

**EASTERN YORK SCHOOL DISTRICT  
ATHLETIC DEPARTMENT**



**CO-CURRICULAR ACTIVITY PROGRAM  
CODE-OF-CONDUCT**

# EASTERN YORK SENIOR HIGH SCHOOL

"Golden Knights"

COOL CREEK ROAD, P.O. BOX 2002

WRIGHTSVILLE, PENNSYLVANIA 17368-0200

TELEPHONE (717) 252-1551 • FAX (717) 252-0149



ATHLETIC DEPARTMENT

## F. CO-CURRICULAR ACTIVITY PROGRAM

### 1. Introduction:

The Board of School Directors of the Eastern York School District believes that the goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom environment. All learning experiences offered by the District, curricular and co-curricular, should be planned and integrated toward the obtainment of the District's goals and objectives.

The term "co-curricular" is used to describe the extensive program of activities which are sponsored or approved by the Board but are not offered for credit toward graduation. These activities ordinarily shall be:

- wholly or partly conducted outside the regular school day,
- conducted within the school day, if appropriate, and
- available to all students who voluntarily elect to participate, and who are academically eligible and behave in accordance with the Eastern York School District Co-Curricular Code of Conduct.

Participation in any school co-curricular activity is a privilege extended to all students who meet and maintain the standards outlined by the school district, the Co-Curricular Code of Conduct outlined in this document, and the advisor/coach.

The Board of School Directors shall make school facilities,

supplies, and equipment available and assign district and non-district personnel as staff members to oversee and conduct the day-to-day operations of a program of co-curricular activities for the students in the district.

### 2. Purpose of the Program:

The purpose of our co-curricular program is to engage as many students as possible in a variety of activities that appeal to a wide range of students' interests and that provide numerous opportunities for students to develop character, critical and creative thinking skills, sociability, teamwork, perseverance, tenacity, and specific activity related skills.

### 3. Components of the Program:

The Co-Curricular Program includes a wide range of school related activities to encourage student participation, such as:

- **Visual and Performing Arts:** Band, Band Front, chorus, musicals and drama productions.
- **Athletics:** Baseball, boys and girls basketball, boys and girls cross country, field hockey, football, boys and girls golf, boys and girls soccer, girls softball, boys and girls volleyball, track and field, wrestling, cheerleading and high school intramurals.

Note: This policy does not pertain to visual and performing arts activities and curricular activities on the weekend, which require the students to pay to attend the activities.

### 4. General Guidelines:

- a. Students and their parents/guardians must sign the form in the front of this Student-Parent Handbook and return it to the high school office by the end of the first full week of the new school year.
- b. Students and parents who refuse to sign the acknowledgement form in front of this Student-Parent Handbook will not be allowed to participate in any Eastern York High School co-curricular activities.
  - (1) Transfer students and their parents/guardians must sign and return this form to the guidance office when they enroll in the high school.
  - (2) Students who have not previously read and signed a copy of the Co-Curricular Code of Conduct, and who are attending a summer camp, as a representative of Eastern York High School or a member of a team or organization representing Eastern York High School, must, along with their parents/guardians, read and sign a copy of the Co-Curricular Code of Conduct before attending the summer camp. It is the responsibility of the students' coach/advisor to insure that this responsibility has been met before the individual or team departs for the summer camp. Students and parents who do not sign the Co-Curricular

Code of Conduct will not be permitted to participate in the summer camp as a representative of Eastern York High School.

c. The advisor/coach of each specific activity shall establish in writing participation rules and awards criteria for his/her activity.

(1) Copies of these rules shall be given to the athletic director and the building principal before the start of the sports season or activity.

(2) Copies of these rules shall be given to each student who wishes to participate in the activity. Students and their parents/guardians must sign and return a copy of the rules to their advisor/coach.

5. **Code of Conduct-Eligibility:** Students who wish to participate in a co-curricular activity at Eastern York High School must comply with the requirements of this section.

a. **Academics:**

(1) Students are encouraged to take the most challenging courses and maintain the highest academic average that they are capable of handling while attending Eastern York High School.

(2) In order to participate in any co-curricular activity at Eastern York High School, students must be in academic good standing, which means they are academically eligible to participate. Academic eligibility is earned when a student maintains a grade of C (70%) or higher in all of his/her subjects, and a passing grade on the graduation project.

(3) In order to participate in any co-curricular activity at Eastern York Middle School, students must be in academic good standing, which means they are academically eligible to participate. Academic eligibility is earned when the average of all the students' subject grades is a C (70%) or higher and if the student is failing no more than one class. If a student is deemed ineligible and the teacher does not issue a grade to the student during the week when eligibility is monitored, the student will be deemed eligible for that week.

(4) Academic eligibility shall be cumulative from the beginning of the marking period and will be reported to the Athletic Director on a weekly basis.

a) Each Thursday, faculty members must have their grades updated and current in the computer gradebook system.

b) Each Friday, the Athletic Director notifies the coaches/advisors and students of their eligibility status. Students who do not have a grade of C (70%) or higher in all subjects are declared ineligible, and placed on the academic probation

list.

c) Each week the student is declared ineligible and placed on academic probation equals a level of academic probation that has specific consequences associated with the academic ineligibility. The five levels of academic probation and the actions taken at each level are listed below:

**1<sup>st</sup> Academic Probation:**

- Athletic Director informs coach/advisor and student of the student's eligibility status.

- Student is placed on academic probation and is monitored by the Athletic Director and advisor/coach.

- Student retains full eligibility status and can practice and compete.

**2<sup>nd</sup> Academic Probation:**

- Athletic Director informs coach/advisor and student of the student's eligibility status.

- Student is placed on academic probation and is monitored by the Athletic Director and advisor/coach.

- Student may practice, but can't dress or compete for one week (7 days), from Sunday through the end of the next Saturday.

- The high school student regains full eligibility status if he/she brings the D or F grade up to a 70 % and/or receives a passing grade on the graduation project, and receives a note from his/her teacher attesting to that fact. The middle school student regains full eligibility status if he/she brings the average of his/her grades up to a "C" (70%) and is failing no more than one class.

**3<sup>rd</sup> Academic Probation:**

- Athletic Director informs coach/advisor, parent and student of the eligibility status.

- Student is placed on academic probation and is monitored by the Athletic Director and advisor/coach.

- Student is ineligible for one week (7 days), from Sunday to the end of the next Saturday.

- The student may not practice, dress or compete. The coach/advisor establishes mandatory study sessions each day.

- The high school student regains full eligibility status if he/she brings the D or F grade up to a 70 % and/or receives a passing grade on the graduation

project, and receives a note from his/her teacher attesting to that fact. The middle school student remains ineligible for the entire week, even though he/she may have raised his/her grades up to a "C" (70%.)

**4<sup>th</sup> Academic Probation:**

- Athletic Director informs coach/advisor, parent and student of the eligibility status.
- Student is placed on academic probation and is monitored by the Athletic Director and advisor/coach.
- Student is ineligible for one week (7 days), from Sunday to the end of the next Saturday.
- The student may not practice, dress or compete. The coach/advisor establishes mandatory study sessions each day.
- The high school student remains ineligible for the entire week, even though he/she may have raised his/her grade up to a 70% or higher or received a passing grade on the graduation project. The middle school student remains ineligible for the entire week, even though he/she may have raised his/her average up to a "C" (70%) or higher.

**5<sup>th</sup> Academic Probation:**

- Athletic Director informs coach/advisor, parent and student that the student will remain a part of the team, but the student will be placed in a "no practice or play" (NPP) status for the remainder of the season. This enables the student to maintain a connection to the sport or activity while the coach/advisor monitors the students' academic progress.

d) When considering eligibility requirements at the middle school, keep in mind that the middle school administrators and teachers do not use percentages (%) to compute their grades for report card purposes. Also, some classes are not graded every marking period and some classes are graded on a pass/fail basis. Classes graded on a pass/fail basis are not included into the grade point average required to determine eligibility.

(5) At the conclusion of the marking period, high school students who do not have a grade of "C" (70%) or higher in all subjects (overall average of "C" (70%) or higher for the middle school students) and/or have not received a passing grade on the graduation project will be ineligible for fifteen (15) school days, beginning the day after report cards are released from the high school office. At the end of the fifteen (15) school days,

students may return to full participation and weekly eligibility checks. Please understand, the grade used to determine eligibility for the 2<sup>nd</sup> Marking Period is the Final Course Grade for the semester. Middle School students can return to full participation at the end of the fifteen (15) school days if the average grade for all courses is 70% or higher. During the fifteen-day (15) ineligibility period, students may practice, but they may not dress or compete/perform.

**b. Attendance:**

(1) Eastern York High School and Middle School students are expected to arrive to school on time and to attend school regularly. If tardy must be supported by a written excuse.

(2) Students who are assigned in school suspension (ISS) or out-of-school suspension (OSS) during the day of an evening activity will not be permitted to participate or compete/perform that evening.

(3) Students who are late to school will be handled in accordance with the Discipline Code of Conduct found in the Eastern York High School Student-Parent Handbook. Students who receive a third unexcused tardy will be issued a detention, and will not be permitted to participate in practice or compete/perform the day of the issued detention. Consequences are issued for each series of three unexcused tardies to school. Note: The Middle School administrators do not recognize tardiness for detention purposes until the 6<sup>th</sup> unexcused tardy. After the 3<sup>rd</sup> unexcused tardy, an administrator will meet with the student and send official notification to the student's parents/guardians.

(4) Students who are absent from school for twenty or more school days during a semester shall be ineligible for participation in all co-curricular activities until they have attended school for 60 days. If the student is absent again while he/she is trying to reach the 60-day attendance requirement, the 60-day period will be extended until the student has been in attendance for 60 consecutive school days.

(5) Special circumstances and exceptions are determined on a case-by-case basis by the school administrators.

**6. Code of Conduct-Behavior:**

a. *Philosophy.* The Eastern York School District believes that participation in co-curricular activities is a privilege extended to all students of the district. The school board, coaches, staff, and administrators of the Eastern York School District are concerned for the physical, mental, and academic well being of all students. The Co-Curricular Code of Conduct

has been developed with consideration for the students' total health as well as their responsibility to coaches, teammates, school and community.

b. Students participating in any Eastern York High School co-curricular activity are representatives of the school district and as such will act appropriately and in a manner of which the school can be proud. Students are expected to lead the way in exemplary behavior in and out of school, and on and off the competition surface. As a minimum, students will:

(1) Conduct themselves as ladies or gentlemen representing Eastern York High School and the Eastern York School District community. Students will treat opponents, officials, coaches and spectators with respect at all times.

(2) Control their daily activities consistent with good health habits of eating, exercise, and rest.

(3) Not possess and/or use alcohol, tobacco, illegal drugs, or controlled substances in any form, including anabolic steroids, other than those prescribed by a physician. Students will not knowingly and/or willingly remain in the association of others who possess or are using alcohol, illegal drugs, or controlled substances in any form other than those prescribed by a physician. Students who find themselves in a situation where they are in association with others who possess or are using alcohol, tobacco, illegal drugs, or controlled substances must remove themselves from the situation as soon as reasonably and safely possible, and report the situation to his/her coach/advisor or the athletic director the next school day.

(4) Attend every practice and diligently work to improve himself/herself following the advice and instruction of their coaches/advisors. If, at any time, a student cannot attend a practice or a competition for any reason, it is his/her responsibility to notify the coach/advisor of the absence before the absence occurs. The coach/advisor will then determine whether the reason for the absence will be excused or unexcused.

(5) Address all adults with respect at all times. This also applies to those adults who are responsible for supervising Eastern York High School co-curricular activities, even though they may not be in the coach/advisor's organization.

(6) Confer with his/her parents, teachers, coaches/advisors on any problems that affect the students' mental, emotional, or physical health.

(7) Be responsible for all uniforms or parts of uniforms and any equipment that have been assigned to the student. Students who fail to return all uniform items and equipment at the end of

the sports/competition season will not be allowed to participate in any other co-curricular activities until the uniform items and equipment have been returned to the coach/advisor or the missing items and equipment have been paid for. Restitution for uniforms and equipment will be at full cost for replacement.

c. Students participating in Eastern York High School Co-Curricular activities will also:

(1) Refrain from harassing and bullying other students. Harassment and bullying of other students will not be tolerated.

(2) Refrain from hazing other students. Hazing of other students at any time is unacceptable and will not be tolerated.

(3) Refrain from smoking and using smokeless tobacco. In accordance with Eastern York School District Policy #222, Use of Tobacco and/or Smokeless Tobacco, smoking shall mean use of all tobacco, including cigars, cigarettes, pipes; other lighted smoking devices and smokeless tobacco.

(4) Refrain from possessing, using and/or distributing alcohol, look-a-like drugs, drugs in any form, to include anabolic steroids, or drug paraphernalia.

a) In accordance with Eastern York School District Policy #227, Drug and Alcohol Use, the term drug shall include any alcohol or malt beverage, any drug listed in Act 64 (1972), Act 93 (1989) and/or Controlled Substance, Drug, Device and Cosmetic Act, as amended (35 P.S. Sec. 780-1-1, et Seq.) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

b) Examples of the above include, but are not limited to, anabolic steroids, beer, wine, liquor, opiates, marijuana, hallucinogens, barbiturates, tranquilizers, amphetamines, cocaine, crack, hashish, chemical solvents, glue, look-a-like substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.

c) Drug paraphernalia includes any utensil or item in the school's judgment that can be associated with the use of drugs, alcohol, or mood altering substances. Drug paraphernalia shall also include any forged, stolen, or blank prescriptions.

d) Use shall mean to ingest, inject, or otherwise cause a drug to reach the bloodstream or digestive tract or be under the influence thereof.

e) Possession of a drug shall mean possession of any

drug or drug paraphernalia, as above defined, or any material purported to be such (look-a-like drugs). Such restricted materials found in a student's possession, in an automobile used by the student and located on school property, or in any setting in which students are responsible to school authority and/or supervision is equivalent to possession.

f) Distribution shall mean to give possession of a drug, any material purported to be such (look-a-like drugs) or drug paraphernalia to another person whether or not for compensation or sale in a setting under the school's authority or supervision.

(5) Students who participate in any Eastern York School District co-curricular activity will also follow the specific rules and regulations established by their individual activity coach/advisor.

#### 7. Code of Conduct-Travel:

All participants in any co-curricular activity scheduled away from school must travel to the event and return home from the event on transportation provided by the school district and under school approved supervision.

Students may be released into the direct custody of a parent or guardian after signing a Travel Release Form. These forms may be obtained from the Athletic Director, coach, advisor, or the main office personnel. This form must be on file in the Athletic Director's Office the day before the event and a copy given to the coach/advisor. Under emergency circumstances, parents may request to remove their child from the school owned vehicle if they present written documentation to the school sponsor after the event and before departing the event with their child. The Athletic Director and the principal must approve other exceptions to this procedure in advance before a coach/advisor may release a participant to his/her parents/guardians.

Under no circumstances will a student be released to another person under the age of 21.

#### 8. Investigations to Violations of the Code of Conduct:

The Eastern York School District adheres to the policy that participation in co-curricular activities provides enriching educational experiences. When we receive a report that a student may have violated the Code of Conduct, the student's coach/advisor, the Athletic Director and/or the school administration will conduct a thorough investigation into the allegations.

When we receive a report that a student may have violated the Code of Conduct, the Athletic Director or the school principal or assistant principal will inform the student of the allegations, and the

student will be immediately suspended from the team/activity pending the completion of the investigation. Suspension from the team/activity means the student is still a member of the team/activity, but the student(s) will not be allowed to practice or compete/perform with the team/activity until the investigation has been completed and consequences imposed or no further action is taken. The duration of the investigation and imposition of consequences also includes the time to process the appeals of imposed consequences. During the course of an investigation, information will be gathered via student interviews and possibly the official reports from city, county, and/or state law enforcement officials.

Because it is necessary that an investigation be completed in a timely manner, student interviews may be conducted without first contacting the parents/guardians. During these types of investigations, the investigating official does not have to read the student his/her legal rights, and a confession or a admission or other incriminating statements, which a student makes to the investigating official may be used against the student in a criminal prosecution. If a student refuses to speak to school officials without their parents or guardians present, an attempt will be made to contact the parent/guardian. If the parent/guardian is unavailable or unable to meet with the investigating official within a reasonable amount of time, the administration will proceed with the investigation. A student's refusal to answer questions will be considered insubordination and the insubordination will be handled in accordance with the provisions of the Discipline Code found beginning on page 36.

State law does not require the administration to have parent permission to question a student for a violation of school policy. However, in accordance with Eastern York School District Policy #225, Students and the Police, whenever the Superintendent or the building principal has determined that the police have a legitimate purpose in interrogating a student within the confines of a school building, the building principal or assistant principal shall be present during the questioning. If any police or court official requests the dismissal of a pupil during school hours, parents shall be notified at once.

Once the investigating official has determined that the student has violated the Code of Conduct, the student and his/her parents/guardians will be contacted and a conference will take place to present the evidence against the student. At that time, the student and parents/guardians shall be notified of the type of discipline that will be administered and the student's due process rights.

#### 9. Disciplinary Actions for Violations of the Code of Conduct:

a. Rule 1. This rule goes into effect on the day students sign

this policy and remains in effect until the student no longer participates in our co-curricular program, transfers out of the high school, or graduates from the high school.

(1) Students, regardless of whether their sport or activity is in season, who possess, use and/or sell alcohol, tobacco, illegal drugs, or controlled substances in any form, including anabolic steroids, other than those prescribed by a physician, or students who knowingly and/or willingly remain in the association of others who possess, are using and/or selling alcohol, tobacco, illegal drugs, or controlled substances not prescribed by a physician violate the Code of Conduct and are subject to the following consequences for their actions:

a) First Violation:

Immediate removal from all co-curricular activities for 90 school days, regardless of whether or not their sport or activity is in season. The 90 days begins after the imposition of the punishment by either the principal or the superintendent and after the student and his/her parents have been afforded their due process rights.  
 Mandatory referral to Student Needs Assessment Program (SNAP).

b) Second Violation:

Immediate removal from all co-curricular activities for one year (365 days). The 365 days begins after the imposition of the punishment by either the principal or the superintendent and after the student and his/her parents have been afforded their due process rights.  
 Mandatory referral to Student Needs Assessment Program (SNAP).

c) Third Violation:

Immediate removal from all co-curricular activities for the remainder of the student's time at Eastern York High School. The permanent removal begins after the imposition of the punishment by either the principal or the superintendent and after the student and his/her parents have been afforded their due process rights.  
 Mandatory referral to Student Needs Assessment Program (SNAP).

(2) Consequences imposed under this rule are cumulative. For example, if a student is removed from a sports team in the spring of his/her freshman year, he/she is removed from the team for 90 school days. In November of the following school year, the student's sophomore year, he/she violates the policy for a second time, the student will be removed from all co-curricular activities for 365 days, from the date

the consequences were imposed.

b. Rule 2. Students who steal school uniforms, uniform items, school equipment or individual personal belongings of other students violate the Code of Conduct and are subject to the following consequences for their actions:

Violation:

Immediate permanent removal from the activity, and restitution of the stolen items.

c. Rule 3. Students who miss practice without being excused by the coach/advisor violate the Code of Conduct and are subject to the following consequences for their actions:

(1) First Violation:

Suspension from participation in the next contest or performance. (The coach/advisor will determine the amount of playing time for future contests or performances.

(2) Second Violation:

Immediate permanent removal from the activity/organization.

d. Rule 4. Students, who participate in a practice or contest/performance while in violation of Attendance/Lateness requirements, violate the Code of Conduct and are subject to the following consequences for their actions:

Violation:

Suspension from participation in the next two contests or performances. Note: Students may not participate in practice, or compete or perform on the day of an unexcused lateness to school. An unexcused lateness is being late without support by a written excuse.

e. Rule 5. Students who are suspended in school or out-of-school violate the Code of Conduct and are subject to the following consequences for their actions:

Violation:

Students are not permitted to participate in practices, contests or performances, nor be a spectator at school-sponsored events on the day(s) of a suspension.

Students will be suspended from participation in the next scheduled contest or performance. Serving suspension on the day of a contest or performance will satisfy that single game suspension.

f. Rule 6. Any student-athlete who gets thrown out of or is disqualified from a sports contest for unsportsmanlike conduct violates the Code of Conduct and is subject to the following consequences for his/her actions:

(1) First Violation:

Immediate removal from the contest location for the

duration of the contest.

- Mandatory conference between the student and the student's parents/guardians and the coach.
- Suspension from the next sporting contest/event.

(2) Second Violation:

- Immediate removal from the contest location for the duration of the contest.
- Mandatory conference between the student and the student's parents/guardians and the coach.
- Suspension from the next sporting contest/event.

(3) Third Violation:

- Immediate removal from the contest location for the duration of the contest.
- Mandatory conference between the student and the student's parents/guardians and the coach.
- Removal from the sports team for the remainder of the sports season.

g. Rule 7. Students who do not travel to and/or from an away event on transportation provided by the school and do not have the proper permission to do so violate the Code of Conduct and are subject to the following consequences for their actions:

(1) First Violation:

- Suspension from the next sporting contest/event.
- Mandatory conference between the student and the student's parents/guardians and the coach.

(2) Second Violation:

- Mandatory conference between the student and the student's parents/guardians and the coach.
- Removal from the team/organization for the remainder of the season.

h. Rule 8. Any behavior unbecoming of an Eastern York High School student is justification for disciplinary action at the discretion of the coach/advisor or school administrators. Such behavior will be considered a violation of this code of conduct. Several examples are, but not limited to violence and acts of violence, lying, cheating, profanity, unsportsmanlike conduct, disrespect, or any inappropriate behaviors while representing the Eastern York School District. Coaches/advisors will administer appropriate disciplinary action in conjunction with the Athletic

Director and school administrators concerning student behavior, and in accordance with the discipline code set forth in the Eastern York High School Student-Parent Handbook.

10. Due Process:

If the determination is made that a student has violated this policy, the principal or in his absence, the assistant principal, will notify the student, parents and/or guardians of the violation. Also at that time, the administrator shall notify the student, parents, and/or guardians of the type of discipline that will be administered.

In the case that a student and/or the student's parents/guardians disagree with the decision, they may appeal the punishment to the Superintendent of the Eastern York School District, by calling the superintendent's secretary at (717) 252-1555 to make an appointment to meet with the Superintendent. Since the student will be suspended from all co-curricular activities pending the completion of the investigation and the commencement of the punishment, it is advantageous for this appointment to be made and conducted within 72 hours after the principal informs the student and his/her parents/guardians of the decision.

Aside from the suspension from all co-curricular activities, any additional discipline imposed by the principal will not be implemented until the Superintendent has ruled on the appeal. The Superintendent of the Eastern York School District is the final review authority for the punishments under this policy.





# EASTERN YORK SENIOR HIGH SCHOOL

*"Golden Knights"*

COOL CREEK ROAD, P.O. BOX 2002  
WRIGHTSVILLE, PENNSYLVANIA 17368-0200  
TELEPHONE (717) 252-1551 • FAX (717) 252-0149



ATHLETIC DEPARTMENT

## EASTERN YORK SCHOOL DISTRICT

### CO-CURRICULAR ATHLETIC PROGRAM ACKNOWLEDGMENT FORM

I have read the Eastern York School District Co-Curricular Activity Program, including the purpose of the program, components of the program, program general guidelines, the Code of Conduct for Eligibility, the Code of Conduct for Behavior which includes the School District policy on Drug and Alcohol abuse, Hazing, Bullying and Harassment, Tobacco Use, and the Code of Conduct for traveling to and from athletic events. I have also read the sections of the program that address investigations of violations of the Code of Conduct, the disciplinary actions for violations of the Code of Conduct, and the Due Process procedures available for students accused of violating the Code of Conduct.

I understand that failure to follow the procedures and behavioral expectations outlined in the Co-Curricular Activity Program will result in disciplinary actions as outlined in the Program document.

I understand that I may not participate in school sponsored Co-Curricular Activity Programs until this form is signed and returned to the Coach or Advisor.

Sport / Activity : \_\_\_\_\_

Student's Name : \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_ Date : \_\_\_\_\_