

ADMINISTRATIVE REGULATION

RE: BOARD POLICY 503.4-R1

SUBJECT: GOOD CONDUCT RULE REGULATIONS

The Board of Directors of the Williamsburg Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditional upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal and athletic director shall keep records of violations of the Good Conduct Rule.

The board's policy and these rules cover the following activities: Athletics, instrumental and vocal music performances, drama productions, speech contests, FCCLA, FFA, National Honor Society, all other co-curricular clubs (e.g. Spanish Club), all honorary and elected offices (Homecoming King/Queen/court, Prom court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

To retain eligibility for participation in Williamsburg Jr./Sr. High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegations, the basis of the allegation, and given an opportunity to tell the student's side, if found to have violated the school's Good Conduct Rule, will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of vape-related products or paraphernalia.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within- reach of or in "close proximity to" the contraband (e.g. , alcohol or other drugs).
- Being in attendance at a function or party, in a vehicle, or other location where the student knows or has reason to know that alcohol or other drugs are being consumed or possessed illegally by minors and failing to leave despite having a reasonable opportunity to do so, evidence of such to include, but not be limited to, photos, video, or admission.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

- Repeated acts of unsportsmanlike conduct, including profanity, or verbal abuse toward persons such as players, coaches, and patrons representing Williamsburg Community Schools or other schools, or sports officials and judges.
- Participation in sexual harassment, including but not limited to: unwelcome sexual advances, requests for sexual favors, an/or other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.
- Exceedingly inappropriate or offensive conduct, including but not limited to assaulting staff or students or gross insubordination (talking back or refusing to cooperate with authorities).
- Serious hazing, bullying, or harassment of others which leads to a suspension (NOTE: This could include group conduct.)

Mere Presence

A student's "mere presence" in bars or attendance at a function or party, or in a vehicle or other location where alcohol or other drugs are being consumed/possessed illegally by minors and failing to leave despite having a reasonable opportunity to do so is a violation of the good conduct policy. Students should avoid situations where their guilt or innocence is in question.

This rule is not meant to include presence in an establishment that is primarily an eating place that serves alcohol or being employed in such an establishment. Presence in places such as golf courses or bowling alleys where alcoholic beverages are served is not prohibited. In addition, students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served but they may not consume alcohol or be in possession of alcoholic beverages even though they may have parental permission. Parental permission does not override the provisions of this code. This policy shall not apply to recognized and established religious practices.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible.

1. **Drugs** - first offense of the illegal use, possession, or selling of a controlled substance will result in dismissal from activities for one calendar year. For the purpose of this rule, "drugs" shall be considered substances that are illegal for a person of any age to manufacture, distribute, possess, or consume in Iowa for any reason other than use approved by a licensed physician.

2. **Other offenses:**

First Offense: Student is declared ineligible for 20% of athletic competitions and/or one calendar day event for all other extra-curricular performance dates or service as an officer.

Second Offense: Student is declared ineligible for 60% of the competitions and/or performances. A second offense results in a student's ineligibility to serve in a leadership position for the season(s) in which the penalty is served. The student is also ineligible for district-sponsored or coach/sponsor nominated post-season awards during the season(s) in which the consequence is served.

Third Offense: Student is declared ineligible for the remainder of their high school eligibility or until reinstatement is approved.

3. **Scope of Rules** – The Good Conduct Rules are enforced all twelve months of the year.
4. **Reduction in Penalty** - If a student admits a violation of the Good Conduct Rule to a coach, administrator, or activity sponsor within 48 hours of the infraction, the penalty will be reduced by fifty percent. This provision applies to the first offense only, and may not be applicable to the rule regarding drugs or controlled substances.
5. **Mere presence:** Students who are in violation of the Good Conduct Rules as a result of being in attendance or in the presence of minors illegally consuming or possessing, though not providing, purchasing, selling, or consuming alcohol or some other controlled substance shall have their penalty reduced by 50% if the violation is their first as a result of mere presence. All subsequent violations that are the result of mere presence will receive the full consequence associated with the violation.
6. **Process** - Each activity coach/sponsor will file with the activity director the number of events scheduled for their group for the duration of the year. Percentages for ineligibility will be calculated from the schedule events. Consequences served are dates served. Activities with more than one performance on a given day are counted as a single event for the purpose of determining the number of performances for which the student is ineligible.
7. **Reinstatement:** a student who incurs a third violation is deemed ineligible for the remainder of their high school career. Students may apply for reinstatement after one calendar year has passed from the day they are notified of their loss of eligibility. Application for reinstatement should be delivered to the activities director. A committee consisting of the building principal, activities director, a member of a coaching staff for whom the student does NOT participate, and a school counselor shall hear the request for reinstatement in a private, informal hearing. The reinstatement committee shall provide a written response to the request within 14 days of receiving the application. Decisions of the reinstatement committee will be final, as the request for reinstatement constitutes an appeal to ineligibility. Consideration for reinstatement will be strengthened through demonstration of participation in drug/alcohol counseling, community service, contribution to the school community, and/or consistent positive decision making. These examples do NOT reflect the only steps students may take in order to be considered for reinstatement. Students who are found to be in violation of the Good Conduct Policy after being reinstated will lose eligibility without the option for reinstatement.
8. When determining the number of contests that equal a given percentage, the District shall round UP to the greater of the two whole numbers.
9. Students will serve a consequence in up to three categories: Athletics, Fine Arts, and Club/Organizations. In each category, the student will be ineligible for events in their current and/or next activity, and the number of events to be missed will be based on the scheduled events in the current and/or next eligible activity in each of the three categories.

The period of ineligibility is immediately in effect upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is begun or carried over to the time the student seeks to participate in the next activity or contest.

Ineligible students will practice and attend activity contests/performances with the group, but will not be able to participate in any way. No uniform or school paraphernalia of any kind will be worn by ineligible students.

If there is not a sufficient number of contests or performances in the scheduled season to fulfill the terms of the period of ineligibility for violation of the good conduct rule, the ineligibility period will be carried over into the postseason (including any and all tournaments) and to the next season in which the student participates.

Junior high students return to first offense status as of August 1 of their freshman year. Offenses for high school students are cumulative for the entirety of their 9th-12th grade eligibility. If consequences from an infraction in junior high will carry over to the 9th grade year, the student may request an informal hearing by the reinstatement committee to consider early conclusion of the consequence.

Students will not be allowed to join a sport in midseason to serve his/her period of ineligibility. If a student violates the Good Conduct Rule during his/her ineligibility period, the time for the infraction will be attached to the current ineligibility period being served by the student.

If a student drops out of an activity or is removed from a team during a season in which they are serving a good conduct violation penalty, the entire ineligibility period will be transferred to the next activity or sport the student joins.

6. Academic Eligibility (Athletic) To be eligible for an activity, students participating in athletics must:

- A. Be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
 - a. *Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading*

period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

- b. *If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.*
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.
- F. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- G. A student is academically eligible upon entering the ninth grade.
- H. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].
- I. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- K. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
- L. Withdrawal ("W") will be considered a failure for ineligibility purposes unless otherwise specified by the building principal.
- M. An incomplete grade ("I") will be considered a failed class or up to twenty days of eligibility starting with the first competitive date or until the incomplete is converted to a passing grade.
- N. A final grade in block scheduling is any term grade.

Academic Eligibility (Speech and Music):

All participants must be enrolled in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall be enrolled in at least four full-credit subjects, each of one period or "hour" or the equivalent thereof, at all times. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. "Grading Period," graduation requirements, and any interim periods of ineligibility are determined by local policy. For the purposes of this rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final passing grade and course credit is awarded.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program.

Sub rules h, i, j, k, l of the athletic scholarship statute also applies to the scholarship rules for music. All other guidance on the application of the rules shall be provided by the high school principal.

7. **Transportation** – Unless prior arrangements have been made with parents, a student will not participate in a contest unless s/he rides to the event in a school vehicle. Under no circumstances may the athlete drive him/herself to a contest. The athlete may ride home only on the team bus or with his/her parents or guardians unless prior arrangements have been made with the principal.

**Williamsburg Jr./Sr. High School Good Conduct Rule and Academic Eligibility Rule
Parent/Student Acknowledgement**

The following acknowledgement must be signed by both parent/guardian and student prior to participation in any school sponsored activity, sport, or club, including athletics, instrumental and vocal music performances, drama productions, speech contests, FCCLA, FFA, National Honor Society, all other co-curricular clubs (e.g. Spanish Club), all honorary and elected offices (Homecoming King/Queen/court, Prom court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom. The following series of good conduct policy points of note

do NOT encompass the entire policy. Your signature acknowledges your familiarity with the entirety of the policy, as well as the following points.

____ 1. I have received a copy of the Williamsburg Good Conduct Policy, and have read it.

____ 2. I understand that students can receive a good conduct violation as a result of “mere presence.” Mere presence means the student is present in a bar or in attendance at a function or party, or in a vehicle or other location where alcohol or other drugs are being consumed/possessed illegally by minors and fails to leave despite having a reasonable opportunity.

____ 3. I understand that I may receive a reduction in my good conduct violation consequence if the violation is my first, and I notify an administrator or coach within 48 hours of the violation AND prior to notification of the district by law enforcement.

____ 4. After a student’s third good conduct violation, they lose eligibility for activities for the remainder of their high school career. Students may submit a request to have that loss of eligibility reviewed by a reinstatement committee, whose decision is final, after one year of ineligibility.

____ 5. I understand that students who participate in activities are held to a higher standard of behavior than students who choose not to participate in extracurricular activities.

____ 6. Contests are based on dates of competitions or experiences. For example, a volleyball tournament in which a team plays three matches is considered one (1) event (date).

____ 7. Students will serve a consequence in up to three categories: Athletics, Fine Arts, and Club/Organizations.

____ 8. A student must complete a season in good standing in order for a consequence to be considered served to completion.

I have read and understand the policies regarding student conduct, academic progress, and transportation. I understand that participation in extracurricular activities is a privilege, and that I/my student am/is held to a higher standard of behavior and academic success than others who choose not to participate in extracurricular activities and willingly accept my responsibility as an ambassador of the Williamsburg Community School District District.

Student Signature/Date

Parent/Guardian Signature/Date