

TAFT UNION HIGH SCHOOL



EXTRA-CURRICULAR ACTIVITY CODE OF ETHICS

(AD-Revision: April 14th, 2015)

EXTRA-CURRICULAR ACTIVITY CODE OF ETHICS

Preamble And Statement of Philosophy

The Activity and Athletics programs at Taft Union High School are a part of the school curriculum. The programs shall be conducted in a way that provides an opportunity for worthwhile competition for all students.

It is the high school district's desire to see that proper ideals of sportsmanship, ethical conduct, and fair play are realized by all school personnel, students, and spectators. Everyone concerned should realize that the purpose of a strong co-curricular program is to promote the physical, mental, moral, social, and emotional well being of the individual participants and other members of the student body. It must be remembered that for all concerned any organized event is only a contest and not a matter of life and death.

PARTICIPATION IN HIGH SCHOOL ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES IS A PRIVILEGE AND NOT A RIGHT. Accompanying that privilege is the responsibility of the student to conform to standards established for the Taft Union High School extra-curricular activity programs.

The community of Taft, through Taft Union High School, allows the student to act as a representative of the community. In turn, the community requires the student to live up to the obligations and responsibilities expected of a community representative.

GOVERNING BODY

The State Department of Education exercises general supervision of interscholastic athletic programs and physical education programs statewide.

The Board of Trustees of the Taft Union High School District, in association with the State Department of Education and the California Interscholastic Federation, supports a strong, wholesome interscholastic program as an integral part of the educational processes for students attending our high school.

When the Board of Trustees adopted the Extra-Curricular Activity Code of Ethics, it also adopted the rules, regulations, and policies of the California Interscholastic Federation as stated in the constitution, by-laws, rules, and regulations of the State Federation, Central Section, and the league in which our high school participates. The regulations found in these documents are thus incorporated as an integral part of district control of athletics/activities through the application of this Discipline Code.

Extra-curricular activities are privileges made available to students who agree to follow certain prerequisites and standards of conduct. These standards are in addition to the regular discipline rules for students attending regular classes.

It is important to note that the law grants authority to school officials to supervise students when they are participating in school-sponsored events. The Board of Trustees may promulgate stricter rules for students in athletics/activities when their performance is impaired through the deleterious effects of tobacco, alcohol or other illegal drugs or controlled substances. Additional restrictions on the conduct of athletes or students in activities may be imposed insofar as necessary to affect suitable athletic performance or activity participation. When students act or behave improperly or exert a harmful influence on the pupils of the school, they are subject to being disciplined and/or may lose privileges of participation in extra-curricular activities. These rules and regulations impose additional standards of conduct for those participating in athletics/activities because these students elect to represent the school, receive greater public recognition, and thus are emulated by others.

DEFINITION OF EXTRA-CURRICULAR ACTIVITIES

For the purpose of this policy, an extra-curricular activity is defined as a program or event in which the participant represents Taft Union High School (TUHS) on an official basis. This includes programs or events taking place outside the regular school day or outside the scheduled class time allotted for a particular performance based course, which may or may not be a part of the school curriculum or course outline and involve performance before an audience or spectators by an individual or group. These activities must be administratively or teacher approved.

Extra-curricular organization/activities include, but are not limited to athletic teams, cheerleaders or spirit groups, Executive Board (student body officers), class officers, other student body positions such as mock trial, academic decathlon, other academic competitions.

GENERAL AIMS

Participation in extra-curricular activities provides a means of learning a way of life truly respected in professions, in businesses, or in skilled teamwork. It teaches that to quit means to fail and that to break established rules jeopardizes the morale of any team or organization. Extra-curricular activities exemplify the philosophy that hard work, drive, commitment, teamwork, and determination bring eventual success.

Students are encouraged to try a wide variety of the athletic teams offered by TUHS. For this reason, at the beginning of any season of sport there shall be a two-week period during which a 9th grade student may withdraw from one squad and try out for another without penalty. Following this two-week period, however, an athlete dropping from a team will not be allowed to participate in another sport until the season of the sport the athlete dropped is completed. Any athlete who does not come out on the original start date must apply through the Athletic Director to participate, and receive coaches permission to try-out.

DISTINCTION BETWEEN DISCIPLINE OF STUDENTS AND REGULATIONS OF ATHLETIC ACTIVITIES

Discipline of Students: The TUHS Board of Education has the power, under Educational Code Sections 48900, et seq., to impose discipline for certain types of inappropriate student behavior. The discipline procedures are described elsewhere in Board policy. Regulation of Athletic Activities (and other co-curricular activities): Athletic Activities are a separate area. The "Extra-Curricular Activity Code of Ethics" refers to regulation of such activities by imposition of additional prerequisites for the privilege of participation in such activities.

JURISDICTION OF THE CODE

The jurisdiction of the code applies to "on and off campus" for all school-sponsored events. Off-campus violations, that are not associated with a school-sponsored event, only come under our jurisdiction if the student/athlete is cited or charged by law enforcement.

AGREEMENT TO FOLLOW ALL PREREQUISITES, RULES AND REGULATIONS

Prior to participation, each student and his or her parent(s) or guardian(s) shall sign and file statements with school officials that they have read all prerequisites, rules, and regulations governing participation found in the TUHS Rules and Expectations contract, Extra –Curricular Activity Code packet, and CIF Ethics in Sports, and that they agree to abide by all such prerequisites and regulations. The penalty for violation of the agreement may include forfeiture of participation privileges.

DAY-OF-ACTIVITY ELIGIBILITY

In order to represent TUHS on the day of an activity/performance a participant must:

1. Attend all classes unless it is a school sponsored field trip or an excused absence by the parent/guardian no later than 3pm. Students with an unexcused absences will not be able to participate in the event and/or additional TUHS consequences can be applied. Exceptions may be made for extenuating circumstances related to unexcused absences through prior approval.

TRANSPORTATION

1. A participant must travel to and from the activity with his or her team or organization on school provided transportation with the exception, under extenuating circumstances, of an advance written request by the parent(s) or guardian(s) which is approved in advance by the Administration.
2. Students may be released to their parent(s) or legal guardian(s) for the return trip home when the district's "Permit to Release Student to Legal Guardian" form has been correctly completed and presented to the individual supervising the school sponsored trip.

EQUIPMENT CHECK OUT

Before a student is allowed to check out athletic equipment or practice with an athletic team or a spirit team representing TUHS he/she must have the following current (defined as that period covering the school term) forms signed by parent/guardian and student on file with the school:

1. Health Statement and Parent's Consent Card.
2. TUHS Emergency Treatment Consent Card
3. Extra-Curricular Activity Code of Ethics Acknowledgement Card.
4. TUHS Sport Rules and Expectations Contract.
5. General Authorization Student-Athlete Random Drug Testing Form.
6. Ethics In Sports Form. (California Interscholastic Federation).
7. CIF Concussion Awareness Form.
8. All TUHS charges must be cleared.

I. ELIGIBILITY REGULATIONS

- A. To be eligible to participate in extra-curricular activities at Taft Union High School a student must:
 1. Earn a GPA of at least 2.00 as per state mandate; cannot have a failing grade or have an incomplete in more than one class, and must be enrolled in a minimum school day of at least 240 minutes (5 classes).*
 - a. Grade eligibility shall be determined by the grades received at the end of each grading period.
 - b. Students shall be "progressing toward graduation" by being enrolled each semester in those courses which this district requires for a diploma. Electives are permitted only after the required courses are scheduled. COMPLETION OF A HIGH SCHOOL EDUCATION BY EARNING A DIPLOMA IS OF PRIMARY IMPORTANCE IN THIS DISTRICT.

- B. A student becomes ineligible for participation in extra-curricular activities when the Principal, in writing, receives verification of eligibility status from the grade reporting services and notifies the Athletic Director, in writing, regarding those students. The student will be placed immediately on suspension but may be allowed to continue practicing with the team but will be ineligible for competition until the end of the next grading period. Students in grades 10-12th may choose to use a one time academic probation.
- C. Such suspension, or one time academic probation, shall remain in effect until the grades are given at the end of the following quarter, and thereafter by quarters (refer to Eligibility Regulations I. A. 1. a.) until the student's grades and/or credit are back up to the eligibility level or until a successful appeal is granted. (See section IE.)
- D. A notice of ineligibility shall be mailed to the parent as soon as practical after ineligibility is determined.
1. A notice to all parents explaining the rules of grade requirements for extra-curricular activities shall be sent home at the beginning of each year.
 2. To participate in extra-curricular activities, a student must return an acknowledgement of receipt of the rules signed by his/her parent or legal guardian.
 3. Ineligibility reports shall be sent to instructors of performance courses, coaches and others having an interest in the status of students under their supervision or control.
 4. Teachers and others having an interest in students ineligible for extra-curricular activities shall counsel with these students in an effort to help the student regain eligible status.
- E. Appeals
1. Appeals related to eligibility for extra-curricular activities shall be made to the Principal. To assist in maintaining the standards which are herein defined, the Principal may form a Scholastic Review Board to review appeals and recommend action to the Principal.
 2. An appeal about a grade given by an individual teacher shall be made at a conference with parent, teacher, and Principal.
 3. An appeal of the Principal's decision in relation to extra-curricular activity eligibility shall be made to the District Superintendent.
 4. An appeal may be made by the counselor on behalf of an ineligible student who had demonstrated significant improvement in academic performance for a full semester grading period.
- F. Students receiving an "incomplete" grade are ineligible until the grade is changed from "I" to the mark determined by the teacher and a change of eligibility status is verified by the

Principal.

- G. Eligibility of students transferring into the Taft Union High School District shall be based upon their eligibility status in the district from which they transferred until the end of their first full grading period at Taft Union High School. At that time, local eligibility criteria shall be applied.
 - 1. A transferring student whose status cannot be determined shall remain ineligible until district personnel are able to confirm the student's eligibility.
- H. Ineligibility will be in effect until the student re-establishes eligibility according to district criteria.
 - 1. Students ineligible at the end of the school year may become eligible for the coming quarter by completing appropriate summer school classes. It is the student's responsibility to contact the Athletic Director, who will determine if a change should be made, in order to re-establish eligibility status.
 - 2. Students who are ineligible may practice 10 days for an upcoming sport, if they are making adequate progress towards eligibility as determined by the Athletic Director. The students' grades at the next grading period will determine if they are eligible to continue in the sport.

II. GENERAL RULES OF CONDUCT

For the purpose of this code, a "participant" is defined as any student who has checked out equipment for the current season of sport or agrees to participate in an extra-curricular activity by filing an application/intent form appropriate or by enrolling in an extra-curricular program as defined by district policy. The conduct of these students is closely observed in many aspects of their lives, and it is important that their behavior be above reproach. They have certain obligations and responsibilities to TUHS, the community of Taft, and their groups; therefore, they must set good examples. These responsibilities are divided into four major categories:

- A. On the Campus
 - 1. The participant:
 - a. is expected to set a good example by observing all school rules and regulations.
 - b. shall not use profane or vulgar language and/or gestures.
 - c. obeys all laws and shows respect for individual and property.
 - d. will work for the improvement of the school, and for what is right and good for fellow students.
- B. In the Classroom
 - 1. The participant:
 - a. meets the academic and citizenship eligibility standards for

TUHS and, in the case of athletics, the California Interscholastic Federation (CIF).

- b. shows respect for teachers and fellow students
- c. maintains a good attendance record, realizing that activities are only a part of the total education, not the sole purpose of being in school.

C. On Trips

1. The participant:

- a. assumes the role of a direct representative of the community of Taft, TUHS District, and the team or organization.
- b. dresses appropriately and in good taste.
- c. maintains good, quiet deportment while being transported to and from the activity. Horseplay shall not be tolerated.

2. Transportation Rules and Regulations

- a. Bus transportation is furnished for all TUHS students participating in extracurricular activities and athletic contests outside the district and for bus students (late bus students) who attend regular after-school practice.
- b. Transportation is a privilege which can be canceled at any time if an individual fails to cooperate with the advisor, coach, bus driver, or school authorities. (s 14103....Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus...)
- c. These rules and regulations are part of the laws contained in the "Regulations of Pupil Transportation", which are enforced by the State Department of Education and the California State Highway Patrol.
 - (1) Each student may be assigned to a seat and not permitted to move except upon permission from the bus driver. (This permits separation of students for disciplinary reasons.)
 - (2) The top edge of the windows must not be lowered below the third notch on the bus window pillar.
 - (3) The bus emergency windows and doors must be kept closed and fastened at all times except in case of an emergency.
 - (4) Pupils must sit up in the seat facing to the front of the bus and keep their feet out of the aisle and off the seats.
 - (5) No passenger is permitted to interfere with other passengers or to molest the property of another.
 - (6) Unnecessary noise is prohibited. Electronic music players with head sets, which broadcast no external sound may be allowed by the bus driver. Prior permission must be obtained by the coach, advisor, and/or participant.
 - (7) Orderly conduct is required at all bus stops by students, either waiting for or getting on or off the bus.

- (8) Eating or drinking on the bus is prohibited at all times.
- (9) Passengers must remain seated until the bus has stopped completely before arising or moving.
- (10) On a school bus, any misconduct will result in the following steps:
 - a. Any misconduct on a bus may result in the issuance of a bus citation by the driver. This citation will be mailed to the parents. As a result, the student may not be allowed to ride the school bus.
 - b. If two or more violations of this sort are issued, the parent or guardian may be required to visit the school authorities with the offending student before the student is again allowed to ride the school bus.
 - c. For a major offense or severe infraction of rules, the bus driver may require the student to appear before the school administrator in charge of discipline before allowing the student to ride the school bus. A parent conference will also be required.

D. Game Competition

- 1. The participant:
 - a. must exhibit proper conduct at all times.
 - b. does nothing to discredit the school or the organization represented.
 - c. any major violation of either of the above, may result in a meeting involving the athletic director, the principal and the coach to review the incident. Further action could be taken.

III. REGULATIONS GOVERNING VIOLATIONS/OFFENSES BY A STUDENT

School-sponsored activities include summer practices or anytime a school sponsored, school supervised gatherings or trips are taken.

1. STANDARD SUSPENSIONS

No participant shall:

- 1. be suspended from school for any reason.
- 2. receive a referral that turns into a suspension.

2. TOBACCO

Use or possession of tobacco in any form by a participant is prohibited at any time during the school year*.

3. ALCOHOLIC BEVERAGES

Use or possession of alcoholic beverages by a participant is prohibited at

anytime during the school year*.

4. POSITIVE DRUG TEST

All participants involved in extra-curricular activities (athletics) will be subject to the TUHS Random Drug Testing Policy as established by the District Board of Trustees.

5. ILLEGAL DRUGS, CONTROLLED SUBSTANCES

Use, possession, sale or distribution of any illegal drugs (marijuana, cocaine, etc.), drug paraphernalia, or controlled substances (steroids, etc.), unless prescribed by a licensed physician, by a participant is prohibited during the calendar year..

OFFENSES not falling within 1, 2, 3, 4 & 5 above

If a participant is charged with ANY misdemeanor during the calendar year, the local school Administration will determine whether the facts alleged by law enforcement form a substantial basis for concluding whether this student is eligible.

IV. LENGTH OF LOSS OF ATHLETIC/ACTIVITY PRIVILEGES FOR VIOLATION OF THE CODE OF ETHICS

If a participant violates the provisions of this code, the following penalties shall be imposed when the Athletic Director/Activities Advisor is notified of the violation.

<u>VIOLATION</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
<u>During School Year</u>			
Standard Suspension	Must have a minimum of 1 scheduled team practice prior to the day of competition OR must sit 1 contest	Must have a minimum of 1 scheduled team practice prior to the day of competition OR must sit 1 contest	Must have a minimum of 1 scheduled team practice prior to the day of competition OR must sit 1 contest
Tobacco Products	Continue practicing but may not compete for 15 SCHOOL DAYS	*SEASON OR 30 SCHOOL DAYS	*60 SCHOOL DAYS
Alcohol & Positive Drug Test	* SEASON OR ** 30 SCHOOL DAYS	*60 SCHOOL DAYS	*120 SCHOOL DAYS
Illegal Substances	* SEASON OR ** 60 SCHOOL DAYS	*120 SCHOOL DAYS	*240 SCHOOL DAYS

***If the remainder of a season is less than the number of school days the number of school days will be enforced and will carryover to the next season of sport.**

**** Unless verified through medical prescription**

V. ENFORCEMENT PROCEDURES/APPEAL PROCESS OF THE CODE OF ETHICS

Outlined below is the Taft Union High School District procedure for enforcement of the Code of Ethics.

UNIFORM COMPLAINT PROCEDURES--BP 1312.3 (a) and AR 1312.3 (a)

1. Upon receipt of information by the school Administration that a student athlete may have violated a provision of the Code of Ethics, an immediate investigation will be conducted by school personnel.
2. If the investigation indicates a student athlete has committed a violation of the Code of Ethics, the student shall be suspended from the privilege of participating in athletics/activities immediately.
3. A request, in writing, to appeal the athletic/activity suspension must be made to the Athletic Director or activities advisor within three (3) school days of notification to the parent/guardian. The Athletic Director or activities advisor shall conduct the review and render a decision.
4. The decision of the Athletic Director or activities advisor may be appealed to the Principal or designee, in writing, within three (3) school days of the decision by the Athletic Director or activities advisor. The Principal or designee shall schedule a conference with the parents and student within five (5) school days of the request at which time the Principal or designee will review all the evidence and render a decision. Pending a decision on the appeal, the forfeiture of participation/performance privileges shall remain in effect. Written notice of the Principal's or designee decision shall be sent to the student and his/her parents/guardians within five (5) school days from the meeting with the Principal or designee, along with notice of the right to appeal the decision to the District Superintendent.
5. The Principal's or designee's decision may be appealed to the District Superintendent by requesting a hearing, in writing, within five (5) school days from the mailing of the Principal's or designee decision. Following the hearing with the District Superintendent, written notice of the Superintendent's decision shall be sent to the participant and his/her parents within five (5) school days from the meeting with the District Superintendent, along with the right to appeal to the decision to the District Board of Trustees.
6. The Superintendent's decision may be appealed to the District Board of Trustees by delivering a written request for a hearing to the Office of the Superintendent not later than fifteen (15) school days after the date of mailing of the notice of the Superintendent's decision. The decision of the District Board of Trustees is final.