

## **SCHOOL DISTRICT OF HATBORO-HORSHAM EXTRA-CURRICULAR CODE OF CONDUCT**

For a full list of activities and clubs, please go to the high school website and then click on [Departments then Athletics](#) and then go to *Athletics & Clubs Contact List*. Hard copies are also available at the athletic office.

It is the belief of the School District of Hatboro-Horsham that participation in any extracurricular activity is a privilege, not a right. Students that volunteer to participate in these programs are expected to accept the responsibilities associated with this privilege. These students, as well as their parents/guardians, must also realize that because of their choice to participate in these activities, they have a lesser expectation of privacy than other students. Participants are representatives of the student body as well as the school. Therefore, participants are expected to represent themselves, their activity, their school, their parents, and their community favorably at all times.

The Extra-curricular Code of Conduct is a set of guidelines and expectations for actions and behaviors of students participating in extra-curricular programs. Disciplinary action identified in the Extra-curricular Code of Conduct has been established as the recommended course of action. However, the administration maintains the prerogative to alter the consequences based on the facts and circumstances of the situation.

### **GENERAL INFORMATION AND DEFINITIONS**

**Carry-Over Suspension:** If a violation of the Extra-curricular Code of Conduct occurs in the last part of an extra-curricular season and the student cannot fulfill the terms of his/her violation in that extra-curricular season the suspension **does carry-over until the suspension is fulfilled**. This includes the student's next extra-curricular activity or the same extra-curricular activity next year.

**Coaches or Sponsors:** Coaches or sponsors have the authority to enforce additional rules and regulations relating to their specific activities. Coaches or sponsors have the responsibility to monitor and supervise the activities and behaviors of students participating in their specific extra-curricular program. Repeated disciplinary issues, absences, tardiness, cutting of practices, events, and meetings are deemed to be in violation of expectations for participation in extra-curricular activities. It should be understood that any participant whose behavior is considered unacceptable by a coach, sponsor or administration, might have his/her privilege to participate in the extra-curricular activity revoked.

**Disciplinary Code of Conduct:** Students participating in any extra-curricular activity are expected to comply with school rules and regulations enumerated in the Disciplinary Code of Conduct found in the Student/Parent Handbook. Any violations of these rules and regulations

may result in disciplinary action including loss of privileges to participate in extra-curricular activities.

**Extra-curricular:** Extra-curricular activities include, but are not limited to, those activities defined as: athletics (including PIAA-sanctioned sports, cheerleading, and club sports), theater performances, select Bands and Choruses, National Honor Society, National Art Honor Society, Ski Club, Future Business Leaders of America, Student Council, Interact Club, Key Club, the Partnership Program, Debate Club, Chess Club and others that potentially form throughout the school year. Extra-curricular activities do not include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content

**In-Season:** In-season is defined as commencing with the first practice or activity meeting and ending with the elimination of the team and/or individual from the final tournament series/or the last official meeting of the activity. For some extra-curricular activities, the beginning and end dates are seasonal (fall, winter, spring), while other extra-curricular activities are in-season for the duration of the school year. Behavior, incidents, and violations that occur beyond the in-season parameters are viewed as out of season occurrences.

## **ATHLETIC ACADEMIC ELIGIBILITY**

**Athletic Academic Eligibility:** To be eligible for participation in Hatboro-Horsham High School athletics, a student must pursue a curriculum defined and approved by the Principal as a full-time curriculum. Student-athletes must pass all subjects as of every Friday during a grading period. Student-athletes who fail to meet this requirement will be placed on probation the following week. If the student-athlete does not bring up his/her grade to a passing score during the probation week, he/she will become ineligible until the student-athlete passes all subjects. At the start of a season, student-athletes must have passed at least four full-credit subjects or the equivalent during the previous grading period. If a student-athlete received a failing or incomplete grade in any subject from the preceding grading period, they are ineligible for fifteen (15) school days. The abovementioned guidelines are direct mandates from the PIAA Constitution and By-Laws.

## **ATTENDANCE REQUIRMENTS**

**Daily Attendance:** Students cannot participate or compete on a day in which they are absent or suspended from regular classes. Religious instruction, educational testing, field trips and select school-related functions are not considered an absence. On any given day, a student must be in attendance by 8:30 a.m. and until 2:00 p.m. to be eligible to participate in any practice or activity held on that day (Exceptions, on a case by case basis, will be made for doctor appointments, funerals, etc.). If a student is late due to a doctor's appointment or has to leave school due to a doctor's appointment, the student must supply a note from the doctor's office to be allowed to participate for the day.

## EXTRA-CURRICULAR CODE OF CONDUCT VIOLATIONS

After confirmation of an extra-curricular code of conduct violation (by the student, by the parent/guardian or a school official), the student will receive the penalties outlined in each of the following sub-sections. These penalties are in addition to any disciplinary responses enacted pursuant to the Disciplinary Code of Conduct.

**I) Tobacco Products: The use of tobacco products in any form (cigarettes, cigars, snuff, chewing tobacco, etc.) is not consistent with the goals and philosophy of the exemplary extra curricular program and is strictly prohibited.**

### **Out of Season:**

**Because of the obvious and significant health effects of tobacco products, the School District of Hatboro-Horsham urges all its students to avoid such use. However, the out of season use of such products will not be considered a violation of the Extra-curricular Code of Conduct.**

### **In-Season:**

**1<sup>st</sup> offense: Counseling by coach or sponsor**

**2<sup>nd</sup> offense: Suspension from one (1) competition or public performance /or suspension from the activity for five (5) school days. If the penalty imposed is suspension from one competition or public performance the principal will determine if the student can participate in practice sessions.**

**3<sup>rd</sup> offense: Suspension length to be determined by Principal, with a minimum suspension being from one competition or public performance /or suspension from the activity for five (5) school days. If the penalty imposed is suspension from one or more competitions or public performances, the principal will determine if the student can participate in practice sessions.**

**II) Misconduct:** This section of the Extra-curricular Code of Conduct shall apply to student conduct that occurs during school hours, after school hours, on school property, and off school property. Cumulative or gross misconduct, including behavior unbecoming to a member of an extra-curricular program and a representative of the School District of Hatboro-Horsham is subject to disciplinary consequence. A listing of behaviors considered to be inappropriate can be found in the **Student/Parent Handbook** in the Disciplinary Code of Conduct section. Behaviors considered to be inappropriate include but are not limited to: gambling, cutting classing, vandalism, unsportsmanlike conduct, theft, fighting, hazing, harassment, burglary, assault, cheating /or lying, abusive or inappropriate language, extortion, willful disobedience, and the hosting or attending of drinking/ drug parties. Specific disciplinary consequences for misconduct violations will not be listed because of the variability of circumstances and the severity of the infraction will factor into the consequent decision.

Misconduct shall also include activities by a student which result in his/ her arrest and formal charges being filed in a court of law. A penalty will be imposed should the School District have

adequate and competent evidence that the student participated in the offense for which he or she is charged even prior to the conclusion of the legal process. Participation in such misconduct behavior will be regarded as a violation of the Extra-curricular Code of Conduct even should such activities be later determined to not rise to the level of criminal wrongdoing. Should the School District determine not to impose a penalty initially, but the student later admits to or is adjudged to have committed a crime (felony or misdemeanor), the penalty pursuant to this Code will be imposed that that time. In the latter case, the student may continue to participate in his/her activity until resolution of the matter by the judicial system.

Students and their parents should note that the penalties imposed for misconduct may range in severity from a formal reprimand to suspension from participation and possible dismissal from a team, club, group, or activity.

This section of the Extra-curricular Code of Conduct shall be in effect during both the in-season and out of season time parameters.

**III) Drug and Alcohol Violations:** The School District of Hatboro-Horsham recognizes that the abuse of controlled substances is a serious problem with legal, physical, emotional and social implications for the whole school community. As an educational institution, we strive to prevent the use and abuse of controlled substances. The use, possession, concealment, distribution, sales or being under the influence of those substances listed in items A-F below is strictly prohibited.

- A. Alcohol or alcoholic beverages in any form
- B. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute
- C. Steroids, human growth hormones or other performance enhancing substances
- D. Substances purported to be illegal, abusive or performance enhancing (i.e. “look-alike” drugs)
- E. Misused prescription drugs, non-prescription drugs or inhalants
- F. Testing positive through random drug testing procedures – this refers to student athletes ONLY (Note: The Administration and Board of School Directors are currently developing a policy for the random drug testing of student athletes for implementation in the future. Formal notification of the implementation of this policy will be provided to student athletes and their parents prior to the initiation of the policy.

Use, possession, concealment, distribution, manufacture, or sale of devices designed for and/or associated with the use of controlled substances listed in items A-F above is strictly prohibited.

**Out of Season:**

A violation committed out of season will yield an official warning and will lead to placement on probation for one calendar year and referral for Student Assistance Program assessment. In the face of a single out of season violation or multiple violations, such behavior will have a direct impact on the severity of consequence should a subsequent in season violation also occur at a later point in time.

In-Season:

- 1<sup>st</sup> offense:** Suspension from the activity for ten (10) school days, referral for Student Assistance Program assessment, and participation in drug and alcohol education program.
- 2<sup>nd</sup> offense:** Suspension from the activity for thirty (30) school days, referral for Student Assistance Program assessment, and participation in drug and alcohol education program.
- 3<sup>rd</sup> offense:** Suspension length to be determined by Principal, minimum suspension from extra curricular activity for thirty (30) school days, referral for Student Assistance Program assessment, and participation in drug and alcohol education program.

### **SELF-DISCLOSURE**

**Self Disclosure:** It is the intent of the Hatboro-Horsham School District to assist students with developing responsibilities for their actions and to encourage honesty. Therefore, any student who by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to a school employee, school official, coach or an administrator a violation of the Extra-curricular Code of Conduct prior to any reports, charges, or complaints under the Extra-curricular Code of Conduct will be granted leniency. Self-reporting will have the disciplinary penalties reduced based on the circumstances and severity of infraction. This self-disclosure exemption is available to a student only once during his/her middle school and once during his/her high school career.

### **APPEALS PROCESS**

Any student that feels unfairly judged or unjustly punished may appeal the consequences to the Assistant Superintendent of Schools for Secondary Education through the following procedures.

1. This student must submit to the Assistant Superintendent a written rationale for the appeal within three (3) calendar days after a decision has been issued. The written rationale must explain the justification for an appeal and establish the injustice or misapplication of the Extra Curricular Code of Conduct.
2. The Assistant Superintendent will conduct an initial review of the appeal to determine whether it sets forth a legitimate basis to move forward. The Assistant Superintendent will notify the involved parties of his initial determination in writing within five (5) school days of receipt of the written appeal.
3. Should the Assistant Superintendent find merit for the appeal, an appeals hearing will be conducted within five (5) school days after determining there is justification for an appeal.
4. The Assistant Superintendent will chair the appeals hearing. Based on the rationale of the appeal, the Assistant Superintendent will determine who will be present at the hearing. During the hearing process the Assistant Superintendent will take testimony and permit the parties involved to present evidence.

5. The Assistant Superintendent will render a decision within three (3) days. The decision shall be put in writing and a copy sent to all parties involved. The Assistant Superintendent's decision shall be considered final, and the matter will be closed.

**During the appeals process the student will remain under the penalties imposed and follow the provisions set throughout the appeal process.**