

NO. 122-AG

PENN MANOR SCHOOL
DISTRICT

ADMINISTRATIVE
GUIDELINES

Revised: July 8, 2002

CODE OF CONDUCT

Participation in co-curricular activities is a privilege. This Code shall apply to all participants in co-curricular activities at Penn Manor High School, Manor Middle School, and Marticville Middle School. Co-curricular activities are generally defined as, but not limited to, any activity in which credit for graduation is not granted. Each student who participates in a co-curricular activity shall be bound by the terms of this Code.

Department/Behavior

It is the privilege and duty of every person who participates in a co-curricular program to exemplify good deportment/behavior by his/her own actions and earnestly advocate it before others.

Good deportment/behavior is defined as common courtesy following established rules, appropriate language, cooperation, self-discipline, and integrity. It reveals the spirit of the individual, the organization, the school and the community at large.

Attendance (Full Day)

1. Students are not permitted to participate in practice sessions or actual school events if they are absent from school that day. (Exceptions are a preplanned college visitation/testing, a school-related function, or an emergency.)
2. Students must also be in attendance the full day of school after an event or the student will be ineligible to participate in the next event. Acceptability of any excuse will be determined by the building administrator. In this situation, any excused absence is not in question.
3. Any unexcused early dismissal, as specified by an administrator, will result in the student being ineligible to participate in practice sessions or actual school events that day.
4. Any student sent home ill from school is ineligible for all co-curricular activities that day. A student who is absent on Friday may participate on Saturday with the coach's/advisor's approval.

Arriving Late to School

If a student arrives tardy, the student must report to the main office.

If a student arrives unexcused tardy,¹ the following procedure will be followed:
(Any excused tardy is not in question.)

First and second unexcused tardy to school.....warning

Third unexcused tardy to school.....miss one practice

Fourth unexcused tardy to school.....miss activity of day

Fifth unexcused tardy to school.....conference with A.D. or administrator and coach/advisor and miss one event

Eligibility – Scholastic

All students in grades 7-12 must be passing all credits to be eligible to participate in co-curricular events and performances. If a grade drops below a “C” average, the student must participate in a tutoring program set up by the school.

Behavior

As a representative of PMSD, co-curricular participants are expected to demonstrate high standards of conduct at all times. The following are examples of conduct which will lead to the suspension of the privilege of participation in co-curricular activities.

1. Any arrest, conviction of criminal or juvenile complaint filed against a participant in a co-curricular activity will result in an immediate suspension from all co-curricular activities. The suspension will continue for a period of time determined by the principal.

2. Any violation of the controlled substance policy of PMSD on school property or at a school event, including transportation to and from, will result in an immediate suspension from all co-curricular activities and referral to the Student Assistance Team (SAT). This suspension will continue for a period of ninety (90) calendar days. Should this co-curricular season expire before ninety (90) calendar days, the remaining days will be carried over to the next activity in which the student wishes to participate. At this time the student may request a tryout/opportunity to participate in any co-curricular activity.

3. Any student who possesses, uses, distributes, or is knowingly in the presence of the illegal use of alcohol, drugs, or anabolic steroids off school property will result in a dismissal from the activity(ies) in season for the balance of that season. A student who comes in contact with the illegal use of drugs, anabolic steroids or alcohol should make an effort to leave that location IMMEDIATELY to avoid temptation and suspicion. Should this co-curricular season expire before thirty (30) calendar days, the remaining days will be carried over to the next activity in which the student wishes to participate. At this time, the student may request a tryout/opportunity to participate in any co-curricular activity.

¹ If a student is unexcused tardy after 8:00 a.m. and this is the day after an event, the student is not eligible to participate in the next event. Any excused tardy is not in question.

A suspended student will be immediately referred to the SAT for review. The SAT is composed of school personnel with special training in adolescent chemical dependency, intervention, and after care. The teams have established school wide intervention procedures for referring "at risk" students who demonstrate problems with drugs/alcohol. Intervention procedures include identification of students, collection and review of pertinent data, referral for assessment and evaluation, and participation in support programs.

Referred students are expected to follow recommendations of the SAT. Cooperation and completion of any recommendation of the SAT may result in forgiveness of any remaining days of suspensions upon the agreement of the SAT and the discretion of the principal.

The suspension period shall be from the date of the infraction. If the school year concludes before the suspension has been completed, the suspension will continue at the beginning of the next school year. Offenses occurring during the summer months when the student is participating in activities under the supervision

of district personnel will result in immediate removal from co-curricular activities, and the suspension shall begin with the first day of school.

4. A violation of the school policy prohibiting the use and possession of tobacco will result in suspension from the next scheduled event for the first offense. A second offense will result in the student's dismissal from the activity(ies) in season for the balance of that season.

5. The principal may exclude students from any or all co-curricular activities due to serious academic problems, attendance, or disciplinary infractions which result in a suspension from school. The principal shall have the authority to modify the appropriate suspension for any violation of this Code.

6. During the regular school year, this Code shall be in effect twenty-four (24) hours per day, seven (7) days a week, and extend to summer months when students are participating in school activities under the supervision of school district personnel.

7. A second offense will result in suspension from all co-curricular activities for a minimum of one (1) calendar year as determined by the principal. The effective date will be determined with regard to the second offense by the administration.

General Information

1. A student may transfer to another activity (during the same season) upon approval of both advisors or coaches.

2. A student may not participate in a school activity without his/her own signature and the signature of his/her parents(s) or guardian(s) on the Code of Conduct form.

3. A separate signed Code of Conduct form will be needed for each activity a student may choose.

4. It is the principal's responsibility to enforce this policy. Appeals to his/her

decision should be made through the Superintendent whose decision will be final.

5. A season or activity will begin with the first day of participation and end with the day after that last event of that season or activity.

6. Summer month activities shall be defined as those activities for which eligibility is based on being a student in the Penn Manor School District and supervised by school district personnel. For example: A team sports camp or cheerleading camp.

Signature of Acceptance

In order to participate in co-curricular activities at the district, students and parents are required to formally accept the "Code of Conduct."

"I have read the Code of Conduct and hereby accept the specifics as stated in this document. I will represent the Penn Manor School District in a faithful and responsible manner, adhering to its policies and expectations."

PLEASE PRINT THE FOLLOWING INFORMATION:

_____	_____	_____
(Student Name)	(Sport/Activity)	(Date)
_____	_____	_____
(Grade Level)	(Name of School)	
_____	_____	_____
(Student Signature)	(Parent Signature)	

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