

MANHEIM CENTRAL SCHOOL DISTRICT
MANHEIM, PENNSYLVANIA
CODE OF CONDUCT FOR CO-CURRICULAR PARTICIPATION

For purposes of this policy, co-curricular activities shall be those activities which are sponsored or approved by the Board 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 shall be so informed and must approve the establishment of eligibility standards before they may be operable.

Such activities shall ordinarily include intramural sports, band, cheerleading and clubs.

Co-curricular activities are an important and integral 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 for 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 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.

I. GENERAL RESPONSIBILITIES

- A. Students are eligible to participate in an co-curricular activity upon completion of the signature page included at the end of this document and its return to the appropriate advisor or coach. Students involved in more than one activity need only return one signature page each year.
- B. Students must use school provided transportation to travel to and from activities away from Manheim Central. The only exceptions are:
 - 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.

- C. A display of unsportsmanlike conduct, including the use of profanity, toward an opponent, coach or official during a practice, contest or activity will result in counseling by the advisor or head coach and possible suspension from the activity. Student spectators who display unsportsmanlike conduct at any activity will be subject to disciplinary action.
- D. Unexcused absences from scheduled activities, practices or contests will result in:
 - 1. Counseling by the advisor or head coach and notification of parents, if deemed necessary.
 - 2. Subsequent violations may result in suspension from the activity and possible dismissal for the remainder of the year/season.
 - 3. The exercising of the advisor's or coach's discretion in these matters.
- E. Theft/damage to school property (whether at Manheim Central or at another facility where we are guests) denotes poor school citizenship and the student involved will be referred to the principal for disciplinary action. The student shall be dismissed or suspended from the activity for a period of time determined by the school administration.
- F. Any criminal infraction or conduct known by school personnel (school or non-school) about a student that is determined by the advisor or head coach and the school administration to be detrimental to other participants, the co-curricular program, school or school district will result in counseling by the advisor or head coach and the school administration with possible suspension or dismissal from the activity. This provision remains in effect regardless of whether the infraction occurs during the school day, during the school year, or during a vacation period or summer recess.
- G. Student 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 such 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 may be immediately suspended.

All searches conducted by school personnel are consistent with school district policy.

- H. Students suspended from school for any infraction of the Student Behavior Code may not attend or participate in co-curricular activities for the duration of the suspension.

- I. The privilege of a student to participate in co-curricular activities may be revoked by the school administration for flagrant or frequent violation of the Student Behavior Code and/or the Baron Code.

II. ATTENDANCE REQUIREMENTS

- A. A student must be in school by 10:50 a.m. 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 that excuse is approved by a building administrator. Examples of acceptable reasons are health care appointments, college visitations, and family/personal matters.
- B. 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 written parent permission to attend or participate. The advisor or coach must call the parent regarding the absence.
- C. Four or more unlawful or unexcused absences during the school year will result in ineligibility during the two weeks following the fourth unexcused absence. For each unexcused absence beyond the fourth, there will be an additional two 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.

III. ACADEMIC REQUIREMENTS

A. HIGH SCHOOL

1. At Manheim Central, students are required to be passing three of four courses to be eligible to participate in co-curricular activities.
2. The academic progress of all students participating in co-curricular activities will be monitored at the end of each week.
3. Any student found to be not passing three of four courses on a given Friday will be ineligible for co-curricular participation from the immediately following Sunday until the first full week that his/her cumulative academic performance from the beginning of the grading period meets the three of four course requirement.
4. Students who are not passing three of four courses at the end of a grading period will be ineligible to participate in co-curricular activities for at least the first twenty (20) days of the next report period.
5. Students who are not passing three of four courses at the end of the school year will be ineligible to participate in co-curricular activities for at least the first twenty (20) days of the first report period of the next school year.

B. MIDDLE SCHOOL

1. Students must pursue a curriculum defined and approved by the principal as a full-time curriculum.

2. Students must maintain a passing grade in that approved curriculum throughout each grading period and for the school year.
 3. Students must have passed at least five (5) full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet these requirements, the student will lose athletic eligibility for the first 20 school days of the next grading period.
 4. Students are required to meet their after school assignments or disciplinary responsibilities before participating with their athletic team. Students who fail to do so may be subject to further disciplinary action.
 5. Students who fail more than 1 major subject and 1 special subject become ineligible for the week. Athletic eligibility is determined weekly and runs from Sunday to Sunday.
- C. Participation at practices for those ineligible students will be determined by the coach/advisor and appropriate school administrators.

IV. ALCOHOL AND DRUG USE POLICY

A ALCOHOL/DRUG USE

The Manheim Central Drug and Alcohol Policy is violated whenever a student manufactures, uses, abuses, is under the influence of, distributes or possesses (active or implied) illegal drugs, alcohol, any mood altering substance or drug paraphernalia. 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, necessarily, the school year. Rather, applicability will be determined by school administration on the basis of whether any violation affects the general welfare of our students, the school programs or the school itself. The philosophy of this policy involves two major elements: (1) to vigorously address drug/alcohol use; and (2) to build an educational and/or rehabilitative component into the disciplinary process.

1. Whenever a student violates the Drug and Alcohol Policy, the student's parent/guardian will be promptly notified of the incident.
2. 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 or other school authority will decide whether to obtain medical treatment for the student or to temporarily isolate the student.
3. The principal will notify the police for appropriate investigation and disposition.
4. On the first offense, the student will be suspended for a period of ten (10) school days and referred to the Student Assistance Team (SAP Team) for assessment and intervention. The SAP team will refer the student to a professional trained to assess substance abuse problems and to make

recommendations for treatment. Any student who complies with the recommendations of the assessor will not be recommended for expulsion regardless of his/her status on the district suspension sequence. Any student who refuses to go for an assessment or to comply with the recommendations of the assessor will be recommended to the Board of School Directors for expulsion.

5. Any student who violates this policy must attend a Student Intervention Group which is an educational discussion group led by staff members who are also members of the Student Assistance Team.
6. There are certain offenses that may be of such a grievous nature and the potential for harm so great that the principal may make an immediate recommendation for expulsion to the Board of School Directors.
7. Any student who voluntarily admits to chemical use/abuse and/or dependence 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. However, he/she will temporarily not participate in any school sponsored co-curricular activity until a recommendation can be made by the SAP team. Students will be reinstated as a participant when evaluation and his/her program indicate that he/she can safely and appropriately participate. For continued eligibility, the student must complete recommended program.
8. Any student who violates this policy a second time will lose co-curricular eligibility for the remainder of their school career.

V. ADDITIONAL REGULATIONS

1. Pennsylvania Interscholastic Athletic Association (PIAA) regulations will be followed in all cases of academic eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc.
2. Act 93 of 1989 prohibits the use of anabolic steroids, except for a valid medical purpose, by any student involved in school related athletics. The Act involves minimum penalties requiring suspension from the team for the remainder of the season.
3. An athlete may not quit one sport and participate in another after the first two weeks of practice without the consent of the athletic director.
4. If a member of an athletic team has an obligation for issued athletic equipment, he/she may not participate during the next or any future sport season until all obligations have been met.
5. Completion of the sports season, including post-season, playoffs, tournaments and exhibitions is required in order for a student to be eligible for the awarding of an athletic letter or other team or individual awards. The obvious exception to this policy is when injury limits participation. In such a case, the awarding of a letter or other honors will be at the discretion of the head coach.
6. Act 145 prohibits the use or possession of tobacco by any student. Additionally,

tobacco use and/or possession by all persons - students and adults - is prohibited in all school buildings, school vehicles, and on school property owned by, leased by or under the control of Manheim Central School District.

- a. Smoking includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment.
- b. Tobacco possession/use includes all tobacco containing products including smokeless and chewing tobacco, plus all related tobacco products (i.e. lighters, matches, paper, etc.)
- c. Any reasonable evidence of smoking shall justify disciplinary action under this policy. Direct observation of smoking is not required.

7. The Manheim Central 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. Any infraction of this policy will be subject to disciplinary action after review by the team's coach and athletic director. If further disciplinary action is necessary, the school district's administration will review the infraction.

VI. GRIEVANCE PROCEDURE

Any student who feels aggrieved by the decision of an advisor or coach in applying the provisions of the Baron Code may appeal in writing to the principal. The principal, athletic director (when applicable), and coach or advisor will meet with the student and his/her parents to discuss the student's concerns.

PLEASE SIGN AND RETURN TO YOUR ADVISOR/COACH

I have read, understand and agree to abide by the provisions of the Baron Code.

Student Signature:

_____ Date:_____

I have read, understand and will support my son/daughter in complying with the provisions of the Baron Code.

Parent/Guardian Signature:

_____ Date:_____

(Student athletes and their parents only have to sign the STUDENT PLEDGE section of the official Eligibility Information Sheet which your coach will give you.)

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