

## **DEANS' OFFICE PROCEDURES**

### **ALCOHOL AND DRUGS**

The possession of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal suspension will cause a suspension from school. Use or possession of, or being under the influence of any illegal or controlled substance, including, but not limited to, narcotics, alcohol, unlawful drugs, or "look-alike" drugs will result in a suspension from school. First time offenders have the option to reduce their suspension if they successfully complete a drug assessment at their parent/guardian's expense.

Buying or selling alcohol, unlawful drugs, controlled or "look-alike" substances to other students or persons during school time, on school premises, before or during school-related events are infractions that are subject to suspension, recommendation for expulsion, and referral to law enforcement officials.

Appropriate police authorities may be notified in all alcohol and drug offenses.

### **TOBACCO**

Hinsdale Central High School is a smoke-free campus. Use or possession of tobacco products or smoking materials by students is prohibited in school buildings, on school property, in school buses and during any and all school-sponsored events or activities. Information about the hazards of smoking shall be included in the curriculum.

Any student found to be in violation of this policy will be minimally assigned a Saturday morning detention. Students under the age of 18 are subject to a court date and a fine as per the Village of Hinsdale's local ordinance.

# **ATHLETIC GUIDELINES AND INFORMATION**

## **Athletic Code - Statement of Philosophy**

1. A Code is a system of guiding principles and rules that communicate norms and values and helps individuals distinguish between what is right and what is wrong. This Code outlines Hinsdale High School District 86 and Hinsdale Central's expectations for students who choose to be involved in our extracurricular program.
2. Hinsdale Central High School offers an extensive and diverse athletic program to provide additional learning opportunities to students who wish to develop special interests, skills, and talents to a higher level. Involvement in these activities is voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities justify holding students who choose to participate in the athletic program to a higher standard of conduct as a condition of participation.
3. Students who choose to participate in the athletic program are responsible for behaving in accordance with this Code.

## **EXPECTATIONS**

Students may be suspended from participation in athletic activities for misconduct including but not limited to the following. All participants **MUST**:

1. Realize the importance of academic excellence. (IHSA, Hinsdale High School District 86, and Hinsdale Central require the participant to receive passing grades in at least four [4] classes.)
2. Not use or possess tobacco, alcohol, or illegal drugs. ("Possession" as used in this Code shall mean having any knowledge of, and any control over, an item.)
3. Practice good citizenship in all environments by respecting the property and rights of others. (Poor citizenship includes actions such as stealing, vandalism, and other illegal acts.)
4. Realize the existence of and be held accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in the athletic Code.

## **ATHLETIC CODE – PARENTAL PERMISSION FORM**

The Athletic Code applies to all students who choose to participate in athletic activities. Students are encouraged to discuss any questions regarding the Code with their coaches or sponsors. The Athletic Code-Parental Permission Form is to be signed by a parent (guardian) and participant prior to his/her participation. The commitment that those signatures represent will remain in effect for **ONE CALENDAR YEAR** from the date of last participation by the student. In order for the student to participate after that date, the participant and parent must once again sign said form, which in turn will commit the participant just as stated above. Code violations do, however, carry over from one year to the next.

## **ATHLETIC CODE SUBSTANCE VIOLATIONS**

A participant who uses or possesses tobacco, alcohol, or illegal drugs is in violation of the Athletic Code. A verifiable Code violation is deemed to have occurred when:

- A) A District 86 employee or law enforcement agency, or representative thereof, personally confirms the participant's possession or consumption of tobacco, alcohol, or illegal drugs;

OR

- B) A participant admits to the Athletic Director that he/she has consumed or possessed any above said substance in violation of this Code;

OR

- C) Verification by parent/guardian or District 86 employee or law enforcement agency, or representative thereof, confirming consumption of tobacco, alcohol or illegal drugs at any gathering hosted on private property by the parent(s) (guardian) or family of participant(s) who are subject to the Hinsdale High School District 86 and Hinsdale Central Athletic Code Commitment.

## **ATHLETIC CODE VIOLATION PENALTIES**

NOTE: Participants are subject to disciplinary action for behavior not described in the substance abuse violation section of the Athletic Code. Disciplinary action for behavior in violation of school rules as described in the Hinsdale Central Handbook may also subject participants to disciplinary action under the Athletic Code. Additionally, conduct resulting in the participant's arrest or conviction of an ordinance violation or crime may result in disciplinary action under the Athletic Code.

### **1st Offense**

- A) A meeting including the participant, parents (guardian), Athletic Director and/or coach and/or sponsor will be conducted to discuss the infraction and an intervention meeting may be recommended.

Following that:

- B) The participant must accept suspension from participating contests totaling 25% of those contracted for the season or 30 days of activity participation. A prescribed amount of community service hours may also be assigned.

If the above suspension is not completed by the season/year's end, the suspension is continued to completion during the next season/year in which the student participates. The student may continue to practice or attend meetings during his/her suspension.

## **2nd Offense**

- A) A meeting as described above must be conducted.

Following that:

- B) The participant must satisfactorily complete the appropriate school recognized intervention program before resumption of eligibility is considered.

AND

- C) The student is suspended from participation for a period of one calendar year from the date that the above joint meeting was held. The participant may not practice or attend meetings while serving his/her suspension.

Following that:

- D) The student must submit a formal written request for participation reinstatement to the Principal, the Athletic Director, and the Head Coach/Sponsor. Upon receipt of such request, a favorable consensus may be rendered, therefore reinstating eligibility.

## **3rd Offense**

Eligibility is terminated immediately for the remainder of the student's high school career.

## **NOTIFICATION OF SUSPECTED ATHLETIC CODE VIOLATIONS**

Prior to imposing a penalty under this Athletic Code, the student and his/her parent/guardian will be notified of the suspected violation and will be given an opportunity to respond to the Athletic Director within 48 hours from the time the notice is given. The Athletic Director will give notice by attempting to contact the parent/guardian in writing and/or by telephone. The parent/guardian's response to the suspected Code violation must be made to the Athletic Director within 48 hours of when they first receive notice, whether by the way of telephone or in writing. The Athletic Director and coach/sponsor will consider the response of the parent/guardian before reaching a final decision. The decision of the Athletic Director and coach/sponsor will be final and binding upon the participant. A follow up letter outlining the final decision of the meeting will be sent to the parents/guardians.

## **VOLUNTARY ADMISSION**

A participant may voluntarily admit a substance abuse problem prior to a verifiable offense to the Athletic Director. After admission of a substance abuse problem, the participant may, under some circumstances, be allowed to continue uninterrupted eligibility. However, continued eligibility will only be available to participants who have not previously been disciplined by substance abuse violations. The Athletic Director on a case-by-case basis will determine whether or not a participant who voluntarily admits a substance abuse problem will be allowed to continue uninterrupted eligibility.

## **APPEALS PROCESS**

If an appeal is requested, the Principal or his designee will review the decision of the Athletic Director. During the appeal process, the decision of the Athletic Director shall be enforced.

## **ACTIVITIES GUIDELINES AND INFORMATION**

### **Student Activity Code - Statement of Philosophy**

1. A Code is a system of guiding principles and rules that communicate norms and values and helps individuals distinguish between what is right and what is wrong. This Code outlines Hinsdale Central's expectations for students who choose to be involved in our extracurricular program.
2. Hinsdale Central High School offers an extensive and diverse extracurricular program to provide additional learning opportunities to students who wish to develop special interests, skills, and talents to a higher level. Involvement in these activities is voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities justify holding students who choose to participate in the extracurricular program to a higher standard of conduct as a condition of participation.
3. Students who choose to participate in the extracurricular program are responsible for behaving in accordance with this Code.

### **Sponsor Expectations**

1. The individual sponsor will be responsible for discussing with all club members the specifics of the new Code at the beginning of the year (if a club starts meeting in November, the sponsor is expected to discuss the Code in November). Sponsors must be clear with their club members as to what is expected of them, which includes setting clear rules and expectations for club leaders. Students are encouraged to discuss any questions regarding the Code with sponsors. Interaction must exist between sponsor and members/leaders. Sponsors will discuss the Code in order to open lines of communication and can help students realize what we value as a community.
2. The sponsor may be asked to sit in on an Activities Panel to review infractions.
3. All sponsors are to keep accurate attendance at meetings for the purpose of club rosters, eligibility, and accurate information for transcripts.

### **Student Expectations**

There is a distinct difference between leader(s) and member(s) of any club or activity.

- A) **CLUB LEADERS/PRESIDENTS:** Leaders in the student activities program are also role models for others, and, in addition to meeting the same academic criteria as other leaders in athletics, activity leaders are bound to a Code of **EXEMPLARY BEHAVIOR**; therefore, a high standard is established for club leaders. Leaders are governed by an additional stipulation that states that they must uphold the Code because they are role models and have been elected, been granted, or assumed leadership roles. Consequences for lack of exemplary

behavior are REMOVAL FROM THE LEADERSHIP POSITION if there is one infraction. Leaders may continue membership in the club but cannot hold office. This EXEMPLARY BEHAVIOR expectation becomes active the day students become officers/leaders and have read the Code, and this continues until the final day of their respective leadership positions (when someone else becomes the Club President or leader).

B) CLUB MEMBERS must:

1. realize the importance of academic excellence. (The IHSA and Hinsdale Central require the participant to receive passing grades in at least four classes.)
2. not use or possess tobacco, alcohol, or illegal drugs. ("Possession" as used in this Code shall mean having any knowledge of, and any control, over an item.)
3. practice good citizenship in all environments by respecting the property and rights of others (poor citizenship includes actions such as stealing, cheating, vandalism, and other illegal acts).
4. realize the existence of and be held accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in the Activities Code.

Conduct of all students involved in extracurricular activities will be of the highest caliber in the school, in the community, and during practices and games. Students who do not represent Hinsdale Central in a becoming manner or whose habits, conduct, or character IN OR OUT OF SCHOOL are such as to reflect discredit upon Hinsdale Central, shall be subject to disciplinary measures. This commitment begins with the first day of participation in the club until the club meetings end. If the club meets over the summer, then these expectations apply.

**Activities Code Infractions and/or Violations**

Should Code expectations be violated, the following happens:

- A) Officers/Presidents/Leaders – are made to resign their leadership positions. In order to remain a part of the club or activity, the Officer/President/Leader must accept responsibility for his/her actions and make a public apology to the general club membership.
- B) Club Members – will be disqualified from any and all participation in club activities until assigned community service is completed. Community service will be assigned by the Activities Code Review Panel.
- C) A second infraction will require more extensive community service assigned by the Activities Code Review Panel.
- D) A third infraction will constitute an exemption from the club and membership in all Hinsdale Central High School clubs/activities for the remainder of his/her high school career.

### **Activities Code Review Panel**

The Activities Review Panel will handle infractions of the Activities Code. The panel will consist of the Activities Director, Club Sponsor, President of the Club from which the "offender" is a member, a police liaison, and one student or faculty member from the Activities Code Committee. The panel will convene within a designated number of days of the infraction to discuss the severity of the infraction and decide, incident by incident, the appropriate consequence. Consequences for an activity infraction will occur as a result of direct observation by a school official and/or the result of an investigation by the school administration. Reports of infractions from non-school sources will not be acted upon unless school officials (activity sponsor or administration) substantiate the report through investigation. The student should be informed of the investigation and given an opportunity to speak about the accusation prior to the decision by the panel and the administration. All cases, except self-confession of an offender, are subject to an Activities Code Review Panel appeal. This appeal is an opportunity to present extenuating circumstances. Notice of an appeal must be made to the Activities Director within three days of the consequence being assigned.

Infraction consequences will be in the form of service hours to Hinsdale and the surrounding communities. Service hours must be completed immediately in order to allow the student to return to his/her club. (There will be a minimum time period for the service hours to be completed.) The committee will decide what, where, whom, and which resources to use for community service. The student will not be able to work with a family member, for instance, in order to have hours "signed off on." Service work will be done outside of the school day. There will be a minimum number of service hours designated by the committee, as well.

Students who are involved in a "guilt by association" circumstance will receive consequences deemed appropriate by the Activities Code Review Panel.

**What are the new "nighttime driving restrictions" under the new GDL provisions?**

Effective January 1, 2008, drivers under age 18 may not operate a motor vehicle between the hours of 10 p.m. and 6 a.m., Sunday through Thursday, and between 11 p.m. and 6 a.m. on Friday and Saturday.

**Won't the earlier driving restriction times on nights and weekends prevent my child from getting a job or going to after-school activities?**

Exemptions in the law allow new drivers to drive to and from employment or school-sanctioned activities outside the restriction times.

**Will my child lose their driver's license if they are convicted of violating the nighttime driving restrictions?**

Yes. Effective January 1, 2008, their driver's license will be suspended if they are convicted of violating the new driving curfews.