counselor will be invited to this conference. A parent may designate, in writing, another adult to appear in his/her place throughout the investigation and appeal process. If a violation is determined to have occurred, the student and parent will be informed of the consequences, as well as options for student support, and procedures for regaining eligibility to participate in extra-curricular activities. Following this conference, the investigator will send the parents a letter summarizing the results of the investigation as well as the consequences imposed and the assistance offered.

**Honesty Clause:** A school administrator may question a student about a possible extra-curricular Code of Conduct violation when there is reasonable suspicion to believe the student has violated the Code of Conduct. Participation in an extra-curricular activity is a privilege, not a right. Adverse inference may be drawn when a student refuses to cooperate during an investigation. Additional penalty may be imposed if a student is untruthful in the investigation.

### **DRESS CODE**

All student-athletes will make sure they are dressed appropriately inside and outside of the school buildings during sports activities that are sponsored by Albany HS. Student-athletes that violate this rule will be warned and then will be subject to a contest suspension. This includes the weight room. (Example: Shirts must be worn at all times when practicing on school grounds.)

### **ELIGIBILITY RULES**

In order to represent Albany High School in any interscholastic competition, a student must meet all eligibility requirements of the WIAA and Albany High School. Students in a cooperative athletic sport must adhere to the rules of the host school.

- A. Permit to Practice – An athlete is permitted to practice when the following are completed:
  1. Physical card signed by physician and parents every two years.
  2. Alternate year card signed by parents on the alternate years.
  3. Extra-Curricular Contract and Athletic Emergency Information Forms signed by athletes and parents each year and turned in to the Athletic Director.
  4. Student athletes will be required to complete a Concussion and Head Injury Information Sheet prior to each sport in which they participate in compliance with WIAA regulations.
  5. A participation fee paid to the Albany School District for extra-curricular activities. The fee per high school student is \$40.00 per activity and per middle school student is ~~\$10.00~~ \$20.00 per activity with a family maximum of \$200.00 for each school year. This participation fee is non-refundable once it has been collected.
- B. Managers – A student who is a manager is an integral part of the athletic program at Albany High School and, as such, is governed by the Albany Extra-curricular Code of Conduct.

- C. Middle School Students – These students will be accountable under the same Code of Conduct rules that apply to high school students. The Athletic Director and Principal will determine if violations by middle school students will carry over into their high school careers.
- D. Other Rules of Eligibility – All other rules of eligibility found in the WIAA Handbook will apply. They include residence and transfer, age, amateur status, attendance and non-school participation. Consult the Athletic Director for further information on WIAA rules.

### **EQUIPMENT - CARE AND RESPONSIBILITY**

Participants and parents should be aware of the following regulations regarding use of Albany High School/Middle School equipment:

- A. The original equipment issued to the participant must be returned at the close of the season/event or the participant will receive a bill for the replacement cost.
- B. The participant is financially responsible for any lost, misplaced or damaged equipment/uniforms.
- C. If lost equipment is found, it should be brought to the Athletic Director or Advisor, who will refund monies already paid for replacement.
- D. Uniforms should not be worn for any purpose other than Albany High School/Middle School sponsored events.

### **INJURIES AND THEIR CARE**

All injuries must be reported to the supervising coach/advisor immediately. Unreported injuries can lead to serious complications, time lost from competition and unnecessary medical expenses. Should any injury be discovered after a student returns home, parents should use their discretion regarding the need for doctor's care. The injury should then be reported to the coach/advisor within 72 hours.

Parents must inform the coaching staff/advisor of any special medical problems the student may have.

STATEMENT OF RISK: Physical activity yields many benefits BUT MAY RESULT IN CATASTROPHIC INJURIES. ALL SPORTS involve movement and some involve CONTACT THAT MAKE SPORTS A HIGH RISK AREA FOR SERIOUS INJURIES. Some sports REQUIRE SPECIAL EQUIPMENT, BUT EVEN SPECIAL EQUIPMENT IS NO GUARANTEE that an injury will not occur. ALL families need to read and sign the Concussion Protocol Form.

### **PENALTIES FOR CODE OF CONDUCT VIOLATIONS**

#### **ATHLETIC**

**This handbook may not address all situations and questions. The administration will exercise the right to make judgments and interpretations regarding implementation of violations and punishments. Each case will be judged on its own individual merits.**

#### **First Violation:**

**(Only applies if a participant has not committed any previous Code of Conduct violation)**

**1. Attendance at Parties or Events/Knowing Presence**

- a. The penalty will be a warning that will be recorded as a first violation if the student completes a screening with a Student Assistance Program counselor and completes all recommendations given by the counselor.
- b. The participant will be suspended from **ten (10) percent** of the regularly scheduled contest or event days if he/she does not sign up for a screening within one week of the violation penalty.

For a first violation of attendance/knowing presence, the student may still receive any team, special and/or senior award recognition that season.

**2. Substance Use and Other Violations**

- a. A participant will be suspended from **twenty-five (25) percent** of the regularly scheduled contest or event days if the student completes a screening with a Student Assistance Program counselor and completes all recommendations given by the counselor. Students who complete a screening will be eligible to receive team, special and/or senior award recognition during that season.
- b. A participant will be suspended for **fifty (50) percent** of the regularly scheduled contest or event days if he/she does not sign up for a screening within one week of the violation penalty.

A student who does not complete a screening will NOT be eligible to receive team, special and/or senior award recognition that season.

**Second Violation:**

**Substance Use and Other Violations, including Attendance at Parties or Events/Knowing Presence**

- a. A participant will be suspended from **fifty (50) percent** of the regularly scheduled contest or event days if the student completes a screening with a Student Assistance Program counselor and completes all recommendations given by the counselor.
- b. A participant will be suspended for **one hundred (100) percent** of the regularly scheduled contest or event days if he/she does not complete a screening with the Student Assistance Program counselor.

The student will NOT be eligible to receive team, special and/or senior award recognition during the season of which the consequence is being served for the infraction.

**Third and Subsequent Violations:**

**Substance Use and Other Violations, including Attendance at Parties or Events/Knowing Presence**

A participant will become ineligible for all extra-curricular activities, for **one calendar year** from the date of the third violation. An additional calendar year will be assigned to participants for each subsequent violation. A screening by a Student Assistance Program counselor and completion of all recommendations is required to regain eligibility.

The student will NOT be eligible to receive participation, team, special and/or senior award recognition during the season of which the consequence is being served for the infraction.

**NON-ATHLETIC**

**Non-athletic extra-curricular activities shall abide by the same eligibility rules as athletic but the following penalties will apply unless the organization has in place an approved and more stringent set of academic conduct rules and penalties.**

This handbook may not address all situations and questions. The administration will exercise the right to make judgments and interpretations regarding implementation of violations and punishments. Each case will be judged on its own individual merits.

### **First Violation:**

**(Only applies if a participant has not committed any previous Code of Conduct violation)**

#### **1. Attendance at Parties or Events/Knowing Presence**

- a. The penalty will be a warning that will be recorded as a first violation if the student completes a screening with a Student Assistance Program counselor and completes all recommendations given by the counselor.
- b. The participant will be suspended from participation in all non-athletic extra-curricular activities for a period of **two (2) school calendar weeks**, if he/she does not sign up for a screening within one week of the violation penalty.

For a first violation of attendance/knowing presence, the student may still receive any team, special and/or senior award recognition that season.

#### **2. Substance Use and Other Violations**

- a. A participant will be suspended from participation in all non-athletic extra-curricular activities for a period of **four (4) school calendar weeks**, if the student completes a screening with a Student Assistance Program counselor and completes all recommendations given by the counselor. Students who complete a screening will be eligible to receive team, special and/or senior award recognition during that season.
- b. A participant will be suspended from participation in all non-athletic extra-curricular activities for a period of **nine (9) school calendar weeks**, if he/she does not sign up for a screening within one week of the violation penalty. A student who does not complete a screening will NOT be eligible to receive team, special and/or senior award recognition that season. A violator who declines screening remains subject to the nine (9) calendar week penalty.

### **Second Violation:**

#### **Substance Use and Other Violations, including Attendance at Parties or Events/Knowing Presence**

A participant will be suspended from participation in all non-athletic extra-curricular activities for a period of **nine (9) school calendar weeks** if the student completes a screening with a Student Assistance Program counselor and completes all recommendations given by the counselor. A participant will be suspended from participation in all non-athletic extra-curricular activities for a period of **eighteen (18) school calendar weeks** if he/she does not complete a screening with the Student Assistance Program counselor.

For any second violation, the student will NOT be eligible to receive team, special and/or senior award recognition during the season of which the consequence is being served for the infraction.

### **Third Violation and Subsequent Violations:**

#### **Substance Use and Other Violations, including Attendance at Parties or Events/Knowing Presence**

A participant will become ineligible for all extra-curricular activities, for **one calendar year** from the date of the third violation. An additional calendar year will be assigned to

participants for each subsequent violation. A screening by a Student Assistance Program counselor and completion of all recommendations is required to regain eligibility.

The student will NOT be eligible to receive participation, team, special and/or senior award recognition during the season of which the consequence is being served for the infraction.

### **PENALTY APPEAL PROCESS**

After a suspension is issued, a student or his/her parents may formally appeal the decision in writing to the District Administrator. Written appeals must be received within five (5)-scheduled school days of the first day the parents received written notice. Upon receiving the written appeal, the District Administrator will set a hearing date and send appropriate notices.

At the hearing, each participant will be given the opportunity to make a presentation. Informal questioning and/or cross-examination will be allowed. At the end of the discussion, the District Administrator's decision shall be final.

All sanctions will be in effect during the appeal process.

### **PENALTY IMPLEMENTATION**

#### **General Provisions**

#### **A. Suspensions**

Contest/event days/time periods do not include scrimmages, dress rehearsals, or other practice activities. Suspensions will extend into the next activity or school year with the percent or time values remaining. If a student is participating in more than one sport or non-athletic activity, the suspension will be served in both simultaneously.

#### **B. Athletics & Non-Athletics**

A student participating in athletics must serve his/her penalty in the sport(s) in which he/she is participating or the next sport(s) in which he/she participates. If the athlete is unable to serve the entire ineligibility penalty in the current season, the balance of the penalty will be carried over to the next sport in which the student competes. In order for the suspension (from a code violation) to be considered served, the student must finish the season in good standing.

#### **C. Multiple Activities**

If a participant is in both athletic and non-athletic activities, any penalty incurred shall be served in both the athletic and non-athletic activities simultaneously.

D. Any student athlete deemed ineligible or suspended for any WIAA tournament competition is immediately disqualified for the remainder of the tournament in that sport. WIAA tournament series are counted as one (1) contest.

E. Students who elect to participate in a Student Assistance Program Screening in order to have their penalty reduced must comply with the following:

1. Sign Up. A participant must sign up for a screening within one week of the violation consequence.
2. Screening. Screening will include at a minimum an individual meeting with the School Counselor and a parent conference.
3. Recommendations. The School Counselor recommendations may include referral to outside agencies for comprehensive assessment and/or treatment, at the family's expense.

- F. Students who agree to comply with recommendations made by a Student Assistance Program counselor will regain eligibility for participation after the minimum ineligibility period related to the violation has been served.
- G. To maintain eligibility the student must continue, until completed, any recommended activities and or programs. If a student fails to participate in the Student Assistance Program or complete recommended activities, he/she will become ineligible until the maximum ineligible period for the violation is served, or until he/she demonstrates that they are actively following the recommendations of the Student Assistance Program counselor.

### **REDEMPTION**

**(INCLUDES BOTH ATHLETIC & NON-ATHLETIC)**

~~Penalties are cumulative. A student may be returned to a first violation status when he or she is free of all violations for a period of two (2) years.~~

### **SELF-REPORTING**

**(INCLUDES BOTH ATHLETIC & NON-ATHLETIC)**

Students who report alcohol and drug related Extra-curricular Code of Conduct violations to the Administration (District Administrator, Principal or Athletic Director) on their own violation would have their resulting consequences reduced by 50%. The following guidelines must be followed when making the self-referral:

1. Must be made prior to questioning by Administration.
2. Must be done within 72 hours of the violation.
3. Can be used only once every two (2) years.
4. Self-reporting will not reduce the penalty on any third and subsequent violations.

### **TRANSPORTATION**

Students who participate in district approved activities **events** are required to utilize the transportation provided by the school district when the **activity event** is scheduled to take place at a site located away from the school **and transportation is provided by the District except as noted below.**

**ONLY** parents/legal guardians may request to take their student home from games/events **in lieu of utilizing district provided transportation.** The parent(s) or legal guardian(s) present a written permission slip to the coach/adviser, allowing his/her child to ride home in the parent's vehicle and/or signs a sign-out sheet with the coach/adviser in charge. The other exception is if the student has a Student Permission to Drive/Ride to School-Related Events form signed by a parent or legal guardian which was approved by an administrator or their designee prior to the event. **No responsibility will be assumed by the School District for any mode of transportation not provided by the district.**

#### **Athletic Practices Notice:**

**Student athletes may be offered transportation for athletic practices that are in an alternate location. If your student chooses not to utilize the offered transportation, the district does not assume any oversight, control or liability for the transportation of your student.**

This handbook will be reviewed annually by the Extra-curricular Committee of the Board of Education and submitted for final approval by the Board of Education.