

# Lake Travis ISD Extracurricular Code of Conduct (“ECC”)

## POLICY STATEMENT

Participation in Lake Travis ISD Extracurricular Activities is a privilege and not a right. Therefore, the behavior expectations set forth in the Lake Travis ISD **Extracurricular Code of Conduct (“ECC”)** exceed the behavior expectations set forth in the Lake Travis ISD **Student Code of Conduct (“SCC”)**.

Lake Travis Extracurricular Participants must act with PRIDE and DIGNITY at all times. The purpose of this ECC is to establish regulations and procedures to address violations that occur **ON OR OFF SCHOOL GROUNDS THROUGHOUT THE ENTIRE CALENDAR YEAR** in a fair and timely manner. The ECC is designed to discourage inappropriate behaviors, encourage extracurricular students to make choices that ensure their health and safety, and provide appropriate consequences for students who violate the ECC.

## **GUIDELINES**

The Coach/Director has the right to set high standards for and to impose consequences on those students who choose to participate in extracurricular activities.

Each extracurricular activity may have specific conduct expectations in addition to the expectations outlined in the ECC. The expectations in each program will be developed and approved by the Coach/Director and Athletic Director/Fine Arts Director.

Students who choose to participate in extracurricular activities are role models, and exemplary behavior is expected of them **at all times**.

The ECC will be enforced with all students grades 7<sup>th</sup> – 12<sup>th</sup> participating in extracurricular activities:

- Regardless of whether school is in session;
- Regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs;
- Regardless of whether the extracurricular activity is in session; and
- Regardless of when/where the conduct occurs.

The ECC does not limit or restrict the authority of the Coach, Director, or school administrator from imposing other consequences in addition to the penalties set forth below (*e.g.*, extra practice and/or conditioning can be added to any consequence imposed). In addition, if the SCC, Constitution, or some other document governing a particular extracurricular activity contains stricter rules, sanctions, or consequences for misbehavior, the document governing the particular extracurricular activity will be followed.

Discipline imposed under the SCC, Constitution, or some other document governing a particular extracurricular activity will not limit or prevent the imposition of additional consequences under

the ECC. Moreover, the modification of discipline imposed under the SCC, Constitution, or some other document governing a particular extracurricular activity or a decision to overturn the discipline imposed under the SCC, Constitution, or some other document governing a particular extracurricular activity shall not affect any consequences imposed under the ECC.

Unless specified otherwise in the ECC, consequences imposed under the ECC may be appealed to the ECC Appeals Committee whose decision shall be final.

**ANY EVENT MAY BE SERIOUS ENOUGH TO RESULT IN REMOVAL FROM THE EXTRACURRICULAR PROGRAM WITHIN THE DISCRETION OF THE COACH/DIRECTOR OR ATHLETIC DIRECTOR/FINE ARTS DIRECTOR.**

### **PARTICIPANT RESPONSIBILITIES**

Extracurricular participants have the responsibility to:

- Always remember they are representatives of their school, family and community - they must make a constant effort to project a positive, respectful image.
- Always be considerate of those around them and actively avoid situations that may reflect poorly on themselves and/or the Lake Travis ISD.
- Exhibit proper behavior. Failure to do so will result in discipline in accordance with the SCC and ECC.
- Adhere to the specified guidelines and rules of their chosen activities.
- Adhere to the specified guidelines and rules of the SCC.

### **INVESTIGATION PROCESS**

The appropriate Director, Sponsor, Coach and/or Administrator will investigate all reported violations of the ECC. A verified violation will result in the appropriate consequence if there is a preponderance of evidence that the violation occurred. The process of investigation will follow the procedures listed below:

- *Report of Alleged Violation:* The alleged violation is reported to the appropriate director, sponsor, coach, or administrator.
- *Notice:* The appropriate director, sponsor, coach or administrator will inform the student and the student's parents of the allegation.
- *Investigation:* An investigation is conducted and a determination is made whether or not the violation occurred. The student who allegedly committed the violation shall have the opportunity to respond to the violation prior to a determination being made.
- *Decision:* If a violation occurred, the appropriate director, sponsor, coach or administrator will make a decision regarding the appropriate consequence based upon information gathered through the investigation and will notify the student and the student's parents.

## **DISCIPLINARY PROCEDURES**

Administrators, coaches, and directors will review all facts and circumstances surrounding a particular disciplinary event in accordance with the investigation process outlined above and will determine appropriate disciplinary action or sanctions.

### *FIRST OFFENSE:*

Parent, student, coach/director conference, possible sanctions, or possible dismissal.

### *SECOND OFFENSE:*

Parent, student, coach/director conference, \*sanctions, or possible dismissal.

### *THIRD OFFENSE:*

Parent, student, coach/director conference, \*sanctions, or possible dismissal.

\*Sanctions may include but are not limited to: verbal reprimand, physical activity, bench time, loss of playing or performance opportunities, suspension from program, or removal from program. Nothing in the Extracurricular Code of Conduct limits the authority of a Coach/Director to impose other appropriate sanctions for students who breach program conduct expectations.

## **TOBACCO, ALCOHOL, AND ILLEGAL DRUGS**

### **Tobacco**

*The following rule applies to all LTISD Extracurricular students at all times during the calendar year.*

### **NO SMOKING OR USE OF ANY TOBACCO PRODUCTS OR OF ELECTRONIC CIGARETTES.**

The Extracurricular student who violates the above stated rule shall be subject to the following discipline:

#### *FIRST OFFENSE:*

1. Parent notification by the Coach/Director.
2. The student will complete 15 hours of community service for a 501(c)(3) non-profit organization approved by Coach/Director. The hours will be verified by Coach/Director prior to acceptance.
3. Extra conditioning or practice as determined by Coach/Director.

#### *SECOND OFFENSE:*

1. Parent notification by the Coach/Director.
2. The student will complete 30 hours of community service for a 501(c)(3) non-profit organization approved by Coach/Director. The hours will be verified by Coach/Director prior to acceptance.
3. Extra conditioning or practice as determined by Coach/Director.

**THIRD OFFENSE:**

1. Parent notification by the Coach/Director.
2. The student will be suspended 15 days from the program and cannot participate in a competition or performance until all 30 community service hours are complete.
3. Extra conditioning or practice as determined by Coach/Director.

**Alcohol and Illegal Drugs**

*The following rules apply to all LTISD Extracurricular students at all times during the calendar year.*

**NO CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGES**

**NO USE OR POSSESSION OF ILLEGAL DRUGS OR DRUG PARAPHERNALIA**

**AN EXTRACURRICULAR STUDENT SHALL NOT ATTEND A PARTY OR SOCIAL GATHERING WITH KNOWLEDGE THAT ALCOHOL OR DRUGS ARE PRESENT. AN EXTRACURRICULAR STUDENT WHO DETERMINES THAT ALCOHOL OR DRUGS ARE PRESENT MUST LEAVE THE PARTY OR SOCIAL GATHERING IMMEDIATELY.**

The Extracurricular student who violates the above-stated rules shall be subject to the following:

**FIRST OFFENSE:**

1. Parent notification by the Coach/Director.
2. The student will be suspended from participation from all competitions or performances for 14 calendar days. If offense occurs during the off-season then the suspension will begin the Monday preceding the first competition or performance.
3. The student will complete thirty (30) hours of community service for a 501(c)(3) non-profit organization approved by Coach/Director. The hours will be verified by Coach/Director prior to acceptance.
4. A negative drug test must be submitted to Coach /Director within 7 calendar days prior to return to competition status. The drug test must be administered by a third party lab or doctor's office at the expense of the student and approved by the Coach/Director prior to returning to competition status.

*\*\*In order to return to active competition/participation, the student must be in good standing with the Extracurricular Program and have completed the criteria outlined in #2, #3, and #4 above.*

**SECOND OFFENSE:**

1. Parent notification by the Coach/Director.
2. The student will be suspended from participation from all competitions or performances for a minimum of 30 calendar days. If offense occurs during the off-season then the consequence will begin the Monday preceding the first competition or performance. Removal from athletic roll sheet will be at the Head Coach/Director's discretion.
3. The student will complete sixty (60) hours of community service for a 501(c)(3) non-profit organization approved by Coach/Director. The hours will be verified by

Coach/Director prior to acceptance.

4. A negative drug test must be submitted to Coach /Director within 7 calendar days prior to return to competition status. The drug test must be administered by a third party lab or doctor's office at the expense of the student and approved by the Coach/Director prior to returning to competition status.
5. Student must provide proof of and completion of a district approved Alcohol and Drug Awareness Course prior to being eligible for return to competition status.

*\*\*In order to return to active competition/participation, the student must be in good standing with the Extracurricular Program and have completed the criteria outlined in #2, #3, #4, and #5 above.*

### **THIRD OFFENSE:**

1. Parent notification by the Coach/Director.
2. The student will be suspended from participation from all competitions or performances for a minimum of one calendar year. Removal from attendance roster will be at the Head Coach/Director's discretion.
3. The student will complete ninety (90) hours of community service for a 501(c)(3) non-profit organization approved by Coach/Director. The hours will be verified by Coach/Director prior to acceptance.
4. A negative drug test must be submitted to Coach /Director within 7 calendar days prior to return to competition status. The drug test must be administered by a third party lab or doctor's office at the expense of the student and approved by the Coach/Director prior to returning to competition status.
5. Student must provide proof of enrollment in a district approved Alcohol and Drug Education Counseling Program and provide proof of completion at the student's expense.

*\*\*In order to return to active competition/participation, the student must be in good standing with the Extracurricular Program and have completed the criteria outlined in #2, #3, #4, and #5 above.*

### **SUSPENSION OR EXPULSION FROM A PROGRAM**

Any student suspended or expelled from an Extracurricular Program must be given:

- The reason(s) for the suspension/expulsion.
- The time and provisions of the suspension/expulsion.
- The procedures for reentering the program.
- Information on class schedule change or options, and
- The opportunity to appeal.

### **APPEAL PROCESS**

The student has the right to appeal the decision of the Coach/Director to the ECC appeal committee. An appeal must be submitted in writing to the Athletics or Fine Arts Director and received within five (5) business days following the decision to administer consequences under the ECC, otherwise the appeal is untimely.

The ECC appeal committee will be made up of the Athletic Director and/or Assistant Athletic Director, Director of Fine Arts and an administrator of the student's home campus. The ECC appeal committee will hear the student's appeal within 7 business days after notice of the decision by the Coach/Director. The decision of the ECC committee is final and there is no further appeal.

Note: Discipline/Sanctions placed on extracurricular students will be passed from program to program in which the student participates and from one year to the next.

Note: A student's ECC offense count will start over after one calendar year has passed without an ECC violation.

**PLEASE RETURN THIS SIGNED RECEIPT FORM TO COACH/DIRECTOR**

*This form must be turned in to the Coach/Director prior to a student being allowed to participate in an extracurricular activity.*

I have read the **Lake Travis ISD Extracurricular Code of Conduct (“ECC”)** and understand the rules, expectations, and consequences for violations of the **ECC**. Please sign below.

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Print Parent’s Name

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Activity or Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade for 2017-2018