

# EXTRA CURRICULAR CODE OF CONDUCT

## Statement of Expectations:

The Keller Independent School District believes that being involved in extra curricular activities is an honor. Participation in one or more of these activities should be considered a privilege, not a right.

The following are expectations of our students:

- ✓ Obtain a quality education as the primary reason for attending school
- ✓ Compete at the highest level while promoting good sportsmanship and courteous behavior
- ✓ Exhibit positive leadership
- ✓ Develop and maintain high morals and ethical values
- ✓ Exhibit conduct becoming of a young lady or gentleman
- ✓ Exhibit respect to coaches, faculty, officials, opponents and fellow students
- ✓ Develop and show school pride

## Standards for District Extra Curricular Activities

Keller ISD students are expected to adhere to the *District Student Code of Conduct* as it applies to school-related and/or school sponsored activities. Prior to participation in a Keller ISD Extra Curricular activity, student and parents must also agree to abide by all guidelines outlined in the Extra Curricular Code of Conduct. Students involved in extra curricular activities are expected to maintain high standards of ethical conduct. Extra curricular participation is a privilege and not a right. Any misconduct that reflects negatively on the Keller Independent School District will fall under these Codes of Conduct. These guidelines are developed to deal with misconduct that occurs within the school's jurisdiction as well as outside of the school's jurisdiction, regardless of time or location. Disciplinary action or suspension will be mandated to students who are involved in any disciplinary infraction on or off campus including, but not limited to possession or use of drugs, improper use of prescription medicines, alcohol or tobacco, violent behavior, any inappropriate behavior including presence at functions where illegal substances are being consumed and other offenses that result in the violation of the district Student Code of Conduct, which in turn results in a ISS (other than tardies or dress code), CPC or SRC assignment or expulsion.

### ✓ Administrative Procedures for the Keller ISD Code of Conduct

✓ The following administrative procedures have been adopted by the Keller Independent School District to deal with violations of the Extra Curricular Code of Conduct.

\*\*All violations will adhere to the following policies:

1. Confirmation that a violation has occurred via one of the following:
  - A. Report from a law enforcement agency
  - B. Personal disclosure by the participating student or parent/guardian
  - C. Observed behavior by a school employee
  - D. An investigation may be initiated if credible and specific information is received by a KISD representative.
2. Notification by administrative designee to parents or legal guardian within 72 hours

3. Notification by activity sponsor to campus principal or assigned administrative designee within 72 hours.
4. Meeting with parent, student, (*discipline panel*) sponsor/coach and administrative designee
5. Determination of type of discipline to be administered. Copies of meeting summary sent to the activity sponsor, campus principal and district level director
6. **Appeals:** Board Policy FNG Local (STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES) will be provided upon request.

### **Cumulative Offenses**

Disciplinary offenses committed in grades 7 and 8 are cumulative for a student's middle school career, but will not carry on to high school. Any subsequent offenses that occur in high school will be cumulative during the student's high school career.

✓ \*\*It is an exception to this rule if the district receives credible evidence indicating that a middle school student committed an act involving the elements of a Class A misdemeanor or a felony. In this case, the offenses will carry from grade 7 through the completion of grade 12.

### **Categories for Code of Conduct Offenses**

**Level 1** - When a student commits misconduct involving the elements of a Class B or C misdemeanor (class C traffic violations are not applicable) or misconduct that does not involve a law enforcement agency.

If a student is arrested for or commits the elements of a crime of violence, the administrative designee and coach/sponsor may suspend the student from the extra curricular activity while the case is being decided.

### **1<sup>st</sup> Offense (Level 1)**

- ✓ Meeting with student, parent and discipline panel
- ✓ Student will be assigned by school official *one or two* of the following:
  - Twenty hours of community service (30 days to complete)
  - Twenty miles of running (14 days to complete) (Alternative consequences for students with physical limitations)
  - 2 week suspension from activities including practice
  - all students will also participate in a 10 hour team service project
- \* In cases involving substance abuse, students may be asked to attend substance abuse intervention. Failure to attend assigned intervention will constitute an additional level one offense and suspension until all requirements are met.

### **2<sup>nd</sup> Offense (Level 1)**

- ✓ Meeting with student, parent and discipline panel
- ✓ Suspension from activities for 30 days (if out of season the consequence will begin at the beginning of the next competition season)
- ✓ Student will be assigned **one or both** of the following:
  - Twenty hours of community service (30 days to complete)

- Twenty miles of running (14 days to complete) (Alternative consequences for students with physical limitations)
- all students will also participate in a 10 hour team service project
- \* In cases involving substance abuse, students may be asked to attend substance abuse intervention. Students involved in their second substance abuse offense **must** attend substance abuse intervention. Failure to attend shall result in continued suspension.

### **3<sup>rd</sup> Offense (Level 1)**

- ✓ Meeting with student, parent and discipline panel
- ✓ Penalty shall include suspension from activities for one calendar year
  - In cases involving substance abuse, students may be asked to attend substance abuse intervention. Students involved in their second substance abuse offense **must** attend substance abuse intervention. Failure to attend shall result in continued suspension.

**Level 2** –If a student commits misconduct that contains the elements of a felony or a Class A misdemeanor

### **1<sup>st</sup> Offense (Level 2)**

If a student commits misconduct that contains the elements of a felony crime or a Class A misdemeanor:

- ✓ Student will be suspended from all activities until the case is completed.
- ✓ Students found NOT GUILTY will return to the activity with no further penalty.
- ✓ Students found GUILTY will be removed from all activities for a period of at least one calendar year.
  - \* In cases involving substance abuse, students may be asked to attend substance abuse intervention. Students involved in their second substance abuse offense **must** attend substance abuse intervention. Failure to attend will result in continued suspension.

### **2<sup>nd</sup> Offense (Level 2)**

If a student commits misconduct that contains the elements of a felony crime or a class A misdemeanor:

- ✓ Student will be suspended from all activities until the case is completed.
- ✓ Students found NOT GUILTY will return to the activity with no further penalty.
- ✓ Students found GUILTY will be permanently removed from the program.

## **Extra-Curricular Code of Conduct Investigative Procedures**

1. Each secondary campus will designate an administrative liaison (assistant principal) for extra-curricular activities.
2. Investigative Chain of Command
  - A. The decision to begin an investigation results from one or more of the following: Police report, self disclosure by the student, report by the student's parent or report by a district employee who witnessed the misconduct or if specific information is obtained.

- B. When information is obtained that a student participating in extra-curricular activities has been involved in misconduct that may be an Extra-Curricular Code of Conduct violation the following people will be notified. Campus Administration, Campus Athletic Coordinator, Head Coach, Director or Team Sponsor, Director of Fine Arts and or Director of Athletics.
  - C. An investigative team of no less than the coach or sponsor and a campus administrator will investigate the alleged misconduct. The investigative team will determine the facts of the case through interviews with witnesses as well as the accused
  - D. Upon conclusion of the investigation the investigative team will call a meeting with the student and his or her guardian informing the student of findings and assign appropriate consequences for the offense as outlined in the Extra-Curricular Code of Conduct and or team constitution.
3. Assignment of appropriate consequences
- A. Consequences should be in line with the guidelines listed in the Extra-Curricular Code of Conduct. Consequences that fall outside of these guidelines as per an approved constitution must be approved by campus administration, coach or sponsor and the Director of Fine Arts or Athletics
  - B. Written reports of all violations of the Extra-Curricular Code of Conduct should be filed in the appropriate offices  
Fine Arts – Director of Fine Arts, Campus administration, Activity Director or sponsor  
Athletics – Director of Athletics, Campus Administration, Campus Athletic Coordinator
4. Appeals - (per board policy)
- A. Level I Campus Principal
  - B. Level II - Athletic Director or Fine Arts Director
  - C. Level III – School Board

## **Keller ISD Extra Curricular Code of Conduct Signature Page**

This page must be signed by both the student and parent/legal guardian of the student and returned to the coach or activity sponsor before the student can participate in the activity.

**Signing this sheet signifies that the student and parent/legal guardian of the student has read and understands the procedures and punishments set aside for a violation of the extra Curricular Code of Conduct.**

Student's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

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

Father/legal guardian (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father/legal guardian: \_\_\_\_\_

Mother/legal guardian (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mother/legal guardian: \_\_\_\_\_

This signature page must be signed and turned in to the offices of the Coaches, Sponsor, or Director prior to any practice or competition.

## *Notice of Probationary Action*

To:

From: Bob DeJonge, Director of Athletics

Date:

This letter is to serve as official notice that you have violated the *Extra Curricular Code of Conduct*. This first offense carries with it a consequence up to two of the following:

- Twenty hours of community service
- Twenty miles of running
- Two weeks of suspension from activities if in season

The decision of which of the three will be made by school officials. Students will also be asked to complete a ten hour team service project. The scope of the project will be determined by the coach and agreed upon by the student and parent. In cases involving substance abuse, students may be asked to attend substance abuse counseling.

You and your parents or guardian will meet with the head coach of the sport involved and then you with your parents or guardian will meet with the Assistant Principal of the campus that oversees Athletics. The Athletic Coordinator, if available, will also be in attendance.

If during your Keller ISD career you are guilty of violating the *Extra Curricular Code of Conduct* a second time, you will be suspended from activities for 30 days and will either run 20 miles and/or serve 20 hours of community service.

If during your Keller career you are found guilty of violating the *Extra Curricular Code of Conduct* a third time, you will be suspended from activities for one calendar year.

Signature: \_\_\_\_\_  
Parent or Guardian

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Coach

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Administrator

Date: \_\_\_\_\_

## Notice of Suspension (30 Days)

To:

From: Bob DeJonge, Director of Athletics

Date:

This letter is to serve as official notice that you have violated for the second time the *Extra Curricular Code of Conduct*.

This second offense carries with it a consequence of being suspended from activities for 30 days beginning

\_\_\_\_\_ and ending \_\_\_\_\_ and one or both of the following:

- 20 miles of running
- 20 hours of community service

Students will also be asked to complete a 10 hour team service project. The scope of the project will be determined by the coach and agreed upon by the student and parent. In cases involving substance abuse, students may be asked to attend substance abuse counseling.

If during your Keller athletic career you are guilty of violating the *Extra Curricular Code of Conduct* a third time, you will be suspended from activities for one calendar year.

Signature: \_\_\_\_\_  
Parent or Guardian

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Coach

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Administrator

Date: \_\_\_\_\_

## *Notice of Suspension for One Calendar Year*

To:

From: Bob DeJonge, Director of Athletics

Date:

This letter is to serve as official notice that you have violated for the third time the *Extra Curricular Code of Conduct* by committing elements of a felony crime or a Class A Misdemeanor.

This offense carries with it a consequence of being suspended from activities beginning \_\_\_\_\_ and ending \_\_\_\_\_

If a student commits an element of a felony crime or a Class A Misdemeanor:

- Student will be suspended from all activities until the case is completed.
- Students found NOT GUILTY will return to the activity with no further penalty.
- Students found GUILTY will be removed from all activities for a period of one calendar year.

In cases involving substance abuse, students may be asked to attend substance abuse counseling.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Coach

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator