



John Burroughs High School  
1920 West Clark Ave.  
Burbank, Ca. 91506  
(818) 729-6900/Fax (818) 846-9268



Dear Parent/Guardian,

Welcome to John Burroughs High School Athletics/Activities/Extra-Curriculars! As the staff prepares for their season, you and your child should read the following important information carefully.

The parent/guardian and student are required to sign the attached form to acknowledge the code has been read, is understood by the student and the parent/guardian, and they agree to abide by it. Staff are not permitted to allow a student to practice, play, or otherwise participate in the sport or activity until the student's signed acknowledgment form has been returned to the coach/advisor.

#### **General Conditions of Participation in Athletics, Activities, and Extra-Curriculars**

A. The development of character and proper conduct that is promoted by athletics and activities is central to the educational mission of the school.

B. Students who are involved in athletics/activities are held to a higher standard of conduct as they are representative of their school and school district and serve as role models for others.

C. Participation in all athletics and activities is a privilege offered to students and may be withdrawn on the basis of failure to adhere to the high standards of personal conduct and ethical behavior.

D. In addition to the specific standards set forth in this code, the student's membership and participation in extra-curricular activities, including any disciplinary action, will be determined on the basis of the student's attitude, punctuality, and attendance, and on the basis of the welfare and best interest of the team/group and its participants, the school, and the school district.

E. It is the responsibility of parents and students to familiarize themselves with the terms and requirements of the JBHS Athletic and Activity Code. A student or his/her parent/guardian may obtain an explanation of any part of this code from the Athletic Director, Activities Director or Principal.

F. All standards, rules, and requirements in the JBHS Athletic and Activity Code are in addition to the applicable standards, rules, and requirements of the school sport program/activity group, the school rules, the Burbank Unified School District (BUSD) and the corresponding state or national association the sport or activity is a member of (ex. California Interscholastic Federation (CIF))

G. Professional judgment will be used by coaches, advisors, and administrators in situations not covered by a specific written rule or guideline outlined in this or other school/district documents and/or policies.



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## **John Burroughs Athletics, Activities, and Extra-Curriculars Code of Conduct**

Activity/athletic participants are defined as students in school-sponsored activities/athletics that represent the school publicly or competitively with other schools. All students and their parents/guardians are expected to carefully review the following Athletics and Activities Code of Conduct in order to have a thorough understanding of the rigorous conduct standards expected of all JBHS students who participate in athletics and activities. The code of conduct is based on the belief that participation in athletics and activities is a privilege and not a right. By accepting this privilege, students are expected to adhere to a higher standard of conduct. All JBHS advisors, coaches, volunteers, and staff are committed to enforcing the Code of Conduct and the behavior expectations described in the BUSD Parent/Guardian Student Handbook.

Students who are selected for the privilege of membership on athletic teams and other school-sponsored activities must conduct themselves as exemplary representatives of JBHS at all times. Members of teams and organizations who fail to abide by the rules for participation are subject to disciplinary actions. Likewise, all spectators – including parents/guardians – are expected at all times to use respectful language and behaviors; failure to do so may result in prohibited or limited attendance at school-sponsored athletic events or activities.

### **Academic Achievement**

- Student in grades 9-12 shall have a minimum grade point average of 2.0 and have passed a minimum of four classes with a letter grade the previous grading period to be eligible to participate in activities and/or athletics.
- A student shall be placed on probationary status and participate in activities and/or athletics if the grade point average for the previous grading period fell below a 2.0, as long as the student passed four classes with a letter grade.
- Any student who has an Individualized Educational Program (IEP) who has not met the CIF or JBHS academic standards due to his/her disability may still be eligible to participate in activities and/or athletics if the student's IEP team determines that the student is making adequate educational progress toward meeting his/her goals and objectives and a change of services or programming is determined to be necessary.

### **Citizenship**

- A student participating in activities and athletics shall conduct him/herself in a positive and appropriate manner.
- All rules and procedures in the Code of Conduct shall be followed. A student who violates the Code of Conduct risks loss of eligibility for participation in activities and athletics.
- The admission of facts which constitute a criminal offense, or conviction of criminal offense, either felony or misdemeanor (excluding minor traffic violations), may result in suspension or exclusion from all activities/athletics participation. This is not intended to supersede the Burbank Unified School District student discipline policy and administrative regulations.





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### **Attendance**

- On the day of activity or event, a student must attend school for a minimum of four periods during the school day unless the student has a pre-authorized absence and/or clearance. In addition, any corresponding period absences must be excused through the attendance office. Any participant suspended from school will not be eligible for activities or athletics practice, competition, and/or performance during the length of the suspension.

### **Disciplinary (Additional consequences to School, District, and State Policies)**

- The procedures outlined in this document apply to John Burroughs High School activity/athletic participants. The procedures will be administered by the coach/advisor in conjunction with the building administration. These procedures are in effect upon a student's initial enrollment in any school-sponsored activity or athletic program. They remain in effect until the student graduates or transfers from John Burroughs High School. (365 days a year)
- Consequences outlined in items number one and number four below will be cumulative. A student who transfers into JBHS from another school district will maintain the cumulative offense status described in these procedures. Similar violations from prior schools will apply at JBHS.

### **Prohibited Activities and Violations of the Code of Conduct and Corresponding Consequences**

1. **Illegal Possession, Use, Distribution, Sale, or Abuse of Alcohol, Drugs, and Tobacco**
  - 1.1. No activity/athletic participant shall illegally possess, use, distribute, sell or be under the influence of alcohol, performance enhancing drugs, inhalants, or controlled substances of any kind except as prescribed by a medical professional. (Note: The sale and/or distribution of drugs will result in an automatic expulsion from the Burbank Unified School District.)
  - 1.2. The illegal possession, use, distribution, or sale of alcohol, performance enhancing drug, or controlled substances, or a determination by a school official that a participant illegally used either alcohol, performance enhancing drugs, or controlled substances will subject the participant to the following consequences in addition to school disciplinary procedures:
    - 1.2.1. First Offense-Suspension from 50% of the total number of performances/contests in that participant's current "season." This takes place from the date that knowledge of the violation became known to a school official. In the event of a first offense, if there is not 50% of the performances/contest remaining, the count will resume with the first performance/contest of the next activity/athletic season in which the participant is involved.
      - Following the incident, a meeting will be held with the participant, the parent/guardian, a counselor and other appropriate professionals to discuss and develop a contract. Agreement to follow the contract and the activity/athletic director or principal approval are required for reinstatement in the program. Failure to comply with the contract following a first offense will result in the imposition of a sanction under 1.2.2.





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- 1.2.2. Second Offense- Suspension from 100% of the total number of performances/contests in that participant's current "season." This takes place from the date that knowledge of the violation became known to a school official. In the event of a second offense, if there is not 100% of the performances/contests remaining, the count will resume with the first performance/contest of the next activity/athletic season in which the participant is involved.
  - 1.2.3. Third Offense-One calendar year suspension from all activity/athletic participation from the date that knowledge of the violation became known to a school official. The participant will follow the recommendations from the assigned contract including participation in an approved community alcohol or other drug education program. Agreement to follow a contract, the recommendations of a substance abuse counselor or other appropriate professional, and the activity/athletic director or principal approval are required for reinstatement in the program. Failure to comply with the recommendations following a third offense will result in the imposition of a sanction under 1.2.4.
  - 1.2.4. Fourth Offense--Full exclusion from all activity/athletic programs while enrolled at JBHS or full exclusion from all activity/athletic programs while enrolled in any high school in the BUSD, whichever applies to the participant.
- 2. In the company of persons who are illegally in Possession, Use, Distribution, Sale, or Abuse of Alcohol, or Other Drugs.**
- 2.1. Any participant who finds himself/herself in the company of persons who are illegally possessing, using, distributing, selling or are illegally under the influence of alcohol, performance enhancing drugs, inhalants, or controlled substances of any kind except as prescribed by a medical professional, is expected to take all reasonable actions necessary to leave the situation. "In the company of persons who are illegally possessing, distributing, selling, or abusing alcohol or other drugs" includes willingly remaining at a function while aware that illegal activity as noted above is occurring. Failure to do so will subject the participant to the following consequences in addition to school disciplinary procedures:
    - 2.1.1. First Offense-A conference with the parent and student and a written notification, in the form of a certified letter, of a participant's failure to leave the situation will be sent to the participant's parents. Suspension from 25% of the total number of performances/contests in that participant's current "season."
      - All consequences take place from the date that a violation is confirmed. In the event there is not the corresponding percentage of the performances/contests remaining, the count will resume with the first performance/contest of the next activity/athletic season in which the participant is involved.
    - 2.1.1 Second Offense-Suspension from 50% of the total number of performances/contests in that participant's current "season." This takes place from the date that knowledge of the violation became known to a school official.
    - 2.1.2 Third Offense-Suspension from 100% of the total number of performances/contests in that participant's current "season." This takes place from the date that knowledge of the violation became known to a school official.





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2.1.3 Fourth Offense-One calendar-year suspension from all activity/athletic participation from the date that knowledge of the violation became known to a school official.

**3. Hazing and bullying activities are strictly forbidden at any time and in any location.**

3.1. Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. (Adapted from the definition of hazing adopted by the National Federation of State High School Associations.) Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

3.1.1. Consequences will be assigned as outlined in section 1.2.1 – 1.2.4

**4. Gross misconduct that is considered detrimental to his/her team or school.**

4.1. Some examples of gross misconduct may include, but are not limited to, illegal or criminal behavior, theft, fighting, vandalism, fabrication of facts to school officials, severe academic dishonesty, falsifying information/signatures.

4.1.1. Consequences will be assigned as outlined in section 1.2.1 – 1.2.4

## **Reporting**

Any person from the public may report to the Athletic Director or Administration an alleged violation of the Code of Conduct at any time. After verifying the validity of the report, school authorities will investigate and follow appropriate due process procedures. Coaches, teachers, school staff, and employees are required to share information provided to them to appropriate authorities including school administration.

## **Self-Reporting a Code of Conduct Violation**

A participant or parent/guardian may voluntarily report to the Athletic Director or other school authority a first-time Code of Conduct violation involving any of the prohibited activities listed above. The participant or parent will not be eligible for the terms of self-reporting after school authorities have initiated an investigation involving the violation. In other words, as soon as the participant or parent/guardian is aware that the participant has committed a code violation, they must immediately notify the athletic director or other school administrator. Self-reported incidents may result in further investigation by school authorities for verification or for school-related purposes involving other students. Legitimate self-reported incidents will be recorded as a first offense, but the consequences will be held in abeyance (i.e., "put on hold") provided the individual maintains behaviors consistent with the expectations and standards of the Athletic and Activities Code of Conduct and all district/school rules and policies as well as adheres to a contract developed by administration coaching staff. Self-reporting may be used one time only in the participant's academic career and only with regard to a first violation. If the student commits an additional violation of the Code of Conduct, he or she will be held accountable for consequences appropriate for a second offense.



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### Athletics and Activities Statement of Understanding

Student should review the following, initialing each statement and signing at the bottom.

Initial

I have received and reviewed the Athletics and Activities Code of Conduct and the Burbank Unified School District Code of Conduct and agree to meet expectations outlined within.

I accept that I have a responsibility to represent my school and community in a positive manner and will conduct myself with honesty, integrity, and respect for others at all times.

I understand that I must be in attendance at school in order to practice, compete, or participate in athletics or extracurricular activities and will provide written notice, signed by my parent/guardian, when I need to miss practice, meeting, or any event.

I agree to follow all expectations outlined in the Athletics and Activities Code of Conduct as well as the Burbank Unified School District Student Code of Conduct.

I will not engage in and will not be tolerant of violent acts, including assaults on persons or property, abusive language, harassment, hazing, stalking, sexual violence, or any other conduct prohibited by law. If I witness such acts perpetrated by others, I will report them to my coach or administrator.

I will not engage in any act, including via social media, that subjects another person, voluntarily or involuntarily, to abuse, mistreatment, humiliation, harassment, or intimidation. If I witness such acts perpetrated by others, I will report them to my coach or administrator.

I will not consume or use alcoholic beverages, anabolic steroids, tobacco, and illegal drugs or abuse energy drinks and dietary supplements.

If I observe a fellow student in distress of any kind, I will notify a coach or activity sponsor immediately.

I understand that failure to conduct myself responsibly, as stated and implied in the Athletics and Activities Code of Conduct may result in sanctions, ranging from limited participation up to and including suspension or dismissal from the team.

Parent should review the following, initialing each statement and signing at the bottom.

Initial

I realize that by not following proper behavior requirements while attending an athletic/activity event, I may be removed from that activity and possibly the remainder of the events associated with that sport activity.

I agree to be a positive supporter of my child's participation in athletics/activities. I agree to allow coaches to coach and advisors to lead.

If I have a question or concern, I will communicate in the following sequence: Coach or Advisor, Activities/Athletic Director, Assistant Principal, Principal, and lastly District Office Officials.

Student Name (Print): \_\_\_\_\_,  
Last First

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_