

STUDENT PERSONNEL

GOOD CONDUCT POLICY

POLICY TITLE: Standards of Conduct for Participation in Extracurricular and Co-curricular Activities.

Statement of Philosophy:

It is the belief of the Board of Directors, administration, and staff of the Anita Community School District that membership and participation in extracurricular and co-curricular activities have a very positive effect in the development of constructive attitudes for future citizenship. Furthermore, it is important that the participants, before starting in the program, should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating.

The extracurricular and co-curricular phase of the total educational program is one area in which leaders of youth have the opportunity to instill desirable qualities, among which may be listed principles of fairness, good sportsmanship, team work, group pride, respect for the rights and property of other individuals, respect for one's own health and physical well-being, development of leadership, self-discipline, and the values of self-sacrifice.

The Anita Community School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. Primarily, it is the responsibility of parents to assist their children in developing good habits of behavior and to teach respect for law and authority. Through cooperation and understanding between the school and the home, the ultimate goal is to develop mature and responsible individuals capable of self-discipline. This is an important goal of our educational system. Self-discipline has been defined as controlling behavior, to develop within an individual responsibility for socially appropriate conduct. The home and school are to cooperate in such a way that our young people learn to do what is sensible, appropriate, and right. Moreover, it is the policy of the school district that participation in any extracurricular activities is a privilege. Therefore, certain areas of conduct shall be considered inappropriate to accepted standards subscribed by the school district.

In light of this philosophy, Anita Community Schools will enforce the following policies and procedures relative to standards for participation in extracurricular and co-curricular activities as they occur throughout the calendar year, both in and out of school. An extracurricular activity is any activity that is offered by the Anita Community School to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity.

Extracurricular activities include, but are not limited to, athletics, cheerleading, dramatics, non-graded FFA activities, National Honor Society, speech, student government, coronation ceremonies, prom, and other school-sponsored clubs and organizations. Extracurricular activities also include all non-graded interscholastic competitions and events for dramatics,

music, speech, and other such school activities. Extracurricular activities do not include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

A co-curricular activity is one that is directly related to an academic course. This would include, but not limited to graded music, student publications, and FFA contests. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, graded interscholastic competitions, etc. Non-graded interscholastic competitions and events fall under the category of extracurricular activities.

The following regulations for the student activities program and/or organizations have been adopted by the Board of Directors and the Anita Community School District. Each student who participates in the activities program must meet the eligibility requirements set forth by the school and will be subject to these standards of conduct. Students and parents will be notified of these minimum increases.

Student participation in school activities and organizations is considered by the board to be a privileged honor since the student represents and depicts the character and integrity of the school and the community. For this reason, a high standard of moral and social behavior is expected.

In the event a student's conduct or actions, either in or out of school, fall short of the expected standard, such student can be suspended from participation in extracurricular activities and school organizations.

Scope of School Control:

Areas of which disciplinary control can be exercised are as follows:

- I. For Non-Participants:
 - A. While on school premises.
 - B. While in proximity of school premises or traveling to and from school. Conduct of students away from school property is subject to school discipline if it has a direct and immediate effect on the discipline or general welfare of the school or the educational process.
 - C. While in school owned/operated or approved motor vehicles.
 - D. While engaged in or spectators of school sponsored related activities.
- II. For Participants:
 - A. Participants are subject to school control and regulations regardless of time/place.

School Attendance:

Students who are scheduled to participate in a public performance or interscholastic activity on any day that the junior and senior high schools are in session, are required to attend scheduled classes, study halls, and activities for one-half day immediately preceding the performance, practice, or activity. Highly unusual exceptions may be granted to this rule at the discretion of the principal or his/her designee if arrangements are made in advance.

III. A student will be declared ineligible if:

- A. He/she does not have a physician's certificate of fitness issued this school year or if he/she is twenty years of age or older. Moreover, student must present an insurance waiver form if the student is not covered by the student insurance which may be purchased through the school district. A consent form which contains the above information shall be signed by both the student and his/her parents or guardian prior to the beginning of the first sports in which the student plans to participate. Student athletes shall not be allowed to practice until a signed consent form is on file at the school.
- B. He/she has attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
- C. He/she was out-of-school last semester or if he/she entered school this semester later than the second week of school.
- D. He/she earned less than a 1.6 grade point average or failed one or more classes at the end of the mid-term and/or nine-week grading period. (The student would not become eligible again until he/she maintained a 1.6 GPA or higher and is not failing a class at the regular mid-term review or quarterly grading period.) At the end of a student's eighth grade year, he/she is allowed to 'clean the slate' and become eligible into their freshman year. Their first grading period (midterm of their freshman year) will then determine whether they are eligible or not. Special education students will be judged by progress towards the goals as stated on their I.E.P. Satisfactory progress must be evident. The definitions for extracurricular and co-curricular will be the same as those defined in the Good Conduct Policy.
- E. He/she has changed schools this semester. (Except upon a likely change of residence of his/her parents.) State association rules apply.
- F. He/she has ever accepted an award for his/her high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or if has ever received any money for expenses or otherwise for his/her participation in a contest.
- G. He/she has competed on an outside team as a team or as an individual while out for a sport during that sport season without the previous written consent of his/her superintendent.

- H. He/she has ever trained with a college squad or has participated in a college event.
- I. His/her habits and/or conduct both in and out of school during the school year, are such as to make him/her unworthy to represent the ideas, principles, and standards of Anita Community Schools. These ideas, principles, and standards are based upon behavior inherent in good citizenship. Breaches of these standards include: vandalism, gross disrespect, theft, malicious threats or physical attack on other persons or their property, malicious mischief, harassment/bullying, unlawful assembly, immoral acts, violation of the rules of the Board of Directors, and other violations of the criminal code. The determination of ineligibility and the period of ineligibility are the responsibility of the school principal and/or his/her designee, subject to the stipulations and procedures described in ineligibility penalties below (#3). A student is further subject to being declared ineligible for the reasons given in items #1 - #4 below.
- #1) In the event a student is convicted of a crime, or declared by the court to be a delinquent, except minor traffic violations, he/she shall be declared ineligible to participate in school sponsored activities.
- #2) If a student engages in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act (s).
- #3) Repeated or serious violations of school disciplinary policy.
- #4) If a student
- a) pleads guilty to or is found guilty
 - b) admits to the office or the law or school personnel
 - c) is seen by a coach, teacher, or other adult
 - d) is reported by a signed statement by one of the above
 - e) is placed on formal or informal probation for any of the following, he/she shall be considered ineligible:
 1. possession or use of any form of alcohol
 2. possession or use of illegal drugs
 3. possession or use of tobacco

Students consuming alcohol during a religious ceremony supervised by a clergyman, or possessing a controlled substance prescribed by a physician are exempted.

#5) INELIGIBILITY PENALTIES

First Violation

The period of time a student/athlete may be withheld from extracurricular activities is four (4) weeks and three (3) participating events.

Second Violation

The period of time a student/athlete may be withheld from extracurricular activities is eight (8) weeks and six (6) participating events.

Third Violation

The period of time a student/athlete may be withheld from extracurricular activities is twelve (12) months and all events for that twelve month period.

Fourth Violation

Permanent suspension from all activities.

Activities are defined as Varsity, Junior Varsity, or another level. Events counted as missed would be at one level only. Students will also be ineligible for other level events and extracurricular activities at this time.

This penalty should start upon determination of the individual's guilt. Each penalty period arising from a breach of this "good conduct" rule will include interscholastic competition. The student/athlete withheld from competition may attend practice at the discretion of the head coach/sponsor. However, if the student/athlete is academically ineligible, he/she will not be permitted to engage in practices or performances until he/she is declared academically eligible again. If the infraction occurs while the student is participating in the summer interscholastic athletic program, the procedures used during the regular school year will be followed.

Ineligibility penalties shall accumulate from school year to school year during the years the student begins ninth grade to the time he/she graduates. These same guidelines will also be applied to students in 7th and 8th grade and will accumulate only those two years. Summer activities are to be considered belonging to the normal school term just completed.

If the student has been picked up and charged for, and/or pleads guilty to, and/or admits to an officer, possession or use of alcohol or drugs, he/she must report it to the principal within forty-eight (48) hours. If he/she does not report the incident to the principal within the 48 hour period, and is later discovered through interrogation, investigation, or a matter of public record, the penalties in each violation will be DOUBLED.

ELIGIBILITY POLICY FOR NON-ATHLETIC ACTIVITIES

The established discipline policies of the school will be enforced for all infractions occurring during school hours and at school sponsored events. For the infraction of these rules, the student will receive a suspension for the time specified in the administrative rules for that particular breach of discipline. While suspended, the student will not be a spectator at any school sponsored event.

In lieu of sitting out events, students who have been suspended will be required to do school or community service equal to one hour for each day they have been suspended. If the student fails to fulfill this requirement, the student will be ineligible to participate in the next public performance/appearance.

When the breach of discipline involved drugs or alcohol, the student will perform school or community service equal to one hour for each day he/she is suspended. In addition, the student must meet with Area Alcohol and Drug Education classes on a weekly basis until the counselors in charge of the program notify the principal, or his/her designee, that the student no longer needs to attend their respective meetings. If the student fails to fulfill these requirements, he/she will be ineligible to participate in the next public performance/appearance.

Students are to be aware that notwithstanding the concept of double jeopardy and the legal requirements of due process, it is possible for one act to be in violation of (1) this Behavior Code, (2) Eligibility Requirements for Participation in Interscholastic Activities (School Board Policy IDFA), and (3) the State of Iowa Criminal Code. Thus, it is also possible that one given act can result in a student being suspended or punished under all three. Whether said act is acted upon by law enforcement officials, adult court or juvenile court, will not be determinative of whether the school will punish the act.

Principal's Role

The principal should be the one who immediately gets involved with the student violator. He/she will inform the student of the infraction he/she is charged with, give the student the chance to respond, inform him/her of his/her options, and document the way it is being handled (how many weeks ineligible -- from when to when -- or work up the restitution contract and hours). Moreover, the principal will contact the coach, AD, and the parents on how the situation is being handled. The principal will work with the community and organizations in assisting the student to work through his/her punishment/counseling.

Student Appeal Procedure

Any violation of the "good conduct policy code" of behavior will first be handled by the appropriate coach/sponsor and/or the principal. If, within 48 hours, the student feels that he/she was not treated fairly in the matter, the following appeal board and procedure shall take effect at the request of the student or his/her parent or guardian.

- a. The secondary principal.
- b. The athletic director.
- c. The president of the student council or in his/her absence, the next highest ranking student council officer.
- d. The coach/sponsor of the activity in which the student accused is currently participating; the coach/sponsor most directly connected with the inappropriate behavior shall be preferred.
- e. One head or assistant coach/sponsor of an activity to be selected by the accused student.

In the event of duplication of roles of any of the above people, the accused student may select another coach/sponsor to complete the five member board. The duties of this board will include the following actions:

- a. To receive and document complaints of the appropriate behavior.

- b. To schedule hearings of the activity board for the purpose of hearing evidence to discover the facts concerning the documented complaints, and to receive testimony and exhibits as may be presented by the complainants and the accused.
- c. To give written notice of the time and place of the hearing to the accused and to his/her parents or guardians not less than three working days prior to the time and place of the hearing and the name(s) of the witnesses to be called on behalf of the complainant. The day which the notice is delivered to the accused shall be counted as a day prior to the hearing: the day of the hearing shall not be counted as a day prior to the hearing.
- d. To determine the degree of guilt or innocence of the accused student or students, a majority vote to prevail.
- e. The hearing shall be an open hearing except that at the accused's request, the hearing shall be closed.
- f. The vote of the activities board as to guilt or innocence shall be an open vote.
- g. To keep a written copy of the minutes of the testimony given, to take custody and preserve the exhibits, if any, and to record the vote and the disciplinary decision made, if any, and to forward the same to the Board of Education for review.
- h. If a guilty finding or inappropriate behavior results, the suspension will begin from this time forward and shall not be less than 20 school days or 4 weeks suspension time will be continuous from the time it begins until it is completed.
- i. The accused shall at all stages of the hearing be entitled to be represented by legal counsel.
- j. Review by the Board of Education on the record will be automatic, if the accused appeals to the Board of Education by filing a request for appeal and rehearing with the high school principal, not later than ten days following the activities board hearing.
- k. The high school principal will act as presiding officer at any hearing scheduled although he/she may designate another member of the activities board to serve as presiding officer in the event he/she does not choose to so serve himself/herself in any or all hearings; the presiding officer will appoint a clerk to record the minutes of each hearing. The oral testimony of witnesses may be tape recorded, if appropriate. The presiding officer shall take custody of and preserve any exhibits offered; this person need not be a member of the activities board if the presiding officer decides otherwise.
- l. Records shall be preserved of all procedures but will not be placed in the student's permanent record. This code will be reviewed periodically by the Anita Community School District administrators and readopted each summer for the ensuing year.

510.6(c) Procedures for excluding student from participation in extracurricular activities.
The building principal or superintendent may exclude a student from participation in extracurricular activities for a period of time to be determined by the building principal or superintendent for violation of a district policy, rule, regulation, or directive or for violation of a rule in effect for participants in the activity. Procedures for excluding students from participation in extracurricular activities shall be the same as those procedures for short-term suspensions as outlined in section 510.6(d).

Prior to any exclusion for violation of a rule in effect for participants in an activity, the building principal shall approve the rules and the participants shall be notified of the rules. Posting of the rules in an area where the participants meet shall be deemed sufficient notice.

510.6(d) Procedure for short-term suspensions, detentions, probation, removal from class for the remainder of a semester and in-school suspensions.

The superintendent or building principal may suspend a student temporarily for a period of time not to exceed ten school days, may impose detentions, place a student on probation or in-school suspension or remove a student from class for the remainder of a semester for violation of a district policy, rule, regulation or directive. The type of sanction and the duration of the sanction shall be determined by the superintendent or building principal, with consideration given to the maturity of the student, the offense committed, the history of prior offenses and any other circumstances deemed pertinent.

The student shall be told orally or in writing of the charges against said student. If the student denies the charges, he/she shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. There need be no delay between the time of notice of the charges and the student's opportunity to respond. If the student does not deny the charges, or after the principal or superintendent hears the student and makes a decision, the principal or superintendent shall notify the student of the terms of the disciplinary action.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school, with the above procedures to be followed as soon as possible.

The superintendent or principal shall attempt to inform the parent or guardian by phone or in person on the same day of taking the disciplinary action. If a parent or guardian cannot be reached, the student shall remain on school property until the close of the school day, unless the student poses continuing danger to persons or property or an on-going threat of disrupting the academic process.

510.6(e) Procedures for long-term suspensions and expulsion. By majority vote of the

Board of Directors, following a recommendation of the superintendent and/or building principal, a student may be suspended for a period of time to be determined by the board of directors (which may exceed ten school days) or may be expelled from school for an indefinite period of time for a breach of discipline, immorality, violation of district regulations and rules, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Directors may expel any incorrigible student or any student who, in the board's judgment is so abnormal that regular instruction would be of no substantial benefit to him/her, or any student whose presence in school would be injurious to the health or morals of other students or to the welfare of the school.

Written notice of the charge prompting to the administrative recommendation of expulsion, notice of the district policy, rule, or regulation alleged to have been violated, and notice of the time, place, and date of the hearing shall be mailed or delivered personally to the parent or guardian. If the student is married or of age eighteen years or older and is not residing with a parent or guardian, notice shall be given to the student. Such notice shall also be given to the board president.

A hearing before a majority of the Board of Directors shall be held within ten (10) school days of the suspension. The student is suspended pending the hearing, the student shall continue to be suspended until the date of the hearing.

The student may be accompanied to the hearing or be represented by a parent(s) or guardian(s) and/or legal counsel or any other advisor of his/her choice. The administration and/or Board of Directors may also be advised by legal counsel or any other advisor of its choice.

At the hearing, each party shall have an opportunity to testify on his/her own behalf, introduce evidence, present witnesses, submit statements orally or in writing and question any witnesses. The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure.

If a party to the hearing should conduct himself/herself in a manner disruptive of the hearing, the Board of Directors may exclude him/her and proceed with the hearing as if he/she had not personally appeared.

The hearing shall be in closed session of the Board of Directors, unless an open session is requested by the student or a parent or guardian of the student, if the student is a minor. In the event the student or parent or guardian requests an open session, it shall be deemed a waiver of confidentiality of any personal information regarding the student contained in records or writing used at the hearing.

If the student or his/her representative fail to appear at the hearing, or if he/she desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation to expel.

A transcript and/or tape recording shall be made of the hearing.

At the conclusion of the hearing, the board shall consider all relevant evidence introduced at the hearing and shall make a decision. The board shall meet in open session and by roll call vote entered in the minutes, make a decision of the merits. The board may adopt, modify, or deny the administration's recommendation.

Within five (5) days following the conclusion of the hearing, written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian or student or his/her representative.

At the time of suspension or expulsion, the board may determine whether the student should have access to programs or whether the student should be excluded from all programs of the district.

A student may be readmitted to school following a suspension or expulsion by the Board of Directors only upon action by the Board of Directors.

510.6(f) Corporal Punishment. Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any,
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasons for physical force.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

- 510.6(g) Special provisions relating to physical attacks or threats to school personnel. In the event any officer, employee, or agent of the district is attacked or threatened by a student or a group of students, the school officer, employee, or agent shall immediately report the incident to the building principal. The student(s) shall be suspended for five (5) school days and may be recommended for expulsions outlined in section 510.6(d) and 510.6(e) shall apply.
- 510.6(h) Special provisions relating to the use of or possession of or transmittal of tobacco, alcoholic beverages, and controlled substances. In the event a student violates any district rule regarding the use of or possession of tobacco, alcoholic beverages, or controlled substances (see section 510.5a, 510.5b, 510.5c) the student shall be suspended from school for three school days. In the event a student violates any district rule behavior regarding the use of or possession of tobacco, alcoholic beverages, or controlled substances (see sections 510.5a, 510.5b, and 510.5c) a second time in one school year, or a student violates any district rule regarding the transmittal, distribution, or sale of tobacco, alcoholic beverages, or controlled substances (see section 510.5e) the student shall be suspended from school for five school days and may be recommended for expulsion. The procedures for suspensions and expulsions outlined in sections 510.6(d) and 510.6(e) shall apply.
- 510.6(i) Special provisions relating to damage to school property. In the event a student violates any district rule regarding damage to school property, (see section 510.5n), the student shall compensate the district for such damage. The student may also be disciplined by any other means set forth in this policy, depending upon the severity of the damage, the circumstances of the incident and the prior history of the student.
- 510.6(j) Dissemination of student behavior and discipline policies. The superintendent or his designee shall provide for the dissemination of this policy 510 to students, parents, and employees of the district.

This policy 510 shall be published in a parent-student handbook, and shall be posted in at least one location in each building principal's office.

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Legal Reference: (Code of Iowa) 279.8, 279.9, 282.3, 282.4, 282.5

Ingraham v Wright, 430 U.S. 651 (1977).

Gross v. Lopez, 419 U.S. 565 (1975).

Tinkham v. Kole, 252 Iowa 1303, 110 N.W. 2d 258 (1961).

Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).

Iowa Code § 279.8; 280.21 (1999).

281 I.A.C. 123(6); 103.

1980 Op. Att'y. Gen. 275

Cross Reference: 426.2 Allegations of Abuse of Students by School Employees
510 Student Behavior and Discipline