

# EXTRACURRICULAR CODE OF CONDUCT

## STATEMENT OF PHILOSOPHY

New Trier High School is committed to promoting the ideals of sportsmanship, integrity and healthy living for all students. Students participating in the extracurricular program have a responsibility to lead through their example. The Extracurricular Code (the "Code") promotes the development of that character and the maintenance of the healthy lifestyle necessary for students to pursue their goals. The Code seeks to foster the health, safety, and welfare of the participants and promotes high standards of conduct, citizenship, and good decision-making.

The Code applies to students who participate in voluntary, school-sponsored activities that are not part of an academic class. New Trier offers an extensive and diverse extracurricular program that includes athletic and non-athletic interscholastic teams and competitions, clubs, performing arts, and leadership positions. The Code is in effect 24 hours a day, seven days a week, 365 days per year. The Code applies to student conduct on and off campus, even when the conduct is not directly connected to NTHS.

## ADMINISTRATION & AVAILABILITY OF CODE

The Code is administered by the Athletic Director, the Athletic Coordinator, the Student Activities Coordinators, and the Performing Arts Coordinator (referred to as "Extracurricular Leaders"), and/or their designees with the support of staff and administrators at New Trier. All students and parents are expected to have read the Code prior to participation in the extracurricular program; the Code is published in the Student Guidebook and on New Trier's website. Participation in the Extracurricular Program constitutes a student's understanding of, and agreement to abide by, the provisions of the Code. An appeal of an Extracurricular Code violation may be made to the principal at the respective campus. Consequences outlined by the Code may be in addition to those students receive for the same disciplinary infraction from an Adviser Chair or Administrator.

## PARTICIPATION IN THE EXTRACURRICULAR PROGRAM IS A PRIVILEGE

Participation in the extracurricular program is a privilege and not a right. Participants become visible representatives of NTHS, their fellow students, and the community; therefore they have additional responsibilities to be exemplars and comply with the Code. NTHS has the authority to restrict or revoke a student's privilege to participate in the extracurricular program.

## PARTICIPANT PLEDGE AND PROHIBITED CONDUCT

Students agree to abide by the following pledge:

*Participation in extracurricular activities is an honor and a privilege. As a visible representative of the school and community, I have the obligation and responsibility to represent myself, my family, my activity, my school, and my community in an exemplary manner. I understand that if I violate the express or implied terms of the Extracurricular Code, or if I engage in any behavior that negatively affects my activity, fellow students, school, or community, I will be subject to disciplinary measures that may include the immediate revocation of my privilege to participate in the extracurricular program.*

*I further understand that conduct prohibited under this Code includes, but is not limited to the following:*

- *The purchase, possession, delivery, distribution, or use of tobacco products including e-cigarettes;*
- *The purchase, possession, delivery or distribution, or being under the influence of alcohol, a controlled substance, other illegal mood-altering and/or performance enhancing drugs or chemicals, or any substance used to obtain an altered mental state or "high";*
- *The purchase, possession, delivery, or distribution of look-alike drugs, drug paraphernalia, and alcohol containers;*
- *Violations of the Academic Integrity Policy;*
- *Hosting or organizing a gathering or providing a venue where minors and any of the above-referenced prohibited substances are present;*
- *Assault or battery;*
- *Bullying and intimidation, hazing, and harassment of a written, verbal, physical, or sexual nature, including but not limited to hand written, electronic, or spoken words;*
- *Vandalism, theft, property damage;*
- *Insubordination or gross disobedience;*
- *Violation of the Acceptable Use Regulations; and*
- *Unsportsmanlike conduct or behavior unbecoming of a New Trier student.*

## REPORTS OF VIOLATIONS AND DETERMINATION OF CONSEQUENCES

Reports of possible Code violations may come from school faculty and staff members, a confession of the offender, other students, parents and other outside sources including photographs, social networking websites, and electronic applications.

Attending parties or gatherings where illegal substances or tobacco products may be present is strongly discouraged. The District's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the District's students in such situations. The District encourages its students to make responsible choices. However, the mere presence at such parties and gatherings will not result in a violation of the code of conduct.

#### **VIOLATIONS DURING THE SCHOOL DAY OR AT SCHOOL EVENTS**

When reports are received of a possible Code violation during the school day or at a school event, the extracurricular leader will meet with the appropriate adviser chair to gather information about the incident. The student will then meet with the extracurricular leader to discuss the incident. The extracurricular leader will then determine if there has been a violation of the Code and the appropriate consequence. The extracurricular leader will contact that student's parent or guardian to review the incident and possible consequence. The parent or guardian will also receive a written copy of the violation notice.

#### **VIOLATIONS OUTSIDE OF THE SCHOOL DAY**

When reports are received of a possible Code violation occurring outside of the school day and not at a school event, the extracurricular leader will interview the student to determine if a violation has occurred. If necessarily, the extracurricular leader may interview additional students or staff members to gather information related to the possible Code violation. The extracurricular leader will then determine if a Code violation has occurred and the appropriate consequence. The extracurricular leader will contact the parent or guardian to review the violation and possible consequence. The parent or guardian will also receive a written copy of the violation notice.

#### **VOLUNTARY ADMISSION BY STUDENT**

Voluntary admission must occur prior to any school personnel or police being aware of the incident and the student's involvement. Students who miss to offer a voluntary admission should contact a coach, sponsor, director, or the appropriate Extracurricular Leader. Voluntary admission of a first offense Code violation related to alcohol and/or drugs will not result in loss of extracurricular participation, and consequences will be held in abeyance provided the student does not seek voluntary admission of an offense for which he/she has been arrested or cited by law enforcement officials and if the student cooperates with the recommended plan. Students will only be excused from penalty for voluntary admissions on one occasion. The students will be referred to the SAP program coordinator for consultation if the violation involves the use of alcohol or drugs.

#### **APPEAL PROCESS**

Students who wish to appeal a Code violation determination should contact the principal at the appropriate campus. The principal will meet with the student and her or his parent or guardian to discuss the violation. During the appeal process, the principal will consider if the decision was reached in accordance with school rules, if the decision was consistent with precedent for similar violations, and if there is any extenuating circumstance that might alter the determination of a violation and the severity of the consequence.

#### **CONSEQUENCES**

Facts, circumstances, and disciplinary measures are analyzed on a case-by-case basis. The Code provides a *minimum* standard of conduct and guidance when addressing certain behaviors. It does not and cannot enumerate each and every situation or conduct for which discipline may be imposed. The consequences listed below will be applied to most violations. However, in cases of severe violations of the Code, consequences in excess of those listed below, including removal from the activity, may be applied.

- Code violations may also result in loss of privileges in celebratory functions, recognition dinners, scholarships, and/or awards.
- A student in violation of the Code will face consequences for all extracurricular activities in which he or she is involved.
  - Consequences will apply to all extracurricular activities in which a student is participating.
  - Consequences may apply to the following season of participation.

#### **CLUB OFFICE, LEADERSHIP POSITIONS AND ATHLETIC TEAM CAPTAINS**

- Leadership positions include any team captain positions; any elected, selected or appointed position in Student Activities; and any appointed leadership position in Performing Arts.
- Leadership positions are defined as beginning during the election or selection process and ending at the conclusion of the season or school year, whichever comes first.
- Any leadership position may be lost for the length of that season or school year.

#### **ATHLETICS AND COMPETITIVE ACTIVITIES**

- **First Offense:** In most cases, suspension for up to 25% of the season and removal from leadership position. However, in cases of severe violations of the Code, students may be suspended in excess of 25% and/or removed from the team. If fewer days remain in the season than are issued as a consequence, students will serve the remaining days of the suspension in the next season of participation. Students must complete an entire season in the next opportunity to satisfy the completion of the suspension. During suspension, students may try out for teams and participate in practices but may not participate in competitions.

- **Second Offense:** In most cases, suspension for up to 50% of the season. In cases of severe violations of the Code, students may be suspended in excess of 50% and/or removed from the team. If fewer days remain in the season than are issued as a consequence, students will serve the remaining days of the suspension in the next season of participation. Students must complete an entire season in the next opportunity to satisfy the completion of the suspension. During suspension, students may try out for teams and participate in practices but may not participate in competitions.
- **Third Offense:** Loss of privilege of participation in all athletics for the remainder of high school career.

## PERFORMING ARTS

- **First Offense:** In most cases, removal from leadership position and suspension from participation in the activity for up to 25% of the seasonal activity. In cases of severe violations of the Code, students may be suspended in excess of 25% and/or removed from the production or performance opportunity. A student's participation during the suspension will be determined by the Performing Arts Coordinator in accordance with the specifics of the performance opportunity. Suspension from participation does not carry over into the next performance activity or production season.
- **Second Offense:** In most cases, suspension for up to 50% of the seasonal activity. In cases of severe violations of the Code, students may be suspended in excess of 50% and/or removed from the production or performance opportunity. A student's participation during the suspension will be determined by the Performing Arts Coordinator in accordance with the specifics of the performance opportunity. Suspension from participation does not carry over into the next performance activity or production season.
- **Third Offense:** Loss of privilege of participation in all performing arts activities for the remainder of high school career.

## STUDENT ACTIVITIES AND CLUBS

### CLASS PERIOD AND OTHER ACTIVITY HEADS

- **First Offense:** In most cases, removal from titled position to board/staff status and suspension from club or organization for up to 25% of the school year or up to 25% of seasonal activities. In cases of severe violations of the Code, students may be suspended in excess of 25% and/or removed from the club. During suspension, students may not attend club meetings or competitions.
- **Second Offense:** In most cases, a second violation in the same year in most cases will result in removal from leadership board or staff status for up to 50% of the school year. A second violation in subsequent years may result in removal from a titled position to board/staff status and suspension from the club or organization for up to 50% of the school year or up to 50% of seasonal activities. During the suspension, students may not attend club meetings or competitions.
- **Third Offense:** Loss of privilege of leadership participation in the Student Activities Program for the remainder of high school career.

### CLASS PERIOD MEMBERS AND CLUB MEMBERS

- **First Offense:** In most cases, suspension from the club or organization for up to 25% of the school year or up to 25% of seasonal activities. In cases of severe violations of the Code, students may be suspended in excess of 25% and/or removed from the club. During suspension, students may not attend club meetings or competitions.
- **Second Offense:** In most cases, removal from the club or organization for up to 50% of the school year or up to 50% of seasonal activities. In cases of severe violations of the Code, students may be suspended in excess of 50% and/or removed from the club. During suspension, students may not attend club meetings or competitions.
- **Third Offense:** Loss of privilege of leadership participation in the Student Activities Program for the remainder of high school career.

### OTHER LEADERSHIP POSITIONS

Including but not limited to: SALT, ALPS, Senior Helpers and Bridge Builders

- **First Offense:** Removal from leadership position.

## GUIDELINES FOR OUT OF SCHOOL SUSPENSIONS AND CONSEQUENCES

In addition to the consequences imposed by the Athletic Director, the Athletic Coordinator, or the Coordinators of Student Activities and Performing Arts, students suspended from school are not permitted to participate in practices, rehearsals, meetings, contests, or performances during the period of the out of school suspension. Students may not participate in a practice, rehearsal, contest, or performance if it conflicts with an assigned school penalty (e.g., detention, Saturday School, etc.).

## OPTIONS RELATED TO CONSEQUENCES FOR DRUG/ALCOHOL VIOLATIONS

A student who violates the Extra Curricular Code regarding drug/alcohol use will be suspended from extra-curricular participation and will be removed from leadership positions. Students in violation of the drug/alcohol policy are required to meet with the Student Assistance Program Coordinator within 10 days of the suspension before returning to the activity.

Students with a first violation of the drug/alcohol policy will be offered the option to reduce the length of suspension by participating in a recognized evidence-based substance abuse awareness program. These programs are designed to provide education to the student and parents, to encourage the student to evaluate the consequences of drug and alcohol abuse on his/her behavior, and to provide support and referral services to students and their families. Families will receive information on approved substance abuse awareness programs from the Student Assistant Program Coordinator.

If a student who violated the substance abuse policy chooses to enroll in an approved substance abuse awareness program, a parent/guardian must notify the Student Assistance Coordinator of the decision to enroll within 10 days of the suspension. Upon commencement of the alternative to suspension program, the remaining days of suspension are reduced. Participation in the program is voluntary, and any costs associated with the program are the family's responsibility.

Additional violations of the Extra Curricular Code regarding drug/alcohol violations will result in the consequences outlined in the Consequences section of the Code. Students returning from a long-term suspension from an extracurricular activity must meet with the Student Assistance Program Coordinator before returning to their activity.

## **STATEMENT OF AFFILIATION**

The Illinois High School Association (IHSA) regulates interscholastic athletics and various activities in the State of Illinois, including chess, journalism, music, scholastic bowl, and speech. Participants in the extracurricular program must adhere to any and all policies established by New Trier and the applicable by-laws and policies of the IHSA and Central Suburban League.