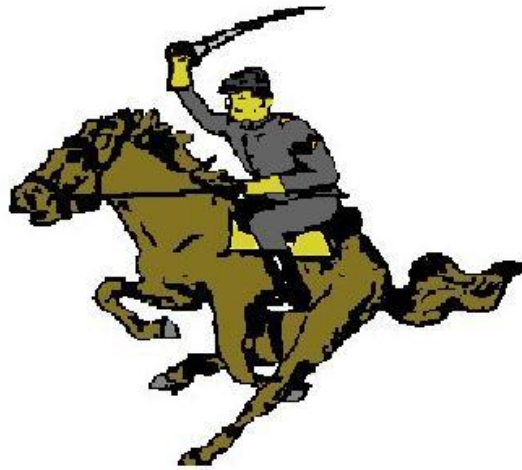


MORGAN LOCAL SCHOOLS



NON-ATHLETIC

EXTRACURRICULAR

CODE OF CONDUCT

October 2014

MORGAN LOCAL SCHOOLS
NON-ATHLETIC CODE OF CONDUCT

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MORGAN LOCAL SCHOOLS CODE OF CONDUCT

INTRODUCTION

Participation in extracurricular activities is a privilege and not a right. This manual is written to provide information to Morgan Junior High and High School staff, participants in non-athletic extracurricular activities, and the parents of such participants. For purposes of this manual, “participants” refers to any participant in non-athletic extracurricular activities, regardless of whether the participant is enrolled in the Morgan Local School District. It is intended that information contained herein will be communicated to participants and parents/custodians to provide more consistent administration of Morgan Local Schools, and to create a public awareness of the responsibilities of anyone associated with Morgan Local Schools.

BUS CONDUCT

To prevent unnecessary delays, participants who ride a bus must be at the designated “point of safety” at least 5 minutes prior to the scheduled bus arrival time. The bus drivers are responsible for the bus and the safety of all passengers on the bus; therefore, their directions must be followed. The driver may assign seats. Misconduct on a bus will result in the driver reporting the incident to the principal/assistant principal. The principal/assistant principal, upon the driver’s recommendation, will take action. According to Board Policy, the bus driver can suspend participants from riding any Morgan Local bus. Depending on the infraction, participants may be subject to bus discipline, school discipline, and discipline relating to extracurricular activities.

Driver Responsibilities:

1. Drivers will establish procedures for seating, loading and behavior.
2. A driver shall have the authority to take such means as may be necessary to control disorderly conduct of participants.
3. Drivers will report discipline problems and/or bus damage to the building administrator.
4. A driver may request that a disorderly participant be denied transportation.
5. Possession of tobacco products is not permitted.
6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for participants as shown on the bus time schedule. Other stops can be made only when authorized by the program supervisor.
7. Participants will not be left on a bus unattended.
8. Drivers are to treat participants and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

Participant and Parent Responsibilities:

1. Participants and parents must assume that school bus transportation is a privilege, not a right.
2. Participants will ride on assigned buses. Parents must request in writing any deviation from this rule. Requests shall be made to the program supervisor. In case of emergency, the parent should contact the program supervisor to make arrangements.
3. Parents are responsible for the safety and conduct of participants while going to and from pick-up points and for meeting the bus on time.
4. No electronic devices, headphones, etc. may be used on the bus unless permission has been granted by the driver.
5. Eating/drinking and littering are not permitted on buses, unless eating/drinking is required for medical reasons.
6. Possession and/or use of tobacco products is not permitted on buses.

7. Noise must be kept to a minimum to assure safety of operation. Absolute quiet must be maintained at railroad crossings and other dangerous areas.
8. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
9. All parts of participants' bodies must be kept inside the bus at all times.
10. Participants shall not stand up or be out of his/her seat while the bus is in motion.
11. While participants are riding on the bus, objects that may interfere with safe operation (i.e. animals, balloons, firearms, explosives, etc...) shall not be transported.
12. Participants may transport items (i.e. musical instruments, class projects, etc...) if they can be held in the participant's lap and do not block the driver's view.
13. Participants shall be required to perform rear door emergency evacuation drills and will be supervised by the driver.
14. Parents are responsible for the transportation of their participant when he/she is suspended from the bus.

BUS DISCIPLINE STEPS:

1. Warning – Parents contacted
2. Bus Suspension - One day, emergency removal by driver
3. One to ten-day bus suspension, depending upon the nature of the infraction.
4. Any serious infraction may result in possible expulsion from the bus by the Superintendent of Morgan Local Schools.

TOBACCO POLICY

The Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes and any other forms of tobacco. **TOBACCO VIOLATION** is the use, possession, sale, transmittal, or paraphernalia possession of tobacco products. A tobacco violation will result in the following actions:

- 1. FIRST VIOLATION**
 - a) Suspension – 33 1/3% of scheduled events.
 - b) Suspension may be reduced to 20% if student successfully completes the TOBACCO PROGRAM available at MBHC, or a like-sanctioned program.
- 2. SECOND VIOLATION**
 - a) Suspension – remainder of the scheduled season
 - b) In the event that the violator is a senior and lateness of the infraction disallows time for suspension, he/she will be ineligible for post-season honorarium.
 - c) Suspension may not be reduced.
- 3. THIRD VIOLATION**
 - a) Suspension – from all Morgan extracurricular programs for one (1) calendar year from date of offense.
 - b) Suspension may not be reduced.
- 4. FOURTH VIOLATION**
 - a) Permanent suspension from Morgan extracurricular programs.
 - b) Suspension may not be reduced.

DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. Therefore, the Board does not permit any participant to possess, transmit, conceal, offer for sale, sell, purchase, offer to purchase, give, receive, supply, consume, or show evidence of having consumed or used any alcoholic beverages, narcotic drugs, hallucinogenic drugs,

amphetamines, barbiturates, marijuana, opiate, opium derivatives, illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance (collectively, “prohibited substances”). Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug-related paraphernalia. Medications provided to the participant pursuant to Policy JHCD are not included in this prohibition, provided that the medication is taken and handled in accordance with that policy.

Counterfeit Controlled Substance or Look-a-like drugs are defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Drug Related Paraphernalia is defined as any instrument used for drug abuse, or paraphernalia, including but not limited to hypodermic needles, syringes, pipes, bongs, and rolling papers, etc.

Showing signs of consumption is defined as manifesting signs of chemical use such as enlarged/reduced pupils, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular participant.

Compliance with this policy is mandatory for all participants. Any participant who violates this policy will be subject to disciplinary action, up to and including expulsion and permanent exclusion from extracurricular activities. When required by State law, the District will also notify law enforcement officials. The District is concerned about any participant who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Participants and their parents should contact the school principal or counseling office whenever such help is needed.

DRUG, ALCOHOL AND SUBSTANCE VIOLATIONS will result in the following actions:

A. FIRST VIOLATION

- 1) A parent or custodian (hereafter referred to as "parent") of participant will be notified of the incident. Law enforcement will be contacted as appropriate.
 - a. Suspension – 50% of scheduled events.
 - b. Suspension may be reduced to 25% if the participant:
 1. proceeds to be evaluated by a certified chemical dependency professional approved by the Morgan Local School District;
 2. follows the recommended appropriate treatment, which may include, but not be limited to, required attendance at support groups; and
 3. the professional satisfactorily notifies Morgan Local the evaluation has been completed.
(Items 1, 2 and 3 will be at the parent’s expense.)

B. SECOND VIOLATION

- 1) A parent of the participant will be notified of the incident. Law enforcement will be contacted as appropriate.
 - a. Suspension from all participation in Morgan Jr. High and High School extracurricular programs for one (1) calendar year from date of offense.
 - b. Suspension may not be reduced.

C. THIRD VIOLATION

- a) Permanent suspension from Morgan High and Morgan Jr. High School extracurricular programs.
- b) Suspension may not be reduced.

D. SELLING, SUPPLYING OR TRANSMITTING VIOLATIONS

- 1) The first incident of selling, offering to sell, giving, supplying, or transmitting –a prohibited substance shall be treated as a second violation as described above.

All staff members of the Morgan Local School District will be responsible for reporting any violations of this policy to a program supervisor, building administrator and/or counselor. Administrators/program supervisors will follow the above procedures and adhere to all requirements of law in administering discipline.

WEAPONS

Participants shall not possess, transmit, conceal, handle or sell any kind of firearm, knife, razor, club, chain, or other look-alike (replica) object that is indistinguishable from a firearm or any item, which could be considered a weapon or used as a weapon. This includes bringing such items into the school for another person, to a school sponsored activity, having such items at one's desk or placing them in a locker or a hiding place on school property (including buses). A participant charged with any of these behaviors shall be subject to removal from school immediately and subject to suspension with recommendation for expulsion from Morgan Local School District and/or its extracurricular program for a period of one year. Participant(s) may be recommended for permanent exclusion.

“Firearm” is defined as any weapon (including a starter gun) which is designed to or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

“Knife” is defined as a cutting instrument having a sharp blade.

“Object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

BULLYING, HARASSMENT and HAZING

Morgan Local Schools are committed to eliminating and preventing all forms of harassment. Hazing, bullying behavior and/or dating violence by any student/non-student participant or school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from Morgan programs/school services. Harassment, intimidation, or bullying means any intentional written, verbal, electronic, graphic or physical acts, either overt or covert, by a student or non-student participant or group of students and/or non-student participants toward another particular student or non-student

participant more than once where the behavior both causes mental or physical harm to the student or non-student participant and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student or non-student participant. Harassment, intimidation, or bullying includes violence within a dating relationship. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop. Participants violating this prohibition, including participants found responsible for harassment, intimidation, or bullying by an electronic act, may be subject to discipline, including but not limited to suspension, expulsion, and/or loss of extracurricular privileges. The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - a. Posting slurs on web sites, social networking sites, blogs or personal online journals;
 - b. Sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - c. Using camera phones to take embarrassing photographs or videos of student/non-student participants and/or distributing or posting the photos or videos online and
 - d. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other student/non-student participants.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above must promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Participants are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Such students may be subject to discipline, including but not limited to suspension, expulsion, and/or loss of extracurricular privileges.

Formal Complaints

Participants and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the name of any potential witnesses. Such reports may be filed with the program supervisor or other school personnel.

Informal Complaints

Participants, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a program supervisor or other school

personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student/non-student participant or staff witness.

Anonymous Complaints

Participants who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student/non-student participant(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Participants, parents or guardians and school personnel may also seek assistance from the “Victims Advocate” who works in the office of the Morgan County Prosecutor.

Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

HAZING, BULLYING BEHAVIOR and/or DATING VIOLENCE VIOLATIONS will result in the following actions:

- 1) A parent or custodian of the student/non-student participant will be notified of the incident.
- 2) All incidents will be reported to the Superintendent of Morgan Local Schools.
- 3) Law enforcement may be notified.

If, after investigation, acts of harassment, intimidation and bullying by a specific student or students are verified, the building principal/designee notifies the parent or guardian of the perpetrator(s), in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

OTHER UNACCEPTABLE BEHAVIOR

All participants should realize that participation in extra-curricular activities is a privilege and not a right. This right could be denied by any misconduct portraying themselves, others, or the school in a negative fashion. Participants/athletes are subject to an appropriate penalty at the discretion of the Athletic Director and/or the Principal, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the participant/athlete and any other relevant factors. Discipline may include, but are not limited to, extra conditioning, suspension from games, or removal from the team. A heavier weight will be placed on participants/athletes who have violated the conduct policy multiple times.

NON-DISCRIMINATION

The Morgan Local School District does not discriminate on the basis of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, marital status, pregnancy, disability, military status, genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

If, however, participants feel they have a complaint and are unable to resolve the issue with the program supervisor, they may address the complaint in writing to Ms. Beverly Steinbrecher, Director of Special Programs, PO Box 509, McConnelsville, Ohio 43756, 740-962-2377.

SUSPENSION EQUITY

- 1) In the event that a violation occurs too late in the season for a suspension to be served, the suspension will carry over into the next program/school service in which he/she participates.
- 2) In the event that a violation occurs too late in the school year for a suspension to be served, the suspension will carry over into the following year.
- 3) In the event that the violator is a senior and lateness of the infraction disallows time for suspension, he/she will be ineligible for post season honorarium.

FAIR DISMISSAL POLICY

- A. Suspension from Programs/school services and Participation:
Except as indicated below with regard to attendance during suspensions for first offense infractions, participants are not permitted to take part in events for the suspension period of that program/school service. Such suspensions shall be reported to the superintendent, principal and parent or guardian of the child. The report of suspension shall be in writing and include the reason for the action.
- B. Any participant under suspension for the first offense infraction must attend all events during the suspension. Failure to comply can result in expulsion from the program for the remainder of the year.
- C. Accumulation of infractions is carried over from one program to another.
- D. A participant may not quit a program/school service and participate in another program/school service until the season for the first program has ended.

All participants are expected to attend all events unless excused by the program supervisor in advance. Three unexcused absences from events will result in suspension from the program. The program supervisor will notify the parents after the second unexcused absence. Accurate attendance must be kept.

EMERGENCY MEDICAL AUTHORIZATION (E.M.A.)

In case of injury, every attempt shall be made to contact the participant's parent/guardian. The E.M.A. will be used in lieu of parental contact.

EQUIPMENT

Participants will be responsible for the care of all school equipment issued to them. Lost or damaged equipment will be paid for by the participant. No school equipment or cloth will be issued if participant owes equipment or cloth from previous programs. Once equipment or cloth is turned in, the participant will be issued cloth.

PARTICIPATION

Programs will start on dates set by the program supervisor. Events will not be permitted on Sundays and legal holidays (unless permission granted by the Building Principal).

COMPLETE AND RETURN TO YOUR PROGRAM SUPERVISOR

STUDENT/NON-STUDENT PARTICIPANT/PARENT/GUARDIAN CONTRACT

The Code of Conduct Handbook must be viewed before signing this agreement. The handbook can be found on the MLSD website at: www.mlzd.k12.oh.us or contact the junior high or high school to request a hard copy.

I have read the Morgan Local Schools Non-Athletic Extracurricular Code of Conduct. I fully understand and agree to abide by the rules and regulations contained within said contract.

Participant Name _____ Signature _____

Date _____

Parent Name _____ Signature _____

Date _____

Parent Name _____ Signature _____

Date _____

Guardian Name _____ Signature _____

Date _____

** A signed contract slip between the student/non-student participant and parent/guardian stating that they have read, understand, and will abide by these rules and regulations, must be on file in the Building Office prior to participation.**