

August 2014

Dear BHS Students and Parents,

**Please be aware that there are significant changes to the Barrington High School Co-Curricular Code for the upcoming 2014-2015 school year. We urge you to read the code with your high school student and be aware of the information within the code, as all students participating in a co-curricular clubs or sports are responsible for adhering to it.**

Barrington Community Unit School District #220 offers a variety of extracurricular programs to provide additional opportunities to students. Participation in these activities is highly encouraged but remains a privilege. Students choosing to participate in these activities bear the responsibility of representing their school both in the community and at school. These extended responsibilities include holding students who choose to participate to a higher standard of conduct as a condition of participation. The goals of an extracurricular program encompass development of healthy living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules and responsibilities. Individual initiative, character and teamwork will be enhanced when there is team cooperation with established procedures. We believe this code will help make participation in our extracurricular program a strong and enduring learning experience. The district #220 staff members remain committed to developing the whole child.

All students involved in extracurricular activities shall comply with these rules and regulations and conduct themselves in a manner that will bring credit and honor to themselves, their schools and their communities. The Code sets forth specific rules for student participation in extracurricular activities as well as the guidelines and procedures to be followed for violations of the rules.

Enclosed is a copy of the Barrington High School Co-Curricular Code. Keep this code as a reference for the remainder of the school year.

Because participants represent their school and community year round, they are expected to maintain high standards of conduct seven days a week, 365 days a year. Students, their parents and school staff members share the responsibility for adhering to these standards. Everyone plays a role in establishing and maintaining a positive image for our school and community.

If you have any questions about the code, please contact Ms. Babbi Barreiro, Head of the Co-Curricular Committee at Barrington High School, via email at [bbarreiro@barrington220.org](mailto:bbarreiro@barrington220.org), or by phone at 847-842-3256.

*Rev: 8/14*

## Co-Curricular Code

### ✓ Prohibited Substances (use or possession)

- All alcoholic beverages
- All controlled substances, except when prescribed for the student by a licensed physician
- Cannabis
- Any “look alike” substance
- Any drug paraphernalia or any device or item which contains residue of an illegal substance
- Any anabolic steroid
- Any substance used to achieve an altered mental state or “high.”
- Tobacco
- Violations of any of the above will result in automatic consequences, spelled out on the final page of this document

### ✓ Prohibited Misconduct

- Misconduct that is contrary to the philosophy and purposes of this code is prohibited. Some examples of misconduct include, but are not limited to;
  - Bullying and intimidation, hazing and harassment of a written, verbal, physical, sexual nature; including but not limited to hand written, technology generated or spoken words.
  - Hosting or organizing a gathering (regardless of intent) or providing a venue where minors and any of the above prohibited substances are present.
  - Assisting in any of the foregoing prohibited activities
  - Illegal acts (excluding possession or use of a prohibited substance
  - Gross insubordination
  - Assault
  - Battery
  - Reckless behavior
  - Extortion
  - Hazing
  - Major school disruptions
  - Theft
  - Fighting
  - Vandalism
  - Mob Action
  - Gang Affiliation
  - Possession of weapons or of look-a-likes
  - Misuse of legal drugs
  - Distribution of controlled substances
- Violations of prohibited misconduct, which may or may not result in a criminal citation/arrest, may result in consequences determined by the Co-Curricular Committee

### ✓ IHSA Performance Enhancing Drug Testing Policy

- Please be aware that Barrington High School does follow all rules and regulations set forward by the Illinois High School Association. A part of the IHSA’s on-going efforts is to raise awareness and reduce the use of anabolic steroids and performance-enhancing dietary substances by student-athletes. The IHSA shall test a random selection of student-athletes throughout the year. All students who are participating in IHSA sanctioned sports could possibly be chosen to be tested at any time during the year.

- For further information please consult the IHSA for more information surrounding the performance enhancement drug policy. You can visit them at their website, [ihsa.org](http://ihsa.org). From their home page, go to the IHSA handbook, open up the IHSA policy link and scroll down to policy #24.

✓ **Attendance at Parties**

- When alcohol or drugs or any other prohibited substances in any form are present at parties, it is recommended that students involved in athletics or activities leave the party immediately.

✓ **Reports of Violations**

- Current Illinois law requires local law enforcement officials to share information with school personnel regarding certain crimes committed by students. Potential code violations are also reported by school faculty and staff members, students, parents, confession of the offender, and other outside sources including, among other things, photographs and computer based social networking websites..

✓ **Duration of Code**

Because participants represent their school and community year round, they are expected to maintain high standards of conduct seven days a week, 365 days a year. Students, their parents and school staff members share the responsibility for adhering to these standards. Everyone plays a role in establishing and maintaining a positive image for our school and community

- A violation occurring when an athlete or student is not directly involved in their extra curricular activity means that suspensions will then be applied to the next season or activity applicable for that student. This could mean that suspensions will be administered the following school year. (Example: A soccer player who has a code violation occur after the soccer season has been completed could have to serve that suspension during the following school year if he is not involved in any other activities/sports).

✓ **Probationary Period**

- A 12-month probationary period begins on the calendar date of the first infraction. A second violation of the Co-Curricular Code during the probationary period may result in disciplinary consequences depending on the severity of the incident. The Co-Curricular Committee will determine these.

✓ **Application of Code**

- The consequences for misconduct in violation of this Code are separate from and in addition to those assigned for violating school rules, school district policies and the law. The Code in no way limits the authority of the administration or the Board of Education to impose other or additional consequences in accord with school rules and district policies.
- Consequences for violating the Co-Curricular code may or may not include the addition of social probation depending on the severity of the incident/violation. These will be determined on a case-by-case basis.

## ✓ Procedure

- The following procedures will generally be followed in enforcing the Code:
  - Upon receiving factual information about a code violation, the Head of the Co-curricular Committee will contact the student and his/her parents and schedule a meeting with them in order to discuss the situation and the pending consequences.
    - If the student has violated the Code by possessing or using any of the prohibited substances, the Head of the Co-curricular Committee will refer to the set of automatic consequences on the final page of this Code.
    - If the student has violated any other portion of this Code having to do with prohibited misconduct, the Head of the Co-Curricular Committee will schedule a meeting between the student, his/her parents and the Co-Curricular Committee. This meeting will occur within 5 days of the original contact between the Head of the Committee and the student and parents. Upon completion of this meeting, the Co-Curricular Committee will render its' decision regarding the consequences for the violation and the student and parents will be notified within 2 days of the meeting.
  - Upon receiving information of a possible code violation without a ticket issued or a direct confession, the Head of the Co-Curricular Committee will meet with the executive members of the co-curricular committee to determine the merits of these allegations and the need for an investigation. If that need is in fact determined then one of the members of the executive board, along with the coach/sponsor will conduct an interview with the implicated students. Consequences will follow depending on the outcomes and determinations of that investigation and the interview process. These outcomes will follow the "violation guidelines listed below as they relate to prohibited substances and/or prohibited misconduct.

## ✓ Voluntary Admission by Student

- If a student seeks out a coach, or sponsor to admit having a substance abuse problem, or to admit that he/she has violated the code, the following provisions shall apply; Voluntary admission must occur prior to any school personnel or police being aware of the incident and the student's involvement. Voluntary admission of a first offense code violation related to use or possession of alcohol/and or drugs may result in loss of extracurricular participation, and consequences may be held in abeyance if the student cooperates with the recommended plan. A mandatory meeting will be held with the student, the parents/guardians, and the Chairman of the co-curricular committee. The meeting will also involve the Assoc. Principal for Student Activities, the Athletic Director or the Fine Arts Chair, depending on the student's extra curricular involvement. The purpose of this provision is to provide help for the student. A specific plan for providing counseling or additional forms of assistance will be designed as a cooperative result of this meeting. Students will only be excused from the penalty for voluntary admissions on one occasion.

### ✓ Violation Guidelines

- Suspension from Co-curricular activities includes games, contests, matches and performances. The student may return to practices and rehearsals provided the mandatory assessment has been completed and evidence of co-curricular service has begun. All consequences must be completed within 30 calendar days from the date of the assessment, or no further participation in any Co-curricular activities will be permitted. Extenuating circumstances will be dealt with on an individual basis by the Head of the Co-curricular Committee in meeting the timeline.
- Please understand that all consequences must be completed prior to starting your next activity.
- If a student chooses not to complete all phases of the required consequences that student does run the risk of losing school privileges (SPURS, Pyramid of Privileges, parking privileges etc.) The Review Board of the Co-Curricular Committee will meet to determine such loss.

### ✓ Co-Curricular Service

- Within consequences for violation of the code, one of the phases of the consequence involves co-curricular service. Co-curricular service will be run through the Associate Principal's office. Mr. Gillette will coordinate all hours for the student.

### ✓ Appeals

- Once the student and parents have been notified of the consequences of the code violation, they do have the option to appeal the decision. The procedure for this review will follow one of two possible formats;
  - **Violations involving possession or use of prohibited substances (automatic consequences as set by the Code)**
    - All requests for review shall be made by the parent or guardian within five school days after receipt of notification of infraction/consequences and shall be made to the Head of the Co-curricular committee.
    - The first level of the appeal will be a meeting between the Review Board of the Co-Curricular Committee, the student and his/her parents. The Review Board is made up of the Associate Principal, the Head of the Co-Curricular Committee, the Athletic Director and the Fine Arts Chair. This meeting will occur within three school days from the request. The student and parents will be notified of the decision by the Head of the Co-Curricular Committee within two school days of the appeal meeting.
    - If, after the first appeal, the parents or student seeks to further appeal the decision, they may inform the Head of the Co-Curricular Committee within 2 school days and he/she will set up the final appeal with the Principal of the High School or his/her designee. This meeting will take place within 3 school days from the request. The principal/designee will render the final decision in an expedient manor. There are no further appeals.

- **Violations involving prohibited misconduct**
  - All requests for review shall be made by the parent or guardian within five school days after receipt of notification of infraction/consequences and shall be made to the Head of the Co-curricular committee.
  - He/she will set up the final appeal with the Principal of the High School or his/her designee. This meeting will take place within 3 school days from the request. The principal/designee will render the final decision in an expedient manor. There are no further appeals.
- \*\* In the event of new additional information (regarding both instances of appeal above), an additional review may be requested through the Head of the Co-Curricular Committee.

## Co-Curricular Code Consequences

			<b>Meeting</b>	<b>Suspension</b>	<b>Community Service</b>	<b>Assessment</b>	
<b>Automatic Consequences</b>	<b>Alcohol Use</b>	<b>1st Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the	25% of the total activity (minimum 1), immediately following the violation	25 hours of mandated community service during the suspension.	Assessment by a BHS approved facility and completion of the agency's recommendation	
		<b>2nd Offense (within probationary period)</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the violation	Disciplinary consequences will depend upon the severity of the incident and will be determined by the Co-Curricular Committee. Consequences may range anywhere from suspension to removal from the current/team or activity for the duration of the current season. Consequences may include removal from other teams or activities for the school year or the pending high school career. Lastly consequences may include various types of high school related social probation.			
	<b>Alcohol Possession</b>	<b>1st Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the	10% of the total activity (minimum 1), immediately following the violation	10 hours of approved mandated community service during the suspension	Assessment by a BHS approved facility and completion of the agency's recommendation	
		<b>2nd Offense (within probationary period)</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the violation	Disciplinary consequences will depend upon the severity of the incident and will be determined by the Co-Curricular Committee. Consequences may range anywhere from suspension to removal from the current/team or activity for the duration of the current season. Consequences may include removal from other teams or activities for the school year or the pending high school career. Lastly consequences may include various types of high school related social probation.			
	<b>Drug Use or Possession</b>	<b>1st Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the	Removal from team/activity for the remainder of the season	40 hours of mandated community service to be completed before any further participation in co-curricular activities	Assessment by a BHS approved facility and completion of the agency's recommendation	
		<b>2nd Offense (within probationary period)</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the violation	Disciplinary consequences will depend upon the severity of the incident and will be determined by the Co-Curricular Committee. Consequences may range anywhere from suspension to removal from the current/team or activity for the duration of the current season. Consequences may include removal from other teams or activities for the school year or the pending high school career. Lastly consequences may include various types of high school related social probation.			
	<b>Tobacco Use</b>	<b>1st Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student	10 % of the total activity (minimum 1), immediately following violation	10 hours of mandated community service	None	
		<b>2nd Offense (within probationary period)</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the violation	Disciplinary consequences will depend upon the severity of the incident and will be determined by the Co-Curricular Committee. Consequences may range anywhere from suspension to removal from the current/team or activity for the duration of the current season. Consequences may include removal from other teams or activities for the school year or the pending high school career. Lastly consequences may include various types of high school related social probation.			
	<b>Tobacco Possession</b>	<b>1st Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student	10 % of the total activity (minimum 1), immediately following violation	10 hours of mandated community service	None	
		<b>2nd Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the violation	Disciplinary consequences will depend upon the severity of the incident and will be determined by the Co-Curricular Committee. Consequences may range anywhere from suspension to removal from the current/team or activity for the duration of the current season. Consequences may include removal from other teams or activities for the school year or the pending high school career. Lastly consequences may include various types of high school related social probation.			
	<b>Consequences To Be Determined by Co-Curricular Committee</b>	<b>Prohibited Misconduct</b>	<b>Each Offense</b>	1. Meeting with Head of Co-Curricular Committee and Parent/Student 2. Inform coach/sponsor of the violation	Disciplinary consequences will depend upon the severity of the incident and will be determined by the Co-Curricular Committee. Consequences may range anywhere from suspension to removal from the current/team or activity for the duration of the current season. Consequences may include removal from other teams or activities for the school year or the pending high school career. Lastly consequences may include various types of high school related social probation.		