

CO-CURRICULAR CODE

Sequim High School

MISSION STATEMENT

Our mission for the Sequim High School co-curricular program is to provide an opportunity for our students to be involved with a quality program in a variety of activities which will enhance and support the academic program as well as promote emotional, physical, and social growth and development.

PROGRAM GOALS

1. The opportunity to participate will be made available to each student.
2. All students will experience learning opportunities in discipline, emotional control, and sportsmanship.
3. All students are expected to reach their full potential scholastically and maintain grades at or above the minimum requirements of the WIAA and Sequim High School.
4. All students are expected to follow training and behavior guidelines as established by Sequim High School and will understand the consequences for not meeting those standards.
5. Coaches and advisors are encouraged to continually improve their effectiveness by attending clinics, workshops and similar activities.
6. Multi-sport participation and commitment to programs throughout the school year is encouraged.
7. To build a tradition that the school, community, and participants will look upon with pride.

SECTION I - THE NATURE OF CO-CURRICULAR ACTIVITIES

Definition of Co-Curricular: “Co-Curricular” is defined by board policy as “purposeful learning experiences, some of which are more appropriately conducted outside of the approved curriculum of the district.” Such program offerings and activities, “shall ordinarily be conducted wholly or partly outside the regular school day.”

Participation in the co-curricular activities programs are completely voluntary. These are opportunities that Sequim High School makes available to all students.

Participation is not required for graduation, nor are athletic credits needed for college entrance. Involvement in the co-curricular activities program however, does require extra effort, and extra time, on a voluntary basis beyond the regular school day. Although participating voluntarily, the students who make up our teams and organizations do represent their student bodies and communities. Therefore, standards including academic requirements, citizenship, sportsmanship, conduct, conditioning, and loyalty, must be encouraged and maintained by all at a high level. The total school program is reflected in the co-curricular activities program.

The selection of program members is not based only upon ability, but also upon attitudes, work habits, cooperation, academic standing, and a sincere desire by the student to participate in a manner that compliments the school and community.

SECTION II - SCOPE OF COVERAGE

- A. This Co-Curricular Code has been designed to cover all extra curricular activities including the cheerleader program at Sequim High School grades 9 – 12. Upon the first signing by student/parent, the regulations outlined in this code are in effect and will remain so throughout the high school career of the student whether that be terminated by a withdrawal from school or graduation. Students who have signed the policy and later withdraw from school, and then return to Sequim High School, will, as matter of re-enrollment, be covered by the original signing. The policy also covers any school related events which occur during the summer months.
- B. **Definition of “Season”:** A student’s co-curricular “season” begins with the first allowable practice date of any Sequim High School sponsored athletic activity until the last day of school. There are no “between seasons” during the school year.

SECTION III - TRAINING RULES

Students must realize that their primary purpose in attending school is to acquire an education. Activities are an extension of the education day and all students are encouraged to realize that how they represent themselves to others is a vitally important part of their learning experience. All students, in every endeavor at Sequim High School, are encouraged to strive for excellence.

- A. All students representing the Sequim School District are expected to exemplify the highest standards of good sportsmanship. Sportsmanship is showing the qualities of being courteous, fair, and showing great respect to officials, opponents, teammates, coaches, fans, and all others associated with the activity or contest. Unsportsmanship like conduct related to athletic contests may result in probation, exclusion, or permanent dismissal from participation in the activity and/or school. Such action shall be the decision of the coach, athletic director, and assistant principal and principal.
- B. Personal Appearance: each student participating in school sponsored activities is encouraged to be neat, clean, well groomed, and shall meet standards of grooming as determined by the coach and the athletic director, assistant principal, and principal.
- C. The Sequim High School Co-Curricular Substance Use Policy shall be strictly enforced.
- D. Criminal Acts: This will result in a thirty (30) calendar day exclusion from all activities or permanent dismissal from all activities currently engaged in, at the discretion of the athletic director, assistant principal or principal, depending on the severity of the offense.
- E. Conduct bringing discredit to the school: Students involved in co-curricular activities are expected to be good citizens at all times on and off campus. Disruptive behavior, fighting, profane or obscene language, vulgarity, persistent tardiness, truancy, and other violations of school or civil regulations are grounds for probation, exclusion or permanent dismissal.
- F. Suspension – In School: Any violation or accumulation of violations, of school policy outlined in the Student Handbook which would produce a day(s) of I.S.S., will result in an exclusion from contests for the duration of I.S.S., but, the student will be allowed to participate in practices.
- G. Suspension – Short Term: Any violation or accumulation of violations of school policy outlined in the Student Handbook, which would produce a short-term suspension, will result in exclusion for the duration of the suspension.
- H. Suspension – Long Term: Any violation of school policy as outlined in the Student Handbook, which would produce a long term suspension, will result in dismissal from all athletic activities currently engaged in.
- I. Attendance:
 - 1. Any student participating in school sponsored athletic events, must attend all classes in order to practice/participate that day. The athletic director, assistant principal, or principal, must approve exceptions to this requirement.
 - 2. Students are to be in attendance beginning first period the day following any athletic event.

The following will serve as guidelines for exceptions:

- a. A student must be pre-excused for a medical appointment.
- b. A student may be excused for family matters such as death, severe illness, or some other emergency. (Final decision resides with the athletic director.)
- c. Prior arrangements have been made with the athletic director, assistant principal, or principal.

SECTION IV – ENFORCEMENT OF TRAINING RULES

The head coach, athletic director, assistant principal, and principal, shall be responsible for all decisions relating to disciplinary action resulting from violation of training rules.

A. *Procedure*

A student who violates rules and regulations shall be subject to probation exclusion or permanent dismissal from the activity, as stated in the training guidelines.

B. *Disciplinary Action*

The head coach/advisor of each activity has the prerogative to discipline a student who refuses to observe acceptable patterns of behavior. Such disciplinary action may include exclusion or permanent dismissal from the activity. Such action may be the decision of the head advisor, the athletic director, assistant principal, and principal.

The head coach may develop rules that are more specific and/or stringent than the rules of the Co-Curricular Code. These rules must be written and handed out to students at their first practice or meeting.

SECTION V – GRIEVANCE PROCESS

Student, parent, athletic director, coach/advisor, assistant principal, and/or principal shall be notified initially of the infraction, either verbally or in written form. This shall be followed by a letter of explanation outlining the policy infraction, date of infraction, action being taken, and grievance (due process), which shall be forwarded to the student/parent, athletic director, assistant principal and/or principal.

A student or parent/guardian who believes that he/she was unfairly treated, excluded or permanently dismissed from a co-curricular activity, is entitled to use the following grievance process:

- A. Resolve the problem with the coach involved. If unsuccessful.....
- B. Resolve the problem with the athletic director, assistant principal and principal. If unsuccessful...
- C. Provide the athletic director with a written request that asks for a hearing before the Appeals Committee within five (5) school days of the date the sanction was imposed.
 1. The Grievance Committee shall convene within three (3) school days of the day the athletic director receives the request.
 2. The student may not participate in the activity until the Grievance Committee has made a decision.
 3. For athletes, the Grievance Committee shall be comprised of three off-season athletic coaches, assistant principal, principal and two non-school members of the community.
 4. The athletic director or activity coordinator shall serve as an ex-officio non-voting member and will moderate the hearing.

5. The aggrieved party may file a grievance with the superintendent of schools within three (3) school days of the decision rendered by the Grievance Committee. The superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
6. The aggrieved party may appeal the superintendent's decision to the board of directors within three (3) school days. The board of directors, after hearing the case in detail, shall render a decision on the case within ten (10) school days of the hearing. This decision shall be final.

SECTION VI – ELIGIBILITY

Part of the mission of co-curricular activities is for students to reach their full potential scholastically and learn to exercise discipline and emotional control in all areas of their lives.

A. Eligibility Standards

In order for a student to be eligible for participation in an athletic activity, the following criteria must be met:

1. A signed signature approval form on file in the school office.
2. Purchase an ASB card.
3. All fees/fines paid up.
4. Completed and current physical on file.
5. Completed weight permit (wrestling only) on file.
6. Meet all scholastic/attendance requirements.
7. Excellent conduct – meaning no disciplinary referrals.
(See Section III, Page 2)

B. Scholastic Requirements – Scholarship

1. In order to maintain athletic eligibility during the current semester/trimester, the student shall maintain passing grades in a minimum of four(4) full-time subjects. Any class taken one period daily for the duration of the semester/trimester shall be considered a full-time subject. Schools shall establish a grade monitoring system to ascertain the student's passing status in four(4) full-time status.
2. A student shall have passed at least four(4) full-time subjects (at least two credits) in the immediately preceding semester/trimester in order to be eligible for competition the succeeding semester/trimester. The record at the end of the semester/trimester shall be final, except for those credits earned in a regular accredited summer school program, and accepted by the school district.
3. Incomplete(s) may be made up for credit during the first five(5) weeks of the subsequent semester/trimester. The student shall be ineligible for inter-scholastic competition until the incomplete(s) are cleared.
4. A student who has been in regular attendance at least fifteen(15) weeks of the previous semester (10 weeks of the previous trimester), but failed to make the grade requirements of 2.0, shall be placed on probation during the first five(5) weeks of the succeeding semester/trimester and shall be ineligible during this time. If, at the end of the probation period, the student is passing in at least four(4) full time subjects, the student may then be reinstated for interscholastic competition. Each student is eligible on Monday of the sixth week. In the event of a school holiday, three or more teaching days shall constitute a week.

Previous Semester

1. The student shall have been in regular attendance in an elementary, intermediate, middle level, or high school, during the semester/trimester immediately preceding the semester/trimester in which the contest is held.
2. A student who fails to complete the previous semester/trimester, shall be ineligible for athletic competition unless the student was in regular attendance, a minimum of fifteen(15) weeks of the previous semester, or ten(10) weeks of the previous trimester.

C. Quitting/Cutting

Students may be allowed up to a two-week period from the official start of the season to try out for a sport. If the athlete is cut, or if she/he quits, during this two-week period, she/he is eligible immediately for another sport upon meeting minimum requirements in that sport.

Athletes who are cut or who are permanently dismissed after the first two weeks, or after the first game (whichever comes first), are not eligible until the next sports season starts. Students reporting after the first official day of practice may be given two weeks from his/her first practice to try out without penalty.

The mutual agreement of two involved coaches may cause a student to become immediately eligible upon meeting minimum requirements in that sport after the two-week tryout period. The athletic director, assistant principal, or principal, will make the final decision in all such matters.

D. Running Start Students

Students involved in the Running Start program must meet all Sequim High School academic eligibility requirements. It will be the responsibility of the student to submit a copy of their grade report at the conclusion of each grading period.

SECTION VII – STUDENT ACCIDENT INSURANCE

Every student involved in athletics, and some activities, must be covered by accident insurance. If a private insurance carrier covers a student, a completed insurance waiver must be signed and turned into the office prior to participation. If a family has no coverage, then school accident insurance coverage must be purchased.

SECTION VIII – TRAVEL

A. Travel – Transportation to and from co-curricular activities will be School District buses or vans.

1. All students must travel to and from activities with the group and in transportation provided for this purpose. (In special situations, only upon personal request by parent/guardian to the coach, will this be waived to allow the student to travel with his/her parent/guardian. Parents are encouraged to make such requests prior to the event. Students will be released to parents/guardians only.)
2. Each student will remain with the group and under the supervision of the coach when attending away activities.
3. Each student while traveling to and from away activities will obey all school bus regulations.
4. It is requested that students be conscious of what constitutes appropriate dress for home and away activities.

B. School Bus Policy for Co-Curricular Activities

Where there is a coach present, his/her specific assignment is to enforce all rules and regulations set forth by the School District and the particular driver on that bus. The coach is directly responsible for the control of the students. However, it should be noted that the driver's responsibility is for the safety and welfare of the students and personnel on the bus, and therefore, she/he is in a position of final authority and must make the final decision on all matters.

Bus Behavior Rules:

1. Students must remain seated while the bus is in motion.
2. Students may stretch their legs out into the aisle.
3. No unnecessary noise or commotion shall be permitted on the bus.
4. There must be no tampering with the bus or bus equipment.
5. Students are not to use vulgar or profane language.
6. Students are not to shoot or throw anything while on the bus.
7. Students are not to put their head or arms out of the windows.
8. Students may not cross the street or highway to the rear of the bus.
9. Any object that can become an injury factor in case of an emergency must be secured. Example: javelins must be kept in containers and shots and dicusses kept in bags anchored at the front of the bus.
10. Radios and tape decks are allowed on the bus ONLY if played through earphones and must be kept at seat level. State law does not permit extended antennae.
11. Eating is allowed on the bus, but all waste is to be placed in garbage bags and bags removed from the bus at the end of the trip. It shall be the driver's responsibility to provide bags or other refuse containers.

SECTION IX – OPEN FACILITIES CONCEPT

The purpose of having open facilities is to encourage participation of students in more than one competitive or recreational endeavor, and to provide opportunities to improve the skill level of a person through playing.

The following policy will be strictly adhered to concerning open facilities:

- A. No student/athlete who quits or is permanently dismissed from a sport after the first two weeks, or after the first game, (whichever comes first), will be eligible for open facilities until the end of that WIAA sports season.
- B. The open facilities must be advertised to the entire student body four(4) times in the two weeks prior to the opening date.
- C. The open facilities must be open to the entire student body for activities appropriate for the facility.
- D. The open facilities program will start and close on the following dates:
 1. October 1 to the date of the first winter season practice.
 2. January 2 to the date of the first spring season practice.
 3. April 1 to the end of school.
- E. *Role of open facilities supervisor:*
 1. The person in charge will be responsible for equipment issue and the overall discipline organization of the time period.
 2. The person in charge may not do any teaching of sports skills during the time period. The exception to this would be if the safety of an individual were involved.

SECTION X – LETTER AWARDS

Lettering Requirements: Requirements for lettering have been developed by the coaching staff, advisors, Athletic Director, and the Activities Coordinator.

SECTION XI – SEQUIM HIGH SCHOOL CO-CURRICULAR SUBSTANCE USE POLICY

A student who participates in extra-curricular activities will not possess or consume tobacco, alcohol, and/or illegal drugs, “nor” will they be in attendance at a location where tobacco, alcohol, and/or illegal drugs are unlawfully used.

PROCESS STEPS FOR VIOLATION OF CO-CURRICULAR SUBSTANCE USE POLICY FOR ALCOHOL AND TOBACCO

I. FIRST VIOLATION

After the initial signing of a co-curricular policy statement, if at any time during his/her high school career, a student commits a first offense, she/he will be immediately excluded from all games, contests, or events and must choose either **A** or **B** below.

- A. **EXCLUSION FROM ALL CO-CURRICULAR ACTIVITIES** for the remainder of his/her high school career or until **step B** is completed.
- B. **COMMITMENT TO ALL OF THE FOLLOWING PROCESS STEPS.**
 - 1. At the expense of the violator, consent to an appropriate drug/alcohol assessment by a certified drug alcohol assessor, sign a release of information to the school, and follow the recommendations made by the assessor.
 - 2. A violator will not participate in any games, contests, or events, for 30 successive calendar days during the WIAA school year. If the infraction occurs out of season, the exclusion will start with the next activity in which the student wishes to participate. It is understood that he/she will complete **OPTION B**; otherwise, the exclusion will carry to the next year’s sport/activity.

II. SECOND VIOLATION

If at any time during his/her high school career, a student commits a second offense, the student will be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation.

At the expense of the violator, an appropriate drug/alcohol assessment by a certified drug alcohol assessor must be administered and the recommendations of the assessment completed.

III. THIRD VIOLATION

A student who violates for a third time shall be permanently ineligible for interscholastic competition.

PROCESS STEPS FOR VIOLATION OF CO-CURRICULAR SUBSTANCE USE POLICY FOR LEGEND DRUGS

I. FIRST VIOLATION

A student athlete shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the student athlete wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete's case. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

A student athlete who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete, may allow him/her to have eligibility re-instated in the athletic program, pending recommendation by the school eligibility authority.

II. SECOND VIOLATION

A student athlete who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

III. THIRD VIOLATION

A student athlete who violates for a third time, RCW 69.41.020 – 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

IV. "RUNNING START" ELIGIBILITY STANDARDS

"Running Start" students, who participate in club sport programs at the post-secondary institution they attend, forfeit their eligibility for the corresponding WIAA sanctioned sport.

18.23.1 Member of the School

The "Running Start" student must be included on the school's P-223 count submitted to SPI.

The school of eligibility must be the "School of Record" for the "Running Start" student and include the same transcript records as all other students.

18.23.2 Regular Attendance

I have read, understand, and agree to abide by the above stated regulations.

Upon completion of reading the Co-Curricular Code, parent and student are to sign the "Signature Approval Form" which is to be returned to the Athletic Office at Sequim High School. The Co-Curricular Code is to be kept by the student and parent for reference.

