

## **Co-Curricular Code of Conduct**

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### **Preface/Philosophy**

Co-curricular activities are activities in which students appear, perform, and/or compete as representatives of Riverside Local School District (hereafter “Riverside”). Examples of these include, but are not limited to, athletics, cheerleading, drama, National Honors Society, and student council. Activities in which students represent Riverside as an extension of a course requirement for which students receive a grade are governed by the Student Handbook and are not considered co-curricular activities. Examples of these include concert band, and concert choir.

Co-curricular activities provide the opportunity for all students to develop their talents to the highest level possible. Therefore, Riverside is committed to offering a wide variety of activities. While it is difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

Students participating in co-curricular activities officially represent Riverside. Because of this, these students have privileges and bear responsibilities which are greater than those afforded to students not participating in co-curricular activities at Riverside. This code incorporates the standards and guidelines for eligibility and participation established by both the Ohio High School Athletic Association (OHSAA) and the Riverside Local School District.

The Riverside administration reserves the right to make policies and decisions as needed to address specific issues that arise which may not be explicitly covered in this code.

### **Co-Curricular Activities**

This list may not be all inclusive; other activities may fall under this code as well.

Academic Challenge	Junior Council	Softball
Academic Decathlon	Key Club	Student Council - JRW
Baseball	Majorettes	Student Council - RHS
Basketball	Marching Band	Swimming
Cheerleading	Mock Trial	Teen Institute
Cross Country	National Honor Society	Tennis
Dance Team	Pep Band	Track and Field
Drama Club	SAFE	Volleyball
Flag Corps	Senior Council	Wrestlerettes
Football	Ski Club	Wrestling
Golf	Soccer	Yearbook

### **Scope of the Code of Conduct**

The provisions outlined in this policy shall be in effect twenty-four hours a day, seven days a week, for the duration of the season (first day of practice until the last game or awards ceremony/banquet; whichever is later) . This includes sports which commence before the beginning of the school year or extend beyond the end of the school year. For all other clubs and organizations enforcement will begin with first meeting through the end of the school year. For an elected or appointed position, the co-curricular conduct will be enforced from the beginning of the election/appointment through the expiration of the term of office/season/activity. Violations are cumulative throughout the athlete's two years of middle school (7<sup>th</sup> – 8<sup>th</sup>) participation and four years of high school (9<sup>th</sup> – 12<sup>th</sup>) participation and disciplinary actions may carry over from one season to another.

**Homecoming:** Violation of any code guidelines beginning the first day of school through the day of the homecoming dance will result in suspension from homecoming court eligibility.

**Prom:** Violation of any code guidelines beginning the first day of the fourth quarter through the day of the prom dance will result in suspension from prom court eligibility.

Students in all activities covered by this section of the code will be governed by state and national association guidelines for regional, state, and national competition in addition to the appropriate provisions of this code.

A statement signed annually by both student and parents/guardians indicating an understanding of the activities code must be returned to the coach/advisor by each participant by the first day of practice or activity as a condition of participation in the co-curricular activity. These statements are to be collected by the coach or advisor/director and submitted to the building principal.

### **Eligibility Rules**

1. The athletic director will determine eligibility for student athletes each grading period. All other co-curricular eligibility will be determined by the advisor. These determinations shall be final.
2. If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.
3. If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7-8<sup>th</sup> grade interscholastic athletics for the school year commencing in that calendar year.
4. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediate preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count towards graduation and must have earned a 1.75 grade point average or higher.
5. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects in which the student received grades and must have earned a 1.75 grade point average or higher.
6. The eligibility of a student continues until the fifth school day of the next grading period. At this time, eligibility is determined by the grades earned during the preceding grading period.
7. An ineligible student (for academic reason) may practice his/her co-curricular activity or practice with a team as agreed upon by the coach, player and parents/guardians, but may not participate in competition or performances.
8. Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year.
9. Every student who tries out for a team must have passed a physical examination by a physician. Physical cards may be obtained in the school office and these cards must be completed and dated by a physician and returned to the athletic director before the opening day of the sport.
10. Athletic participants must carry either school insurance or have a waiver form signed by a parent/guardian as a condition of participation in the co-curricular activity.
11. Students in grades 7 - 12 participating on a team sport must pay a Board of Education approved participation fee before the first contest as a condition of participation in the co-curricular activity. Fees are subject to change by act of the Board of Education.
12. Students must follow all rules and regulations established by OHSSA, Premier Athletic Conference (PAC), The Riverside Campus administrators and staff, and the Board of Education as a condition of participation in the co-curricular activity.
13. Students must demonstrate sportsmanship, ethics, and integrity as a representative of The Riverside Campus as a condition of participation in the co-curricular activity. Extra-curricular participation is a privilege, not a right.

### **Attendance**

1. A student must be in school to practice, compete, or perform. If a student is not well enough to attend school, he/she is not well enough to participate any co-curricular events. Students who are not in attendance for their scheduled day may forfeit their right to participate in the co-curricular activity. Exceptions to this are excused school trips and appointments that are approved in advanced by the athletic director, principal, or his/her designee.
2. If a student is truant from an assigned class period(s), he/she forfeits his/her opportunity to perform, or compete in the next scheduled event after which the administration becomes aware of the truancy.
3. Students may not compete, perform, or practice on days of an out-of-school suspension. Students may not attend an event on the days of an out-of-school suspension.
4. Students are expected to be in all classes the day after a contest or competition.
5. It is inevitable that some practices, performances, events, and games will be scheduled during school vacation times. It is an expectation that each participating student will dedicate him/herself to their co-curricular activities and meet his/her coaches expectations.
6. Students suspended from co-curricular activities are expected to remain as part of the team or group unless otherwise stated by the Principal or his/her designee. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not

the student will be required to attend all contests and activities. Members of athletic teams may be required to attend all contests, practices, and team activities and be a non-participant during the time of their suspension. Athletes not in attendance at a contest or activity will not have the contest counted as one of the suspension contests.

7. Students displaying a pattern of habitual tardiness to a specific class will be referred to the high school principal and will not be allowed to practice or compete until the situation is resolved.
8. All rehearsals, practices, and meetings must be supervised by a coach/advisor and must conclude by 10:00 p.m.
9. Pupils not under the supervision of school personnel should leave the building by 2:40 p.m.
10. All events and dates must be approved by the principal and posted on the school calendar in the office one week prior to the event.
11. Social events sponsored by school groups after athletic events (e.g. football and basketball games) must end by 11:30 p.m.
12. No events may be scheduled under the school name at private homes, business establishments, or other places unless approved by the Principal or his/her designee.

#### **Activity Conflicts**

- The following guidelines should be used to determine a student's participation when a conflict arises: A performance (athletic event, contest, play, etc.) has priority over any practice or rehearsal. When two events of equal value conflict the student may choose to participate in the event of his/her choice without fear of penalty or consequence. Academic related events (i.e. events in which a grade is determined by a student's performance) supersede all other activities. Students are to inform coaches/advisors of conflicts as soon as they become aware. Extenuating circumstances can be brought to the attention of the Principal or his/her designee for further consideration.

#### **Insurance**

- Insurance is offered to students during the first week of school and may be purchased through the school only during the initial enrollment period. You may select one of two plans that give medical and hospital coverage to certain limits. You may purchase coverage that will offer protection during school hours and all school activities including sports, or you may purchase 24-hour protection. All claims must be reported immediately to the school, but final transactions are between the parents/guardians and the insurance company. Claim blanks are available in both offices (RHS & JRW).

#### **Equipment**

- All students are responsible for any school items issued to them and are responsible for the replacement cost of lost or damaged items.
- All rooms must be left in good condition and all borrowed property must be returned within 24 hours after the event.

#### **Transportation**

- All students shall ride school provided transportation to and from all contests and/or events.

#### **Student Handbook**

- While involved with any co-curricular activity, a student is subject to the enforcement of the student code-of-conduct outlined in the Student Handbook.

#### **Code of Conduct Infractions and Consequences**

##### **Sport/Activity Groupings**

This code is divided into two Groups (I & II) of sports/activities in which students may be involved. The penalties for violation of school district policies and rules vary depending on whether the student is in a Group I or II activity.

GROUP I ACTIVITIES: (Refers to all OHSAA Sports)

GROUP II ACTIVITIES: (Refers to all Co-Curricular Activities not mentioned in Group I)

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students must refrain from

any conduct at any time that would reflect unsatisfactorily on him/her or the school. Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to, the following:

1. A criminal offense or violation of an ordinance having a statutory counterpart.
2. Possession, use, sale, transfer, distribution, purchase and/or being under the influence of any controlled substance/intoxicant or possession, use, sale, transfer, distribution or purchase of drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol), illegal drugs, mood altering substances, anabolic steroids and other performance enhancing substances or prescribed medications used in a manner other than that for which it was prescribed. For the purposes of this Code, "possession" means on one's person, in one's backpack, purse, locker, automobile or if the person otherwise has control of the item or the intent to control the item. "Possession" also means actual or constructive possession and sole or joint possession.
3. Discrimination, harassment, violence, aggression or threatening behavior to others.
4. Purchase, use or possession of tobacco products in any form.
5. Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered.
6. Representation of themselves or others, inappropriately or unlawfully on the internet. This would include blog sites, on-line profiles, instant messaging, etc.
7. Vandalism

Any situation or problem that may arise that is not specifically covered above may be reviewed by the Riverside administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of team/activity rules; however, these rules must not be in conflict with the Co-curricular Code and must be approved by the building administration.

### **Disciplinary Procedures**

1. The Athletic Director (for athletics) or Riverside Administrator (for activities) will meet with the student to determine the validity of any complaint.
2. The student and parent/guardian will be informed of the nature of the accusation, decision, and consequence and will be given the opportunity to present information related the validity of the complaint and such other relevant information.
3. The Athletic Director (for athletics) or Riverside Administrator (for activities) will make a determination as to the validity of the complaint and the penalty, if any, and will notify the parent and the student..

### **Consequences for Violation to the Co-Curricular Code of Conduct**

Failure to abide by the rules established by this Code and the Athletic Director, Principal, coach or advisor shall result in revocation of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. In addition, the policies and provisions of the Riverside High School Student Handbook supersede all code penalties. A participant suspended or expelled from school shall be banned from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. ***A student must be academically eligible to participate before he/she may start serving a code violation.*** Any student who is removed from an activity as a result of a violation will not receive a refund of his/her pay to participate fee.

### **Simultaneous Group/Group II Consequences**

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities (Ex: Football and SAFE).

Note: Parental permission does not over-ride the provisions of this code.

### **Penalties for Violation of Co-Curricular Code of Conduct**

#### **GROUP I ACTIVITIES**

##### **First Offense**

1. Suspension from participation in 25% of contests scheduled.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be

received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Second Offense**

1. Suspension from participation in 50% of contests scheduled.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Third Offense**

1. Suspension from participation in all Group I Activities for one (1) calendar year.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Subsequent Offenses**

1. Fourth and subsequent offenses will result in denial of athletic participation for the duration of the student's school career, effective with the date of the offense or the date of awareness by school officials.

## **GROUP II ACTIVITIES**

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

### **First Offense**

1. 15 hours of School/Community Service approved by Riverside High School Principal (BEFORE returning to the activity).
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Second Offense**

1. 30 hours of School/Community Service approved by Riverside High School Principal (BEFORE returning to the activity).
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified timeframe may result in removal for the remainder of the activity.

### **Third Offense**

1. Suspension in participation from all Group II Activities for one (1) calendar year.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

#### **Subsequent Offenses**

1. Fourth and subsequent offenses will result in denial of athletic participation for the duration of the student's school career, effective with the date of the offense or the date of awareness by school officials.

### **OTHER RELEVANT REGULATIONS/CONSEQUENCES FOR GROUP I AND II ACTIVITIES**

#### **Special Awards Restriction**

Students who violate the Co-Curricular Code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. Consequently, any student found in violation must forfeit the right to any position of leadership and/or any special end of season award. This shall include, but is not limited to: MVP, MIP, captain, position of office (president, vice president, etc.), all conference, etc.

#### **Hosting A Party**

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it is their first violation, since the party was at their home/property they would be given a violation as their second offense. NOTE: A student who hosts a party may not use the honesty penalty reduction.

#### **Severity Clause**

Any student who sells, transfers and/or distributes alcoholic beverages, controlled substances, and/or unlawfully possesses or uses of a weapon will receive at least a one-year suspension from participation in co-curricular activities.

#### **Honesty Penalty Reduction**

Students in Group I&II activities who turn themselves in to school authorities and/or their head coach or advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from all Group I activities and/or 10 hours of school service for Group II activities. Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self refer under this honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with the first violation during their high school career. (Note: The honesty reduction may not be used to reduce a violation following the two-year no violation clause described in the section "Penalties Are Cumulative").

#### **Suspended Students**

1. Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.
2. A student with suspension penalties must begin and end their respective season in order for the suspension to be completed. A student who is involved in both a Group I&II activity and is suspended must complete both suspensions. The Group II suspension will occur immediately as would the Group I suspension if the student is involved in a sport at present.

#### **Unlawful Conduct**

Unlawful Conduct: Any civil or criminal infraction including but not limited to theft, willful damage to property, serious misdemeanors or felonies, that is determined by the Athletic Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a suspension as prescribed in the Code of Conduct and at the violation level the student is currently.

#### **Suspension Calculations**

For Group I activities, the length of the disciplinary period shall be determined from the mathematical equivalent of one-fourth (1/4) or one-half (1/2) of the number of scheduled contests rounded to the nearest whole number. The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined above. If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates.

### **Penalties Are Cumulative**

Penalties will be cumulative over a student's high school career (9<sup>th</sup> – 12<sup>th</sup>). A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered their first violation. For example, a student violating the code for the first time at the start of his/her freshman year would start with a clean slate at the start of his/her junior year provided he/she has no further violations prior his/her junior year.

### **Process for Determining Violation of Rules**

1. Any complaint/referral concerning a violation shall be made in writing and signed by a student, an adult and/or by a police report and/or by a published newspaper account to the Building Principal, Athletic Director or their designee.
2. If during the course of an investigation the school administration is made aware of additional students who may have been involved in a violation the school administrators will take appropriate action as deemed necessary.
3. The Athletic Director, Assistant Principal, Principal or Advisor, shall investigate the referral and give the student involved an opportunity to present a response.
4. Where after an investigation by the appropriate administrator and/or advisor it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty.
5. An attempt will be made by school administration to inform the parents after a decision has been made and the student has been informed of a code violation.
6. Violations of the co-curricular code that are brought to the attention of the school administration after 45 days may be acted upon at the discretion of the school administration.

### **Additional Penalty Information**

The penalties listed are the minimum penalties that will be enforced. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Additionally, during a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the Code/Advisor. A violation for activities with a limited schedule of events could result in exclusion from that activity.