

# **High School Athletic and Extracurricular Activities Code of Conduct**

## **Statement of Philosophy**

CUSD 95 believes culturally responsible citizenship is the shared result of a safe educational environment, school-home partnership and a climate of mutual respect while making positive choices. The CUSD 95 Board of Education is providing these behavior expectations to assist students, parent(s)/guardian(s) and staff to realize they have the right to make choices, are responsible for their choices and understand there are favorable and unfavorable consequences for their choices.

The Extracurricular Code (the “Code”) promotes the development of character and the maintenance of the healthy lifestyle necessary for students to pursue their goals. The Code seeks to foster the health, safety and welfare of the participants and promotes high standards of conduct, citizenship and good decision-making. The extracurricular programs of Lake Zurich High School are committed to providing opportunities that enhance the experiences of our students and to teach the values adopted by District 95. These values which consist of respect, integrity, continual improvement, collaboration, equity, high expectations, and perseverance are the foundation in which our programs are built upon and it is our expectation that all our students embody these values as they participate in and graduate from our extracurricular programs.

The Code applies to students who participate in voluntary, school-sponsored activities that are not part of the academic program. The Code is in effect 24 hours a day, seven days a week, 365 days a year. The Code applies to student conduct on and off campus, even when the conduct is not directly connected to D95 schools.

## **Intergovernmental Agreement**

The Lake Zurich Police Department and Community Unit School District 95 are both parties to a county wide agreement for the reciprocal reporting of student criminal offenses. The police department must report to the School Principal or Designee whenever a D95 child is detained for proceedings under the Juvenile Court Act of 1987. This agreement does not restrict the duty or authority of the school or police personnel to share or release information with each other. The records provided by the Police Department must be kept separate from and not become part of the official school record of the child. Such records are not public record and can be used solely by the appropriate school officials whom the school has determined to have a legitimate education or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

## **Administration and Availability of Code**

The Code is administered by the Athletic Director, the Assistant Principal of Student Activities and/or their designees with the support of staff and administrators in D95. All students and parents are expected to have read the Code prior to participation in the extracurricular program; the Code is published in the Student Handbook and on the D95 website. Participation in the Extracurricular Program constitutes a student’s understanding of, and agreement to abide by, the provisions of the Code. An appeal of an

extracurricular Code violation may be made to the Principal. Consequences outlined by the Code may be in addition to disciplinary consequences students may receive for the same behavior under other Board policies.

### **Participation in the Extracurricular Programs is a Privilege**

Participation in the extracurricular program is a privilege and not a right. Participants are visible representatives of D95, their fellow students, and the community; therefore, they have additional responsibilities to be exemplars and comply with the Code. D95 has the authority to restrict or revoke a student's privilege to participate in the extracurricular program.

### **Academic Eligibility**

In order for a student to participate in extra-curricular and/or IHSA sponsored activities at LZHS, he/she must be attending and passing 25 credit hours per week or typically five full classes. In addition, the student must have passed 25 credit hours or typically five full courses during the previous semester. According to IHSA guidelines, "passing" work shall be defined as "work of such a grade that if on any given date a student would transfer to a different school, passing grades for the course would immediately be certified on their transcript to the school to which they transfer."

Starting on the third week of each semester eligibility will begin. Grades will be gathered on Friday or the last day of each week and a 25 credit hour report will be run along with an "F" report. If a student is passing 25 credit hours without any F's, they are eligible for competition the next week. If a student is passing 25 credit hours but has one or more F's, the student will have three eligibility reports to raise each F to a D- or higher, but will be able to compete during that time.

1. Within three eligibility reports, if the F grade(s) is (are) raised to a D- or higher, the student will be eligible for competition.
2. After three eligibility reports of an F in the same class, a student will become ineligible for the following week(s).
3. If a student raises their grade to a D- or higher and then later in the semester earns an F in that same course, they cycle to improve the grade starts over.

If a student is not passing 25 credit hours on the weekly eligibility report, they will be ineligible to participate the following week (Mon-Sun) in any competition. A letter will be emailed to the student, parent and coach if a student appears on the not passing 25 credit hours report or if they have an F indicating their eligibility status along with academic support systems available to the student.

Please use this flow chart below as a visual guide to our eligibility system

**As of noon Friday (or the last day of the week)...  
Are you currently passing 25 credits (usually 5 classes)?**

	YES and no F's	YES with one or more F's	NO
<b>Eligibility for competition next week</b>	YES	YES  Students have three eligibility reports to raise each F to a D- or higher.	<b>Ineligible</b> to participate the following week (Mon-Sun) in any competition
<b>Additional Information</b>		<p>Within three eligibility reports, if the F grade(s) is (are) raised to a D- or higher, the student moves to the column to the left ←</p> <p>After three eligibility reports of an F in the same class, a student will become ineligible for the following week(s) and move to the column to the right →</p> <p>If a student raise their grade to a D- or higher and then later in the semester earns an F in that same course, the cycle to improve a grade starts over.</p>	
<b>Communication</b>	No communication	Automatic email sent to student, parent, and coach explaining <b>eligibility protocol</b> Friday afternoon and the supports available to students along with guiding questions to help students reflect on their current grades.	<p>Automatic email sent to student, parent, and coach explaining <b>ineligibility</b> Friday afternoon and the supports available to students along with guiding questions to help students reflect on their current grades.</p> <p>Coaches will have a conversation with the student to identify areas of growth and may contact student services for additional support, if needed.</p>

## **Prohibited Conduct**

The following is a non-exhaustive list which contains examples of inappropriate behaviors prohibited by District 95 and school board policy. The behaviors listed below align with the District 95 behavior policies found within the parent/student handbook.

### **Minor Behaviors**

- The possession or use of tobacco products including e-cigarettes/vaporizers;
- Insubordination or gross disobedience;
- Unsportsmanlike conduct;
- Behavior unbecoming of a District 95 student;
- Violations of the Academic Integrity Policy;

### **Major Behaviors**

- The purchase, delivery or distribution of tobacco products including e-cigarettes/vaporizers;
- The purchase, possession, delivery or distribution, or being under the influence of alcohol, a controlled substance, other illegal mood-altering and/or performance enhancing drugs or chemicals, or any substance used to obtain an altered mental state or “high”;
- The purchase, possession, delivery, or distribution of look-alike drugs, drug paraphernalia, and alcohol containers;
- The purchase, possession, delivery, use or distribution of prescription or over the counter medications not prescribed to the rightful person.
- Hosting or organizing a gathering or providing a venue where minors and any of the above-referenced prohibited substances are present;
- Gang related activity;
- Assault or battery and fighting;
- Bullying and intimidation, hazing, using offensive language to depict a person or class of people in a disparaging or negative light based on their race, religion, sex, gender, sexual orientation, ethnicity, disability or physical handicap, including, without limitation, the use of swastikas, nooses or other hate symbols, and/or harassment of a written, verbal, physical, or sexual nature. The foregoing types of conduct are prohibited from taking place in person as well in any other form, including but not limited to clothing, symbols or other non-verbal/graphic depictions, written, verbal, or electronic words, and/or through use of social media;
- Criminal offenses (including but not limited to arrests, formal station adjustments and tickets for illegal behavior (excluding moving violations) made by any law enforcement personnel.
- The purchase, possession, delivery, or distribution of any object that is or could be considered a weapon or any time that is a look alike weapon.
- Vandalism, theft, property damage;
- Violation of the Acceptable Use Policy

## **Reports of Violations and Determination of Consequences**

Reports of possible Code violations may come from school faculty and staff members, a confession of the offender, other students, parents, community members, other outside sources including photographs, social networking, websites, and electronic applications.

Attending parties or gatherings where illegal substances or tobacco products may be present is strongly discouraged. The District's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the District's students in such situations. The District encourages its students to make responsible choices. However, the mere presence at such parties and gatherings will not necessarily result in a violation of the code of conduct. Students who were present at such parties or gatherings may be required by the administration to participate in educational opportunities to teach students about responsible decision making.

## **Violations During the School Day or at School Events**

When reports are received of a possible Code violation during the school day or at a school event, the extracurricular leader (Athletic Director, Assistant Principal of Activities) will meet with the dean or staff member to gather information about the incident. The student will then meet with the extracurricular leader to discuss the incident. The extracurricular leader will then determine if there has been a violation of the Code and the appropriate consequence. Parental consent is not required to speak with a student during an investigation of a possible code violation. If a violation has occurred, the parent or guardian will receive a written copy of the violation notice, disciplinary consequences and restorative practices.

## **Violations Outside of the School Day**

When reports are received of a possible Code violation occurring outside of the school day and not at a school event, the extracurricular leader will interview the student to determine if a violation has occurred. If necessary, the extracurricular leader may interview additional students or staff members to gather information related to the possible Code violation. The extracurricular leader will then determine if a Code violation has occurred and the appropriate consequence. Parental consent is not required to speak with a student during an investigation of a possible code violation. If a violation has occurred, the parent or guardian will receive a written copy of the violation notice, disciplinary consequences and restorative practices.

## **Voluntary Admission by Student**

A student may voluntarily admit to violating the Code. However, voluntary admission must occur prior to any school personnel or police being aware of the incident and the student's involvement. Students who wish to offer a voluntary admission should contact a coach, sponsor, director or the appropriate extracurricular leader. Voluntary admission of a first offense Code violation related to alcohol and/or drugs will not result in loss of extracurricular participation, and consequences will be held in abeyance provided the student does not seek voluntary admission of an offense for which he/she has been arrested or cited by law enforcement officials and if the student cooperates with the recommended plan. Students

will only be excused from penalty for voluntary admissions on one occasion. The students will be referred to the School Assistance Program Coordinator or an outside agency if the violation involves the use of drugs or alcohol.

### Appeal Process

To initiate the appeals process, a student must notify the Principal of the appeal in writing within two school days of the date on the notification of the violation. The Principal will then schedule a meeting with the student and his/her parent(s) or guardian(s) (in person or via phone) to take place within five school days of the appeal. The Principal will issue a written decision within five school days after the meeting. In the event extraordinary circumstances prevent the Principal from issuing a decision within the five school days, he or she will notify the parents that an extension is required and the date by which the decision can be expected. During the appeal process, the Principal will consider if the decision was reached in accordance with school rules, if the decision was consistent with precedent for similar violations, and if there is any extenuating circumstance that might alter the determination of a violation and the severity of the consequence. During the pendency of the appeal, the student will continue to serve the disciplinary consequences and begin the restorative practices.

### Consequences

Facts, circumstances and disciplinary measures are analyzed on a case-by-case basis. The Code provides a minimum standard of conduct and guidance when addressing certain behaviors. It does not and cannot enumerate each and every situation or conduct for which discipline may be imposed. The consequences listed below will be applied to most violations. However, in cases of severe violations of the Code, consequences in excess of those listed below, including removal from the activity, may be applied. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

### Extracurricular Participation Suspensions

	1st Violation	2nd Violation	3rd Violation
Minor Behavior	10% of season/club activities	25% of season/club activities	Removal from all extracurricular activities for the remainder of high school career
Major Behavior	25% of season/club activities	50% of season/club activities	Removal from all extracurricular activities for the remainder of high school career

- *Violating the extracurricular code of conduct may result in loss of any held leadership positions*
- *Consequences may apply to the following season of participation*
- *The administration reserves the right to evaluate the intervention plan for the student on a case by case basis in an effort to promote a positive change in behavior.*

## **Additional Behavior Interventions**

Violations of the extracurricular code of conduct may also result in one or more of the following interventions (this is a non-exhaustive list):

- Adult mentoring
- Behavior contract
- Check-ins with a staff member
- Choices: social media support
- Community service
- Impact: tobacco support
- Insight: social skills support
- Individual student counseling
- Pathways: substance abuse support
- Parent meeting
- Restitution
- Restorative practices (including but not limited to);
  - Apology
  - Mediation
  - Conferencing
- Social probation

## **Definitions/Examples**

### **Leadership Positions: Club Officers and Athletic Team Captains**

- Leadership positions include any team captain positions; any elected, selected or appointed position in Student Activities; and any appointed leadership position in Performing Arts.
- Leadership positions are defined as beginning during the election or selection process and ending at the conclusion of the season or school year, whichever comes first.
- Any leadership position may be lost for the length of that season or school year.

### **Contest Suspension**

- If fewer competitions remain in the season than are issued as an intervention, students will serve the remainder of the suspension in the next season of participation. If the remainder of a suspension must be served in the next season of participation, students must complete an entire season of participation in the sport to satisfy the completion of the suspension. (For example, a student receives a code violation near the end of their fall volleyball season and this student participates in winter basketball, the suspension will continue into their basketball season. If that student quits before the end of their winter basketball season, their suspension will be null and void and the remainder of the suspension will be completed during the next season they participate in for the entirety of the season.) During the suspension, students may try out for teams and participate in practices but may not participate in competitions.
- If a student is participating in multiple athletic/activities at the same time, consequences will be determined by adding all events together between the two activities and multiplying by the

suspension percentage outlined in the chart above. This is done to ensure a student who is involved in multiple extracurricular activities is not serving two suspensions for one code violation.

- If a student receives a code of conduct violation, depending on the severity of the infraction, the student will start with a 1st violation. At any point in the student's high school career, and depending on the severity of the infraction, the student will move to the 2nd violation category, regardless of whether the violation is a major or minor behavior.
  - Example: Student A is a sophomore. The student's 1st code violation is for smoking a vaporizer in school (minor behavior). The student is suspended for 10% of their season and is assigned additional behavior interventions. During Student A's junior year, the student receives a code of conduct violation for consuming alcohol (major behavior). The student will move to the 2nd violation category under major behavior and be suspended for 50% of their season and be assigned additional behavior interventions. If at any point in Student A's high school career, the student receives a 3rd code of conduct violation, the student will be removed from all activities for the remainder of his or her high school career.

### **Drug/Alcohol Offenses**

A student who violates the Extracurricular Code regarding drug/alcohol use will be suspended from extracurricular participation and may be removed from leadership positions. Students in violation of the drug/alcohol policy are required to meet with the Student Services Coordinator for an assessment. The student will be required to follow through with the recommendations of the Student Services Coordinator through the Student Services Department or through an approved outside counseling agency.

These programs are designed to provide education to the student and parents, to encourage the student to evaluate the consequences of drug and alcohol abuse on their behavior, and to provide support and referral services to students and their families. Families will receive information on approved substance abuse awareness programs from the Student Services Coordinator.

If a student who violated the substance abuse policy chooses to enroll in an approved substance abuse program, a parent/guardian must notify the Student Services Coordinator of the decision to enroll within 10 days of the suspension. Participation in the program is voluntary, and any costs associated with the program are the family's responsibility.

Additional violations of the Extracurricular Code regarding drug/alcohol violations will result in the consequences outlined in the Consequences section of the Code. Students returning from a long-term suspension from an extracurricular activity must meet with the Student Services Coordinator before returning to their activity.

## **Guidelines for Out-of-School Suspensions and Consequences**

In addition to the consequences imposed by the Athletic Director or the Assistant Principal for Student Activities, students suspended from school are not permitted to participate in practices, rehearsals, meetings, contests, or performances during the period of the out of school suspension. Students may not participate in practice, rehearsal, contest, or performance if it conflicts with an assigned school penalty (e.g., detention, etc).

## **Behavior Expectations**

As a member of any extracurricular sport or activity the student will be required to adhere to the behavior expectations set forth by the staff within those programs. This includes but is not limited to attendance at events, punctuality, travel expectations, inappropriate behaviors, etc. Any participants in the LZHS athletic program will adhere to all North Suburban Conference rules and guidelines including but not limited to hate speech protocol, sportsmanship guidelines.

## **Statement of Affiliation**

The Illinois High School Association (IHSA) regulates interscholastic athletics and various activities in the State of Illinois, including chess, journalism, music, scholastic bowl and speech. Participants in the extracurricular program must adhere to any and all policies established by District 95 and the applicable by-laws and policies of the IHSA and North Suburban Conference.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_