

MANHEIM CENTRAL SCHOOL DISTRICT

MANHEIM, PENNSYLVANIA

BARON CODE OF CONDUCT FOR CO-CURRICULAR AND EXTRACURRICULAR PARTICIPATION

(2016-2017)

This code is subject to review on a bi-annual basis

All Manheim Central School District students, including any student who represents Manheim Central School District in an extracurricular activity, is under the guidelines of the Baron Code. If a student or parent fails or refuses to agree to abide by the provisions of the Baron Code or if a student or parent fail to complete the attached signature form, the student will not be allowed to practice or participate in their chosen extracurricular activity until such time as this signature form is completed to the satisfaction of the building administration.

Students will be required to comply with these rules starting with the summer before their seventh grade year and until they end their high school education.

The Baron Code has been developed in an effort to develop and define a consistent measure of how to address specific rules violations.

For purposes of this policy, the term “co-curricular and/or extracurricular” shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation. Such activities shall ordinarily be:

- Conducted wholly or partly outside the regular school day;
- Marked by student participation in the processes of initiation, planning, organizing and execution;
- Available to all students who voluntarily elect to participate;
- Where eligibility requirements are necessary or desirable, the Board of School Directors shall be so informed and must approve the establishment of eligibility standards before they may be operable.

Examples of such activities include, but are not necessarily limited to, intramural sports, interscholastic sports, and musical organizations such as marching band and jazz band, student council, dramatic productions, FFA, NHS, cheerleading and clubs. A complete list of co-curricular and/or extracurricular activities may be found in the student handbook and on the school district website.

Co-curricular and/or extracurricular activities are an important part of the total school program and are open to participation by all students regardless of individual differences. The opportunity to participate is a privilege provided by the taxpayers of the Manheim Central community. Through voluntary participation, the student is expected to give time, energy and loyalty to the activity in which he/she participates. He/she is also expected to abide by the training rules, regulations and responsibilities unique to that activity.

Co-curricular and/or extracurricular participants are often in the public eye, and, hence their personal conduct must always be above reproach. They have an obligation to project at all times a positive image of themselves and the Manheim Central community they represent. Failure to do so can lead to immediate dismissal from co-curricular and/or extracurricular activities. A coach/advisor has the authority to levy additional consequences within his/her own program.

Academic eligibility will be based on final course grades and Interim Progress Reports (IPR's) which are submitted every Friday when the school has a full week. Academic eligibility will be determined on Friday when students, teachers and coaches will be notified of a player's status. Coaches are encouraged to discuss academic concerns/issues with students and parents. Building administration is responsible for notifying student athletes of their eligibility status.

The following are guidelines and expectations that every co-curricular and/or extracurricular participant must meet. In addition, consequences are also listed should a co-curricular and/or extracurricular participant not meet the outlined expectations and guidelines.

SCOPE OF BARON CODE OF CONDUCT

To ensure the consistent enforcement of the Baron Code of Conduct, it applies to all students participating in co-curricular and/or extracurricular activities enrolled in grades 7 through 12. **Alleged violations of the Baron Code for the current school year will be investigated, by the building administration.** The terms of this policy apply throughout the year to conduct occurring on or off school property. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations which are specific to their co-curricular and/or extracurricular activity.

A. SCHOOL ATTENDANCE REQUIREMENTS

1. A student must be in attendance at school by 10:50 AM in order to attend or participate in an activity, practice or contest that day. An exception will be made if the student has a written excuse from the parent **and** the written excuse is approved by a building administrator in conformance with the School District's attendance policies and guidelines. Examples of acceptable reasons are health care appointments, college visitations, and family/personal matters.
2. **If a student is absent the last day of school of the week and the activity is on a non-school day, the student must have a doctor's note, Manheim Central School Nurse note or administrative approval, clearing them to participate in a co-curricular and/or extracurricular event.**
3. Four (4) or more unlawful or unexcused absences during the school year will result in ineligibility during the two (2) weeks following the fourth unexcused absence. For each unexcused absence beyond the fourth, there will be an additional two (2) weeks of suspension. Any student absent for 20 or more days during a semester, whether excused or unexcused, is ineligible until he/she is in attendance for 60 consecutive school days beyond the 20th day of absence.

B. ACADEMIC REQUIREMENTS FOR HIGH SCHOOL AND MIDDLE SCHOOL STUDENTS

1. General Guidelines:
 - a. At Manheim Central, students are required to be passing all courses to be eligible to participate in co-curricular and/or extracurricular activities.
 - b. The academic progress of all students participating in co-curricular and/or extracurricular activities will be monitored at the end of each full week of school.
 - c. Once the failing grade is brought up to a passing grade, the student will be allowed to participate in any scrimmage, game, competition and events with their respective team / organizations – after the next weekly review.
 - d. Academic eligibility runs from Sunday at 12:00AM to the following Saturday at 11:59PM. The only exception is for a student failing multiple classes at which point ineligibility begins at 3:00PM on Friday and ends on the following Saturday at 11:59PM.
 - e. Students who are not permitted to participate at practices, events, activities, or games while they are academically ineligible due to a failing grade(s) are not permitted to attend events where they would represent the team or organization. Ineligible student athletes are not permitted to be transported to or from the event using school transportation or be dismissed early for team events.

- f. Academic ineligibility will be at the discretion of the administrator. Mitigating circumstances will be looked at on a case by case basis to determine student responsibility for the failing grade(s).

2. Eligibility Classifications:

- a. **Probation** - Failing one (1) course: Any student failing one course each Friday by 3:00PM, will be placed on a one-week probationary period in order to bring the grade in that course up to passing. During this probationary period the students will be eligible to participate fully in the activity.
- b. **Ineligible - Failing one (1) course grade:** Any student failing one course for more than one week each Friday by 3:00PM, will be deemed ineligible to participate in co-curricular and/ or extracurricular scrimmages, games, competitions, and events.
 - Students will be able to practice with their respective co-curricular or extracurricular activity.
- c. **Ineligible - Failing more than one (1) course:** Any student failing two (2) or more courses each Friday by 3:00PM, will be immediately ineligible to participate in co-curricular and/or extracurricular activities until the student is passing all courses.
 - Students will not be able to practice with their respective co-curricular or extracurricular activity.
- d. **Ineligible – Failing Final Course:** Students who receive a failing FINAL COURSE GRADE will be deemed ineligible to participate in co-curricular and/ or extracurricular scrimmages, games, competitions, and events for the first thirty (30) calendar days of the next marking period.
 - This includes courses ending at four and one-half (4 ½) weeks, nine (9) weeks, eighteen (18) weeks and twenty-seven (27) weeks.
 - The student may attend a district approved summer school program or other academic program in the failed subject area and must receive a passing grade to be eligible and not serve the thirty (30) day suspension.
 - Students will be able to practice with their respective co-curricular or extracurricular activity.

C. UNSPORTSMANLIKE CONDUCT

Students shall behave in a dignified and sportsman-like manner while participating in co-curricular and/or extracurricular activities. A display of unsportsmanlike conduct, including the use of profanity toward a teammate, coach, advisor, opponent or official during practice, a contest, or activity will result in counseling by the advisor/coach and/or administration and possible suspension from the program. Student spectators who display unsportsmanlike conduct at any activity will be subject to disciplinary action.

D. TRANSPORTATION TO ACTIVITIES

Students must use school provided transportation to travel to and from activities away from Manheim Central. The only exceptions are as follows:

1. Injury to a participant which requires alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and the advisor/coach for the student to ride with the parent/guardian or those specified by the parent/guardian.
3. When school transportation is not provided and alternate means are approved by the school administration.

E. SCHOOL/ATHLETIC LOCKERS

Locker room lockers are school district property. Student lockers may be searched by advisors, coaches, or administrators when reasonable cause exists that a student is concealing evidence of an illegal act, illegal substance or other violation of school rules. The school authorities may seize any illegal or unauthorized materials found during a search.

Circumstances justifying a reasonable cause search also authorize school district personnel to require students to submit to a thorough search of clothing, handbags, and wallets to seize any unauthorized material. Students who do not cooperate with a reasonable cause search will be suspended immediately from the co-curricular and/or extracurricular program. All searches conducted by school personnel shall be consistent with school district policy.

School officials may inspect the content of student lockers as part of routine maintenance inspections.

Students are not allowed to share locker room lockers.

F. QUITTING

A student may not quit one activity and participate in another after the first two (2) weeks of practice without discussing this proposed change with the appropriate advisors/coaches.

If the student decides to compete in an activity after a Baron Code violation has been discovered and verified, the student is expected to complete that activity in good faith before being allowed to proceed to any future activity.

G. SCHOOL-ISSUED EQUIPMENT

Students may be issued equipment as part of their participation in a co-curricular and/or extracurricular activity. Students are responsible for properly maintaining all such equipment, returning it in good condition **cleaned and laundered** upon the completion of the co-curricular and/or extracurricular activity. If a student fails to fulfill those obligations regarding equipment, he/she may not participate during the next or any future activity until all obligations have been satisfied.

H. GOOD CITIZENSHIP RULES

Students participating in co-curricular and/or extracurricular activities will be subject to the following rules listed below (paragraphs H through M) **24 hours a day, 7 days a week, and 365 days a year.**

- Students will be required to comply with these rules starting with the summer before their seventh grade year and until they end their high school education. The penalties imposed against a student for violating any of these rules will be enforced at the start of the student's first co-curricular and/or extracurricular activity after the infraction. No student will be allowed to sign up for a new co-curricular and/or extracurricular activity after an infraction becomes known by school officials.

I. ALCOHOL AND DRUG USE POLICY

Pennsylvania law prohibits individuals under 21 years from possessing or consuming alcoholic beverages. The Pennsylvania Controlled Substance, Device and Cosmetics Act likewise prohibit all individuals from possessing, using or **delivering** illegal drugs and drug paraphernalia. Therefore, the School District adopts the following policy regarding drugs and alcohol by students.

All students participating in co-curricular and/or extracurricular activities are prohibited from engaging in the following conduct:

- The possession, use or distribution of alcohol, illegal drugs, look-alike drugs, mood altering substances or related paraphernalia;
- The possession, use or distribution of a prescriptive drug in a manner inconsistent with the directives of the prescribing physician; and
- Being present at any gathering where the student knows, or reasonably should know, that other underage individuals are in possession of, using or distributing alcohol, illegal drugs, look-alike drugs, mood altering substances or related paraphernalia (**Note:** It is the expectation that a student should exit the area or premises where these behaviors or products are evident immediately). **When evaluating these situations, the following questions should be considered by the building administration:**
 1. **Was there an expectation of, or reason to suspect that alcohol or drugs would be present at the event/party?**
 2. **Were alcohol or drugs present?**
 3. **Did the student leave the location immediately upon learning that drugs/alcohol were present?**

This policy does not prohibit lawful use of prescription or over-the-counter medications for their intended purpose and in recommended dosages. **The applicability of the policy is not limited to school hours, school property, or the school year.** The philosophy of this policy involves two (2) major elements: (1) to vigorously address drug/alcohol use; and (2) to build an educational and/or rehabilitative component into the disciplinary process.

Whenever a student violates the Drug and Alcohol Policy, the student's parent/guardian will be promptly notified of the incident by the coach/advisor and then administration. The student may be sent home or removed from the school to receive medical attention if required. When parents or guardians cannot be reached, the principal, administrator, coach/advisor or other school authority will decide whether to obtain medical treatment for the student or to temporarily isolate the student.

Students will be subject to the following penalties for violations of this policy:

1. **First Offense** - On a first offense, the student will be suspended from the co-curricular and/or extracurricular program for 30 calendar days along with a mandatory SAP (Student Assistance Program) referral for assessment and intervention. The SAP team will refer the student to a professional trained to assess substance abuse problems and to make a recommendation for treatment. **All recommended treatments as a result of the SAP referral must be adhered to, at which time the student may, after 14 calendar days, voluntarily submit to a drug test. If the student has completed the SAP process and does not have drugs in his or her system he or she will become eligible to participate fully at that time. If a drug test is not taken, the student may resume practice or meetings after 14 days, but may not participate in contests, events, or activities for a full 30 days. Participation of the player after a 14 day suspension or a 30 day suspension will be at the discretion of the coach, not the administration.**
2. **Second Offense** - A second offense will result in suspension from all co-curricular and/or extracurricular activities for one (1) calendar year.
3. **Third Offense** - A third offense will result in suspension from all co-curricular and/or extracurricular activities for the remainder of the student's scholastic career.

Voluntary Admission - Any student who voluntarily admits to a violation of the policy, prior to a possible known infraction, and who is not under the immediate influence of a chemical substance will not be suspended, but rather will be referred immediately to the SAP team for assessment and recommendation for services. The student will temporarily not participate in any school sponsored co-curricular and/or extracurricular activity until a recommendation can be made by the SAP team. The student will be reinstated as a participant when evaluation and his/her program indicate that he/she can safely and appropriately participate or as otherwise directed by the building principal. For continued eligibility, the student must complete the recommended program and have no further incidents.

Voluntary Admission during the course of the initial administrative investigation- During the course of the initial administrative investigation, if the student has been found to provide truthful and accurate information, the student will be suspended from the co-curricular and/or extracurricular program for 30 calendar days along with a mandatory SAP (Student Assistance Program) referral for assessment and intervention. The SAP team will refer the student to a professional trained to assess substance abuse problems and to make a recommendation for treatment. All recommended treatments as a result of the SAP referral must be adhered to, at which time the student may, after 7 calendar days, voluntarily submit to a drug test. If the student has completed the SAP process and does not have drugs in his or her system he or she will become eligible to participate fully at that time. If a drug test is not taken, the student may resume practice or meetings after 7 days, but may not participate in contests, events, or activities for a full 30 days. Participation of the player after a 7 day suspension or a 30 day suspension will be at the discretion of the coach, not the administration.

J. STEROIDS

Pennsylvania law prohibits the use of anabolic steroids, except for a valid medical purpose, by any student involved in school related athletics. Students will be subject to the following penalties for the illegal use of steroids:

1. ***First offense:*** A first offense – will result in a suspension for the duration of the season for the activity.
2. ***Second Offense:*** A second offense – will result in a suspension for the current and next season for the activity.
3. ***Third Offense:*** A third offense – will result in permanent suspension from all activities.

K. TOBACCO

Whenever a student violates Act 145 by possessing any tobacco product on any school grounds or school sponsored activities, the following procedural guidelines should be followed:

- The student should be informed of the violation of Act 145 and the consequences for first offenses and subsequent offenses.

For the purpose of this policy, tobacco includes:

- A lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.
- Electronic cigarettes means any device that is designed or intended to provide a vapor of nicotine, flavor and/or other substance(s) that is inhaled by the user. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- Students having lighters in school will receive a detention. Students continually violating this policy may receive suspension.

Any reasonable evidence of smoking shall justify disciplinary action under this policy. Direct observation of smoking is not required. Student will be subject to following penalties for violations of the anti-tobacco policy:

1. ***First Offense*** - On a first offense, the student will be suspended from the co-curricular and/or extracurricular program for 10 calendar days along with a SAP (Student Assistance Program) referral for assessment and intervention. The SAP team will refer the student to a professional trained to assess substance abuse problems and to make a recommendation for treatment.

2. **Second Offense** - A second offense will result in a 30 calendar day suspension from the co-curricular and/or extracurricular program.
3. **Third Offense** - A third offense will result in a one (1) calendar year suspension from any co-curricular and/or extracurricular programs.

L. THEFT, VANDALISM OR PROPERTY DAMAGE

Students are expected to show respect for the property owned by the School District, other schools, private individuals and other private or public entities. Theft, vandalism or damage to property denotes poor school citizenship and any student involved in such activity will be referred to the school administration for disciplinary action. In addition to possible suspension or expulsion from school (if applicable), a student will be subject to the following disciplinary penalties for violations of this policy:

1. **First Offense** - On a first offense the student will be suspended from the co-curricular and/or extracurricular program for 30 calendar days along with a mandatory SAP (Student Assistance Program) referral for assessment and intervention. The SAP team will refer the student to a professional trained to assess mental health problems and to make a recommendation for treatment. All recommended treatments as a result of the SAP referral must be adhered to at which time the student may, after 14 calendar days, resume practice or meetings, but may not participate in contests, events, or activities.
2. **Second Offense** - A second offense will result in suspension from all co-curricular and/or extracurricular activities for one (1) calendar year.
3. **Third Offense** - A third offense will result in suspension from all co-curricular and/or extracurricular activities for the remainder of the student's school career.

M. CRIMINAL INFRACTION

Criminal Infractions denotes poor school citizenship and any student involved in such activity occurring during school or school- related activities or with clear nexus and /or in connection with a school-related event or activity will be subject to the Disciplinary Code of Conduct and could result in suspension or expulsion from school. In addition, the students shall be subject to the following extra-curriculum or co-curricular sanctions:

1. **First Offense** - On a first offense the student will be suspended from the co-curricular and/or extracurricular program for 30 calendar days along with a mandatory SAP (Student Assistance Program) referral for assessment and intervention. The SAP team will refer the student to a professional trained to assess mental health problems and to make a recommendation for treatment. **All recommended treatments as a result of the SAP referral must be adhered to at which time the student may, after 14 calendar days with a positive referral and at the discretion of the administrator return to eligibility. Depending on the severity of the criminal infraction, the administrator may choose to enforce the full 30 days of ineligibility. Participation of the player after a 14 day suspension or a 30 day suspension will be at the discretion of the coach, not the administration.**
2. **Second Offense** - A second offense will result in suspension from all co-curricular and/or extracurricular activities for one (1) calendar year.
3. **Third Offense** - A third offense will result in suspension from all co-curricular and/or extracurricular activities for the remainder of the student's school career

If the school district receives verified information that a student engaged in criminal conduct outside of the school setting, (that student is always falling under the Conduct implemented in Manheim

Central School District), the student' privilege to participate in extracurricular or co-curricular activities will be subject to the limitations outlines on First, Second, and Third Offenses.

N. HAZING (Board Policy 247) / Bullying (Board Policy 249)

The School District will not tolerate or condone any type of team or individual **hazing** or initiation where mental stress, embarrassment, or physical harm may take place.

The Board is committed to providing a safe, positive learning environment of district students. The Board recognizes that **bullying** creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Any student involved in such activity will be referred to the school administration for disciplinary action. In addition to possible suspension or expulsion from school (if applicable), if the school district receives verified information that a student engaged in hazing/bullying the student shall be subject to the following sanctions as listed after being given an opportunity to meet with the designated administrator:

1. **First Offense** - On a first offense the student will be suspended from the co-curricular and/or extracurricular program for 30 calendar days along with a mandatory SAP (Student Assistance Program) referral for assessment and intervention. The SAP team will refer the student to a professional trained to assess mental health problems and to make a recommendation for treatment. **All recommended treatments as a result of the SAP referral must be adhered to at which time the student may, after 14 calendar days with a positive referral and at the discretion of the administrator return to eligibility. Depending on the severity of the hazing/bullying incident, the administrator may choose to enforce the full 30 days of ineligibility. Participation of the player after a 14 day suspension or a 30 day suspension will be at the discretion of the coach, not the administration.**
2. **Second Offense** - A second offense will result in suspension from all co-curricular and/or extracurricular activities for one (1) calendar year.
3. **Third Offense** - A third offense will result in suspension from all co-curricular and/or extracurricular activities for the remainder of the student's school career.

O. ADDITIONAL REGULATIONS

1. Students suspended or expelled from school for any infraction of the Student Behavior Code may not attend or participate in co-curricular and/or extracurricular activities for the duration of the suspension or expulsion.
2. The privilege of a student to participate in co-curricular and/or extracurricular activities may be revoked by the school administration for flagrant or frequent violation of the Student Behavior Code and/or the Baron Code of Conduct.
3. Completion of the season, including post-season, playoffs, tournaments, exhibitions and events is required in order for a student to be eligible for the awarding of a varsity letter or other team and individual awards. The obvious exception to this policy is when injury or illness limits participation. In such a case, the awarding of a varsity letter or other honors will be at the discretion of the advisor/coach.
4. Should a student violate the Baron Code at the end of the school year, a meeting between the student, parents, coaches, athletic director and administration will occur to determine a course of action for the student to participate in activities during the summer. The student will need to make up the hours necessary to participate.

5. For student athletes, Pennsylvania Interscholastic Athletic Association (PIAA) regulations will be followed in all cases of transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc.

P. GRIEVANCE PROCEDURE

No student shall be suspended from co-curricular and/or extracurricular activities until it is verified that the student violated the Baron Code of Conduct. Any student suspended under the Baron Code of Conduct may seek an informal hearing or file an appeal, in writing as specified in item #5 below. Administration will reply to parents within 24 hours. The following procedures apply to reports of alleged violations of Baron Code of Conduct:

1. Coaches and advisors shall immediately report alleged violations of the Baron Code of Conduct to the building administration.
2. The building administration shall investigate reported or suspected violations of the Baron Code of Conduct to determine their credibility. **The administration is concerned that the information is credible, not necessarily the witness.**
3. If a report is credible, the building administration shall offer an informal hearing to explain the information to the student, allow the student to respond and ultimately decide whether or not the student should be suspended from co-curricular and/or extracurricular activities.
4. If the Assistant Principal or Dean of Students finds the student violated the Baron Code of Conduct, the student's parents/guardians shall be given notice to inform them that the student has been suspended from co-curricular and/or extracurricular activity and that the decision may be appealed. Notice of the suspension shall be provided to the athletic director, when appropriate, and the applicable coach or advisor.
5. The appeal board shall consist of a building administrator, the athletic director, when appropriate, and one coach/advisor not involved in the student's activity. The student's suspension shall continue during an appeal. The appeal board shall review the initial determination to decide if it was based upon verified information.
- 6. The decision of the appeal board shall be final.**

For purposes of the Baron Code of Conduct, "verified information" means the accuracy of information is confirmed by any of the following methods: (1) self-admitted involvement by the student; (2) witnessed student involvement by an advisor, coach, sponsor, school district employee or other credible witness; (3) parent/guardian acknowledgment of their child's involvement; (4) an official police report given to the school; or (5) notification of a conviction, delinquency findings or other admission of wrongdoing before a court.

Students participating in co-curricular and/or extracurricular activities will be subject to the following rules listed in paragraphs H through M, **24 hours a day, 7 days a week, and 365 days a year.**