

## ACTIVITY CODE OF CONDUCT: ADOPTED MAY, 2005

### 5.10 STUDENT GUIDELINES - Eligibility to Participate.

Extra-curricular activities are considered an integral part of North Bend Central Public Schools' program of education because they provide experiences that will help students physically, mentally and emotionally. However, participation is a privilege that carries with it responsibilities to the school, to the team, club, or organization, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups.

### 5.11 Release of Students From Class

In order for students to be released from class for activities, they must maintain a GPA of 2.00 or a "C" average (per quarter) and make-up work completed in advance. It is the basic policy of North Bend Central High School to keep to the minimum the number of times a student is given permission to leave class for extracurricular activities. In order for a student to compete in interscholastic athletics, the student must fulfill completely all the regulations and requirements set forth by North Bend Central.

### 5.12 Eligibility Requirements.

An NBC student shall be deemed to be ineligible to participate when:

1. He/she is 19 years of age before August 1.
2. He/she has been in attendance for more than eight semesters.
3. He/she was not registered in a school by the 11th day of school.
4. He/she was not in school the immediately preceding semester.
5. He/she did not pass 20 semester hours of credit, the equivalent of four courses, the preceding semester (NSAA rule regarding varsity competition).
6. He/she did not pass four courses in the immediately preceding quarter (NBC rule regarding all levels of competition).
7. He/she is on the weekly "down list" in three courses in any one week or the same two courses in two or more consecutive weeks (NBC rule regarding all levels of competition).
8. He/she has graduated from high school.
9. He/she has played on an independent team during the season of that sport.
10. He/she has played on an all-star team during the school year.
11. He/she has changed schools without his or her parents changing residence and has not met the requirements for eligibility under the open enrollment program
12. His/her parents have changed their residence to another school district and the student remains at his/her current school. (Exceptions: If the parents move after school has started, the student will be eligible to compete the current school year; if the option enrollment laws allow the student to continue participation.) Check the NSAA Yearbook for the definition of the legal residence and/or see the Activities Director.
13. He/she has not been promoted to 9th Grade and is not taking 20 semester hours of work in the 9th Grade. (Exception: age limit will allow a student to move up.)
14. He/she has not returned a Parent Receipt Form for the Student Handbook/Activities Manual.
15. He/she has participated in more than six consecutive semesters in Grades 7 and 8.
16. He/she is 14 and in Grade 7, or is 16 and in Grade 8 on or before September 1.
17. He/she is ineligible under any other Nebraska School Activities Association (NSAA) regulation.

### **5.13**      NBC Rules for Daily Participation

1. Students must attend school the day of the event (at least one session or three periods.) Any exception to this rule must have prior approval of the Director of Activities and/or the Principal.

2. Students who do not attend school at least three periods due to illness, injury, oversleeping, etc., may not participate in practice or a school-sponsored activity on that day. If it is a night activity, he/she may not dress or participate in the event. If he/she is unable to come to school due to injury, illness, etc., he/she should not be fit to be present at practice, performance, meetings, or game sessions.

3. Students in school must attend practice as a participant or as an observer, unless excused by the sponsor.

### **5.14**      Team Selection and Playing Time.

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **5.15** Individual Activity Guidelines.

Activity or organization sponsors are charged with developing individual activity guidelines for his/her activity. Such guidelines are to be established in accordance with the district's Activities Manual. The activity sponsor is to file at least one copy of his/her individual activity guidelines with the Activities Director at the beginning of each season. The individual activity guidelines includes, but is not limited to, conduct and training rules as well as the constitutions, bylaws, and regulations of the activity or organization.

## **5.20**      **STUDENT GUIDELINES - Student Conduct.**

### **5.21**      Activities Code of Conduct For Students

#### A. General Statements of Policy.

The NBCPS Extra-curricular Activity Code of Conduct is supplemental to the student rules of conduct as described in Board Policy 3330 and in such other rules and regulations as are contained in the NBC Junior-Senior High School Student Handbook, and any disciplinary action taken hereunder may be in addition to any action taken under the Board Policy and Student Handbook regulations specified above.

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for these reasons:

(a) Participants in extra-curricular activities assume a leadership role as representatives of their school to the local community and to other schools and communities. The student body, the community, and other communities judge our school on the students conduct and attitudes, and how they contribute to our school spirit and community image.

(b) Extra-curricular activities are a privilege for the students who choose to participate. Students who participate and are accepted into the extra-curricular program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

#### B. Activities Code of Conduct Applicability.

The standards of the Activities Code of Conduct apply to conduct of the student, regardless of whether the conduct occurs on or off school grounds. (If the conduct occurs on school grounds, at a school function or event whether at home or away, or in a school vehicle, the student may also be subject to additional and more severe discipline under the general rules of student conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame cited below.

The Code of Conduct for NBC students shall apply and be in effect beginning with the first practice date set forth by the NSAA and shall end at the conclusion of the 47th week of the NSAA school calendar. If a student violates the Code of Conduct, the penalties will follow the guidelines as stated above. If a student is in violation of the code through the 45th week of the NSAA school calendar, the penalties will be imposed during the school year. If a student is in violation of the Code of Conduct during the 46th or 47th week of the NSAA calendar and the normal penalty cannot be imposed due to the ending of the school year, the Principal and/or Activities Director will devise a plan to apply the sanctions of the Code of Conduct beginning with the 7th week of the NSAA calendar, that is, with the beginning of fall practices. The duration of these sanctions would generally not exceed nine (9) calendar weeks.

#### C. Activities Code of Conduct Standards.

The standards of the Activities Code of Conduct include general statements that outline the intent of the Board of Education and Administration in designing the Code and specific standards that identify specific prohibited behaviors.

##### **GENERAL STANDARDS:**

1. Students directly represent the school district, their school, and their coaches/sponsors, and must conduct themselves in a sportsmanlike manner. The standards of sportsmanship for NBC Junior-Senior High School are defined in the Student Handbook and penalties regarding the failure to act in a sportsmanlike manner are defined in that document (see Handbook section entitled "SPORTSMANSHIP").

2. Students are to obey the laws of the local community, state, and nation and felony or serious misdemeanor violations can result in activity sanctions.

3. Students are to obey school rules and regulations as described in the Student Handbook, additional rules and regulations established by the district or school administration, and the rules and regulations of the activity as established by the coach/sponsor.

4. Students are prohibited from the possession or use of tobacco, alcoholic beverages, controlled substances as generally defined in state law, drug paraphernalia, look-alike drugs, and such other behavior-affecting substances as are defined in Board Policy 3330.

5. Students are not to use profanity, either verbally or in profane gestures, when involved in practices or performances.

6. Students are to respect the judgment of officials or judges. Students are not to criticize an official or judge during a contest or after the contest has been completed.

7. Students are to care for all equipment in an appropriate manner and are held financially responsible for its care and return.

8. Students are not to employ illegal or unethical tactics to gain an unfair advantage over an opponent.

9. Students are to make the necessary time commitment to fairly participate in their activity. Such a commitment includes attendance at all practices or activities unless otherwise excused.

10. Students are to dress in the appropriate attire, as determined by their coach/sponsor, when representing the school at contests or events.

11. Students are to maintain all standards of NBC and NSAA eligibility, including academic eligibility.

**SPECIFIC STANDARDS:** The following behaviors are prohibited under the Code of Conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority. Serious insubordination toward an activity sponsor by a student, profanity directed toward an activity sponsor by a student, or physical assault of an activity sponsor by a student are considered major infractions under the school's student conduct and disciplinary procedures. In addition to other disciplinary sanctions, students who commit these infractions may be suspended from school activities for a period up to the remainder of the school year.

2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.

3. Sexual assault or attempting to sexually assault any person

4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.

5. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.

6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

7. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited by law or school regulations.

8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant, and such other behavior-affecting substances as are defined in Board Policy 3330.

10. Truancy or failure to attend assigned classes or assigned activities.

11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

12. Public indecency.

13. Repeated violation of any of the rules adopted by the school district or the school.

14. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.

15. Willfully violating the behavioral expectations for those students riding in school vehicles.

16. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

17. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.

18. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.

19. Failure to follow other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity, provided that participants shall be advised by the coach or supervisor of such rules and regulations.

20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

## 5.22 Sanctions of the Code of Conduct

Students who fail to comply with the standards of the Code of Conduct are subject to the sanctions cited below.

A. Activity sponsors, the Activities Director, the Principal, and the Superintendent have the authority to temporarily suspend a student from the activity on the spot if the occasion warrants.

B. Inappropriate behavior will be punishable in a manner commensurate with the seriousness of the infraction. Suggested punishments include warnings, conferences and review of the Code of Conduct with the student, loss of assigned responsibilities, loss of playing time or participation opportunities, probationary status, suspension from one or more activities, and dismissal from all activities for the remainder of the school year.

C. The Principal or his/her designee may impose penalties up to suspension from all school activities for the remainder of the school year for any violation of the Code of Conduct. However, penalties are to be imposed in proportion to the seriousness of the offense. Permanent suspensions are reserved for very serious violations or multiple violations.

D. Insubordination toward an activity sponsor by a student, profanity directed toward an activity sponsor by a student, or physical assault of an activity sponsor by a student are considered major infractions under the school's student conduct and disciplinary procedures policy. In addition to other disciplinary sanctions, students who commit these infractions may be suspended from school activities for a period up to the remainder of the school year.

E. In addition to the sanctions described above, the violations of the Activities Code of Conduct listed below are considered serious enough to warrant suspension from participation in activities for the first and subsequent offenses if committed off school grounds. If committed on school grounds, in school vehicles, or at school-sponsored functions at home or away, the violations may carry additional penalties as defined by Board Policy 3330 and the NBC Student Handbook..

1. The possession or use of alcoholic beverages, controlled substances as generally defined in state law, drug paraphernalia, look-alike drugs, and such other behavior-affecting substances as are defined in Board Policy 3330 and/or in Specific Standards 8 and 9 above.

2. The use of tobacco in any form.

3. Commission of a felony or a serious misdemeanor, as defined in Nebraska law as a Class I, II, III, IIIA, or Class W Misdemeanor pursuant to Nebraska Revised Statute 28-106, RRS.

4. Continuous, blatant or egregious violation of rules and regulations established by the activity coach/sponsor.

F. Determination that a violation has occurred shall be made in one of the following ways:

(1) Self-reporting or admission. This shall occur when a student voluntarily reports a violation to a coach/sponsor or admits to a violation upon questioning by a coach/sponsor or school administrator. In order to have access to the lesser penalties imposed on self-reported/admitted violations, the student must self-report/admit the violation prior to participation in any extra-curricular activity following the violation or admits to a violation in the first instance of questioning by a coach/sponsor or school administrator, but in no case longer than two school days following the violation.

(2) Employee Observation. Observation shall be limited to observation by a school employee charged with the supervision of students. This category includes all certificated personnel and any non-certificated personnel, such as drivers, whose normal duties include the supervision of students.

(3) Court Action. This category shall include conviction in a court of law, an adjudication in a juvenile or similar court, or agreement to enter probationary or diversion program in lieu of such conviction or adjudication. Students subject to the Activities Code of Conduct are required to report court action as described above to the Activities Director or other school administrator prior to participation in any extra-curricular activity following court action, and in no case longer than two school days following court action. Failure to report such court action will be considered a separate violation of the Activity Code of Conduct and subject to the penalties for second and subsequent offenses.

**G. First Offense Sanctions.** One of the purposes of the Activities Code of Conduct is to encourage honesty and the acceptance of responsibility for one's action. Therefore, students who self-report or admit to a Code of Conduct violation are subject to lesser first offense sanctions than those students whose guilt is determined solely by the observation of school employees or court action. Generally, a first offense would be subject to the following penalties:

1. If the student self reports/admits the violation as described in Section F above, the student will generally be required to do 10 hours of community service for the school under the conditions described below. If the student is determined to have committed the violation by employee observation or court action, the student will be required to do 15 hours of community service for the school under the conditions described below.

2. If the student self reports/admits the violation as described in Section F above, the student will generally be suspended from the first activity/event that the student would normally participate in during the next 30 days in each activity in which the student participates. The term "activity/event" does not include practices. If the student is determined to have committed the violation by employee observation or court action, the student will generally miss the next two activities/events that the student would normally participate in during the next 30 days in each activity.

The 30-day period begins at the point when the Activity Director determines that guilt has been established either through self-report/admission, employee observation, or court action. If an appeal intervenes, the 30-day period begins at the point when the student's final appeal has been exhausted and the final determination of penalty has been made by an appropriate authority.

Activities from which a student may be suspended under this section include those extra-curricular activities in which the student participates as a member and representative of a team, club, or school organization. Students will not generally be suspended from activities in which the student attends or participates solely as an individual, such as dances or games attended as a spectator, solely for violations of the Activities Code of Conduct although they may be suspended from such activities for violations of other school rules and regulations.

The term "activities/events that the student would normally participate in" means that the student has a reasonable expectation of participation based on eligibility, health, good standing within the activity, and level of participation. If a student would not have a reasonable expectation of participation in an activity/event because of academic or other ineligibility, illness or injury, other suspension, or because the student would not normally participate at the level of the next activity (ie., varsity players would not normally participate in freshman games), then that activity cannot be counted for the Code of Conduct suspension. The Principal and/or Activities Director will determine the first/second event(s) that are applicable in each particular suspension.

3. After the first offense, the student will no longer be considered an activity participant in good standing. After the student completes the sanctions described in (1) and (2) above to the Activities Director's satisfaction, he/she will then earn back his/her good standing.

4. The student's activity letter and membership in activity teams/groups may be in jeopardy if the service requirements are not completed to the Activity Director's satisfaction.

**H. Second Offense Sanctions.** Determinations that a second violation of the Code of Conduct has occurred shall be made by self-report/admission, employee observation, court action, or determination by the Activities Director that the student has failed to report court action for a first offense as described in Section F above.

1. The second violation of the Code of Conduct (within the same school year) will generally result in suspension from all extra-curricular activities for the remainder of the school year. Activities from which a student may be suspended under this section include those extra-curricular activities in which the student participates as a member and representative of a team, club, or school organization as described in Section G above. Nine (9) calendar weeks from the date that the original sanctions were imposed, the Activities Director and Principal will review the sanction of suspension from all activities. If the review of the student's behavior and attitude indicates that reinstatement may be appropriate, a plan will be developed to allow the suspended student to be reinstated in activities after completing the terms of the plan.

2. The suspension from activities in the previous school year generally will not have an effect on the participation in activities for the following year except as noted in the section labeled "Activities Code of Conduct Applicability" above.

### **5.30 STUDENT GUIDELINES - Due Process Procedures in the Code of Conduct.**

#### **5.31 Hearing/Appeal Procedures.**

A. Prior to commencement of the sanction described in Sections G or H above, the student is to be given oral notice of the charges against him/her by the Activities Director or a school administrator. The student will be advised of what the student is accused of having done, a summary of the evidence the school is relying on, and be given the opportunity to present his/her version of the facts. If the student is not readily available to meet with the designated school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's version.

B. Within two school days or such additional time as is reasonably necessary following the suspension, the Activities Director or a school administrator will send a written statement to the student and the student's parents, or guardian describing the violation of the Code of Conduct and the reason for the action taken, the right to appeal, and the appeal procedures.

C. An opportunity will be afforded the student, and/or parent or guardian of the student, at their request, to confer on an informal basis with the school official who has imposed the suspension and to provide that school official any further information in the student's defense.

D. If the student or his/her parents or guardian are not satisfied with the determination of the Activities Director, they may request to appeal the decision to the Principal. This request must be received by the Principal within five days of receiving the initial written notice of suspension and an informal appeal hearing shall be held within ten calendar days of the request. The Principal will notify the participants in writing of the time and place of the hearing and of their right to informally present evidence, including the statements of witnesses.

E. The Principal may determine that the sanction imposed by the Activities Director will be not be imposed pending an appeal or he/she may determine that circumstances warrant the immediate imposition of the penalties. Decisions of the Principal regarding the immediate imposition of penalties may be appealed to the Superintendent.

F. The Principal may select one or more teachers or student leaders to serve as informal advisors in making his/her decision. However, the selection of such advisors shall not be required. Following the hearing, the Principal shall render his/her decision within ten calendar days. The Principal may uphold the sanctions determined by the Activities Director, reduce the sanctions, or increase the sanctions within the parameters of the Code of Conduct regulation.

G. The decision of the Principal may be appealed within five calendar days to the Superintendent who will issue a written response within ten calendar days. He/she may uphold or override the decision of the Principal based on the written record or he/she may convene a second informal hearing. The Superintendent may uphold the sanctions determined by the Principal, reduce the sanctions, or increase the sanctions within the parameters of the Code of Conduct regulation.

H. The decision of the Superintendent may be appealed to the Board of Education which shall consider the matter at a regular meeting or special meeting called for that purpose either by reference to the written record or by conducting another informal hearing under procedures to be determined by the Board. The Board shall render a decision within ten calendar days and shall instruct the Superintendent to prepare a letter to the student's parent/guardian documenting that decision. The Board may uphold the sanctions determined by the Superintendent reduce the sanctions, or increase the sanctions within the parameters of the Code of Conduct regulation.

I. Nothing contained in this section shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school officials at any stage.

## **5.40 STUDENT GUIDELINES - Safety and Health**

**5.41 Safety Statement/Warning.** North Bend Central Public Schools seeks to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common sense.

**Warning for Participants and Parents:** The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **5.42 Physical Examinations/Consent Forms.**

Each student who plans to participate in athletics shall present to the Activities Directors once each year, prior to actual participation in any practice, a physician's certificate on the form prescribed by the school that he/she is physically fit for athletic competition. A parental consent form must also be submitted.

### **5.43 Accident Insurance**

While it is recommended that all students be protected by health/accident insurance when participating in athletic and other activities, it is not required. Parents/guardians of athletes will be asked to specify on the physical examination/eligibility form whether they have insurance or prefer not to provide insurance.

### **5.44 Catastrophic Accident Insurance**

The Nebraska School Activities Association (NSAA) provides a catastrophic accident medical liability policy which covers all students (Grades 9-12) while participating in NSAA activities. The school district provides additional catastrophic insurance coverage for all students in Grades 7-12 involved in athletics and other school activities and events which may not be covered by NSAA's policy. Additional catastrophic insurance coverage is provided by the school district for all students in Grades K-12 who are involved in school activities other than interscholastic athletics.

### **5.45 Student Supervision at Activities.**

The regulations below shall apply at activities sponsored by the school district.

1. Students shall be under the direct supervision of the sponsor or engaged in an activity approved by the sponsor at all times. They may be released only to their parents/guardian or another authorized adult.

2. Students shall not leave the site of the contest without the approval of the sponsor.

3. Students shall not leave the lodging without the approval of the sponsor.

If a student is in violation of these rules, an attempt will be made to contact his/her parents will be called and the student will be sent home with them. If parents cannot be reached, the sponsor will attempt to contact the Activities Director, Principal or Superintendent.

### **5.46 Transportation**

The school district generally requires that activity team members travel to and from out-of-town events as a unit. Students who are members of a group going to an activity will return with the group. To be eligible to participate, a student must generally accompany the group on the school vehicle. Exceptions require the approval of the Principal (or Superintendent) or Activities Director. On returning home, an exception to the transportation rule can be made when a parent/guardian provides a written note or makes a personal request to the sponsor for the student to be transported home by an adult driver who must be at least 21 years old.