

**HOQUIAM HIGH SCHOOL
EXTRA-CURRICULAR
CODE OF CONDUCT**



School Board Approved August 2018



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PRE-AMBLE

- 1.1 Students who choose to become athletes or extra-curricular leaders do so knowing extra effort, time and sacrifice are required.
- 1.2 With this decision comes the privilege of participating in a well-organized program which is of special interest to them and for which the school and community provide additional financial resources.
- 1.3 Hoquiam athletes/extra-curricular leaders have a responsibility to themselves, their families, their coaches/advisors, their team/group, and to their community.
- 1.4 Because these students are exposed to heightened risk of injury associated with participation in the sport/activity, and because they are role models to our community, they are expected to comply with more stringent standards than those found in the student conduct code applicable to students in general.

2 PARTICIPATION

- 2.1 All Hoquiam High School extra-curricular participants are subject to this code of conduct.
- 2.2 Regulations apply to all students involved in the following activities:
 - a. WIAA recognized and sanctioned athletics and activities
 - b. All non-athletic extra-curricular activities and competitions for which the school provides partial or total financial support
 - c. Activities that require practice, rehearsal, preparation, and/or competition during non-school hours.
 - d. Activities that are considered to be curricular in nature, an extension of a classroom experience, require participation, and are subject to grading are excluded from this policy, but may not travel to events if grades are not in compliance with policy rules. Examples of these include:
 - 1. All graded extra-curricular activities



2. Clubs with state competitions (FBLA, FCCLA, SkillsUSA, DECA) (cannot travel)
3. National Honor Society (cannot travel)
4. Associated Student Body (cannot travel)
5. Drama
6. Band/Choir
7. Clubs without competitions (cannot travel)

- 2.3** Discipline incurred under this code during the high school years will be cumulative.
- 2.4** Duration: This Extra Curricular Code of Conduct will be in effect 365 days a year.
- 2.5** Participants must be in good standing academically and with the code in order to be excused to leave prior to the end of the school day.

3 REGULATIONS:

- 3.1** All subjects in this category are cumulative for four years and will be honored for new students coming in from another school. School discipline will trump the extra-curricular code of conduct when the discipline exceeds the code of conduct. (Example- selling drugs at school or school events is an expulsion)

ALCOHOL:

- 3.1.1 The consumption, possession, selling/purchase of alcoholic beverages, (including use of medication containing alcohol for non-medical purposes) is forbidden and will result in the appropriate disciplinary action.
- 3.1.2 Association/attendance at an event where the illegal consumption-possession-selling-purchasing of alcohol occurs, in or outside of school hours, is forbidden and will result in the appropriate disciplinary action.

DRUGS:

- 3.1.3 The illegal consumption, possession, sale, or purchase of drugs, narcotics, is forbidden and will result in the appropriate disciplinary action.
- 3.1.4 Association/attendance at an event where the illegal consumption, possession, sale or purchasing of such drugs occurs, in or outside of school hours, is forbidden and will result in the appropriate disciplinary action.
- 3.1.5 The consumption or possession of over-the-counter drugs for non-medical use is forbidden.
 - 3.1.5.1 This can also apply to products used in an attempt to increase athletic performance. (Examples – Steroids, Human Growth Hormones, any illegal substances)



TOBACCO:

- 3.1.6 The consumption, use, possession, or sale of any tobacco product, in school or outside of school hours is forbidden and will result in appropriate disciplinary action. This includes ECIGS and Vaping.

4 PROCEDURES:

LEVEL ONE A: When a student volunteers or truthfully admits for the first time that he/she has violated this code with respect to alcohol or drugs and requests help, the matter will be considered to be a guidance rather than a discipline problem.

- 4.1.1 The student must voluntarily complete an alcohol/drug assessment
- 4.1.2 The student will be suspended from play for a minimum of two interscholastic events or two weeks of the season, whichever is greater.
 - 4.1.2.1 According to WIAA 18.27.3C: the student who is on suspension may be on the team bench, but not in the school uniform during the suspension period.
- 4.1.3 The suspension may extend into the next co-curricular season.
- 4.1.4 The student shall be reinstated after the assessment and suspension has been fulfilled, provided that the student continues to follow the course of treatment recommended in the alcohol/drug assessment.
- 4.1.5 In order to resume participation, the student and his/her parent/guardian shall meet with the Athletic Director to review the conditions for future participation.
- 4.1.6 Failure of the student to follow this option will result in moving to Level One B.

LEVEL ONE B: A student that violates this code for the first time and does not satisfy the conditions of Level One A shall be disciplined in the following manner:

- 4.1.7 The student must voluntarily complete an alcohol/drug assessment
- 4.1.8 The student will be suspended from play for a minimum of four interscholastic events or four weeks of the season, whichever is greater.
 - 4.1.8.1 According to WIAA 18.27.3C: the student who is on suspension may be on the team bench, but not in the school uniform during the suspension period.
- 4.1.9 The suspension may extend into the next extra-curricular season.
- 4.1.10 The student shall be reinstated after the assessment and suspension has been fulfilled, provided that the student continues to follow the course of treatment recommended in the alcohol/drug assessment.
- 4.1.11 This violation shall also result in a loss of letter.
- 4.1.12 In order to resume participation, the student and his/her parent/guardian shall meet with the Athletic Director to review the conditions for future participation.



LEVEL TWO: A student that does not satisfy the conditions of Level One or commits a second violation

- 4.1.13 The student must voluntarily complete an alcohol/drug assessment
- 4.1.14 The student will be suspended from play for a minimum of eight interscholastic events or eight weeks of the season, whichever is greater.
- 4.1.15 The suspension may extend into the next extra-curricular season.
- 4.1.16 The student shall be reinstated after the assessment and suspension has been fulfilled, provided that the student continues to follow the course of treatment recommended in the alcohol/drug assessment.
- 4.1.17 According to WIAA 18.27.3C: the student who is on suspension may be on the team bench, but not in the school uniform during the suspension period.
- 4.1.18 This violation shall also result in a loss of letter.
- 4.1.19 In order to resume participation, the student and his/her parent/guardian shall meet with the Athletic Director to review the conditions for future participation.

LEVEL THREE: A student that does not satisfy the conditions of Level One or Level Two or commits a third violation,

- 4.1.20 The student must voluntarily complete an alcohol/drug assessment
- 4.1.21 The student will be suspended from play for one calendar year.
 - 4.1.21.1 According to WIAA 18.27.3 C: the student who is on suspension may be on the team bench, but no in the school uniform during the suspension period.
- 4.1.22 The suspension may extend into the next extra-curricular season.
- 4.1.23 The student shall be reinstated after the assessment and suspension has been fulfilled, provided that the student continues to follow the course of treatment recommended in the alcohol/drug assessment.
- 4.1.24 This violation shall also result in a loss of letter.
- 4.1.25 In order to resume participation, the student and his/her parent/guardian shall meet with the Athletic Director to review the conditions for future participation.

LEVEL FOUR: A student that does not satisfy the conditions of Level One, Level Two or Level Three, or commits a fourth violation

- 4.1.26 The student shall be denied participation in interscholastic events for the balance of his/her high school career.

5 NON LEVELED REGULATIONS

5.1 CITIZENSHIP/ILLEGAL ACTS: Students are expected to act as law-abiding members of society.

- 5.1.1 In the event that this paragraph is violated, the responsible administrator, or his/her designee, in consultation with the coach/advisor will have the



authority to determine eligibility of the student based on the facts and circumstances of the violation.

5.1.1.1 The decision of the administrator may include loss of eligibility for a period up to the remainder of the season or six (6) weeks, whichever is longer, and may extend into the next season of participation.

5.2 ATTENDANCE:

- 5.2.1 Students must attend all assigned classes during a school day to be eligible for practice or participation in an event unless the student has received prior approval from the Athletic Director/Administrator.
- 5.2.2 If a student is absent from school the day prior to a Saturday event, participation must be cleared by the Athletic Director or Administration.

5.3 TRUANCY/UNEXCUSED ABSENCES/IN-SCHOOL/SHORT TERM/LONG TERM SUSPENSION:

- 5.3.1 Any student who is serving in-school, short-term or long-term suspension will not be allowed to practice or participate until the suspension is completed and the student has been released to return to regular classes.
 - 5.3.1.1 A one-day in-house suspension is deemed served at the end of the school day in which it is served. Participation in athletics/activities will be based upon the student-athlete's performance while serving the in-house suspension.
- 5.3.2 Truant students will be removed from any activities for the remainder of the truant day on the first offense.
 - 5.3.2.1 Subsequent offenses will result in exclusion from both practices and contests.
- 5.3.3 A student assigned after school detention for truancy or unexcused absences must complete the detention prior to practicing or competing. The individual coach will handle the issue of repercussions regarding practice time lost due to after school detention.

5.4 GENERAL CONSIDERATIONS:

- 5.4.1 Any student participating on any team and/or leadership position will abide by specific rules formulated for that activity by the coach or advisor.
 - 5.4.1.1 The coach or advisor has the prerogative to discipline a student for the violation of those rules.
- 5.4.2 Students are expected to show common courtesy, proper sportsmanship, and respect to school staff, teammates, coaches/advisors, officials, and opponents.



- 5.4.2.1 Participants who fail to live up to these standards may be disciplined by their coach/advisor in addition to the normal disciplinary procedure.
- 5.4.2.2 Such discipline may include loss of letter or certificates and/or denials of participation, as determined by the coach/advisor.

6 ACADEMIC REGULATIONS

PHILOSOPHY OF THE WIAA: While the WIAA is aware of the important role that interscholastic athletics play in the development of students, the WIAA member schools are also committed to the philosophy that the primary purpose of our secondary schools should be to academically prepare students to become productive citizens upon graduation. Scholastic incentives should be established and enforced for the educational and personal welfare of the students who participate. **According to section 18.7.0 – Scholarship - of the WIAA handbook: in order to maintain athletic eligibility during the current semester/trimester, a student shall maintain passing grades in a minimum of 5 classes in a 6 period class schedule.**

The Hoquiam High School Academic Standards: Participants shall maintain passing grades in ALL 6 classes at each athletic academic grade check.

- 6.1** All students wishing to participate in athletics and/or activities at Hoquiam High School must meet our academic standards.
 - 6.1.1 Activities that are curricular in nature, considered to be an extension of a classroom experience, require participation, and are subject to grading are excluded from this policy, but may not travel to events if grades are not in compliance with policy rules. Examples of these include:
 - 1. All graded extra-curricular activities
 - 2. Clubs with state competitions (FBLA, FCCLA, SkillsUSA, DECA) (cannot travel)
 - 3. National Honor Society (cannot travel)
 - 4. Associated Student Body (cannot travel)
 - 5. Drama
 - 6. Band/Choir
 - 7. Clubs without competitions (cannot travel)
- 6.2 Grading Period:** Grading periods will be scheduled and defined by the district to meet WIAA policy 18.7.3.



Grizzly Athletics

- 6.2.1 Eligibility for all participants, is based on the preceding grade period.
- 6.2.2 In order to monitor fall freshmen of potential academic problems, their grades will be checked three weeks into the school year during the month of September.
- 6.2.3 Classes dropped after the first five (5) school days of a new semester, unless pre-approved by the principal, will be considered F's.
- 6.2.4 Incomplete grades after ten (10) school days, are considered to failing grades unless pre-approved by the principal.
- 6.2.5 Up to two classes failed during the Spring semester may be made up during Summer School (when offered) and these new grades will be used to determine eligibility for the fall sport.

2018-2019 Grade Checks Dates:

Fall Sports: 8/15-11/24

- Fall participants academic status will be determined with June 2018 semester grades within the first week of the fall season or within a week of the students participation clearance.
 - If a participant is not meeting the HSD academic standard (One (1) F) there will be a two (2) week or two (2) WIAA contests probation period, whichever is greater
 - Jamborees are not considered a WIAA contest and subsequently will not count as one contest. Participants who are on academic probation are not eligible to participate in jamborees.
 - WIAA five (5) week suspension (not passing 5 of 6 classes)
 - Participants in this category will be eligible to compete 9/24
- All fall participants paper grade check 9/17-9/21 (ineligible as of 9/24)
 - This meets the 9th grade WIAA grade check requirement
 - Return to compete as soon as grades are rectified
- Six-week electronic check – 10/12/18 (ineligible as of 10/15)
 - Paper check 11/5/18 (ineligible as of 11/12)
 - Return to compete as soon as grades are rectified

Winter Sports: 11/12-3/2

- Winter participants grade checks with June 2018 semester grades will be completed within the first week of 11/12
 - If a participant is not meeting the HSD academic standard of no F's, there will be a two (2) week or two (2) WIAA contests probation period, whichever is greater
 - Jamborees are not considered a WIAA contest and subsequently will not count as one contest. Participants who are on academic probation are not eligible to participate in jamborees.
 - WIAA five (5) week suspension applies when participants were not passing 5 of 6 classes the past June.



Grizzly Athletics

- Participants in this category will be eligible to compete in contests when they provide documentation to the AD that they are currently passing all six classes.
- Twelve-week electronic check – 11/30/18 (ineligible as of 12/3)
 - Return to compete as soon as grades are rectified
 - Paper check 12/10/18 (ineligible as of 12/17)
 - Return to compete as soon as grades are rectified
- 1st Semester electronic check 1/29/19 (ineligible as of 2/4)
 - If a participant is not meeting the HSD academic standard of no F's, there will be a two (2) week or two (2) WIAA contests probation period, whichever is greater.
 - In order to resume participation in contests after two (2) weeks or two (2) contests they must provide documentation to the AD that they are passing all six (6) classes.
 - There is NO recovery for 1st semester grade check who do not meet the WIAA passing 5 of 6 requirement as the five (5) week WIAA suspension policy is applied.
 - Paper check second semester 2/20 (ineligible as of 2/25)
 - Return to compete as soon as grades are rectified

Spring Sports: 2/25-5/25

- Check all spring participants 1st semester grades 2/25
 - If a participant is not meeting the HSD academic standard of passing all classes at the end of the 1st semester will need confirmation that they are currently passing 6 of 6 before being able to compete in a spring contest. (Same as WIAA five (5) week for spring athletes)
 - WIAA five (5) week suspension applies when participants were not passing 5 of 6 classes 1st semester.
 - Participants in this category will be eligible to compete in contests when they provide documentation to the AD that they are currently passing all six classes.
- ***There is NOT a five (5) week suspension period for spring sport athletes as 1st semester and the start of spring season competition exceeds the WIAA five week probation period ***
- Six-week electronic check – 3/14/19 (ineligible as of 3/18)
 - Return to compete as soon as grades are rectified
 - Paper check 4/8/19 (ineligible as of 4/15)
 - Return to compete as soon as grades are rectified
- Twelve-week electronic check – 5/3/19 (ineligible as of 5/6)
 - Return to compete as soon as grades are rectified



In the event of the athletic director failing to notify the participant that he/she grades did not meet the HSD or WIAA standard, it is still the responsibility of the athlete to self-report as soon as he/she is aware he/she has not met the academic standard.

7 APPEAL PROCESS FOR STUDENT:

- 7.1 When a coach, advisor, teacher or administrator receives information regarding a possible conduct violation, it shall be submitted to the coach/advisor or appropriate administrator for further action.
 - 7.1.1 The coach/advisor or administrator shall conduct an investigation, including meeting with the student and parent/guardian to inform them of the allegation(s) and offer the student the opportunity to respond.
 - 7.1.2 If the coach/advisor or administrator determines that a violation of this code has occurred, the student shall be disciplined according to provisions of this code.
 - 7.1.3 If the student and/or parent/guardian desire to appeal the decision, they shall submit a written request for review to the Principal within three (3) business days of the implementation of discipline.
 - 7.1.3.1 A hearing shall be scheduled at which a review of the matter by the Principal or the Principal's designee will occur to determine if the discipline was appropriately imposed.
 - 7.1.4 Following the decision, if the student and/or parent/guardian desire to appeal the decision, they shall submit a written request to the Superintendent within three (3) days of the decision.
 - 7.1.4.1 At the Superintendent's discretion, the discipline may be imposed, pending this review.
 - 7.1.5 Following the decision of the Superintendent, if the student and/or parent/guardian desire review, they shall submit a written request to the Hoquiam School Board within three (3) days of the Superintendent's decision.
 - 7.1.5.1 A review by the School Board will occur at the next regularly scheduled meeting after which the board may affirm, reverse or modify the discipline imposed.



8 COACHES/ADVISORS DUTIES:

- 8.1 Prior to allowing participation in the sport or activity, the coach/advisor shall hold a meeting with students and parents/guardians, during which the coach/advisor will pass out and explain this code of conduct.
- 8.2 Each student and the parent/guardian will sign a form acknowledging that they have received, understand, and will comply with the code of conduct prior to participating in the sport or activity.

9 TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES:

- 9.1 The basic expectation is that all Grizzly athletes ride to and from their athletic contests on the team bus or van.
- 9.2 Misconduct of any type while traveling to and from contests will be dealt with under the policies of Hoquiam High School's Student Handbook.
- 9.3 In cases where it is deemed best for the athlete, coach, and/or team to allow for exceptions the following procedures will be followed:
 - 9.3.1 An athlete may return with his/her own parent(s) only if the parent/guardian of the athletes personally provides a note verifying that the student will ride home with the parents.
 - 9.3.2 Student/athletes may ride home with non-parent/legal guardian only if students, and all parents involved have filed an emergency transportation form with the main office or AD/administrator 24 hours in advance.
 - 9.3.2.1 These forms must be in relation to an actual emergency and signed in person to prove validity.
 - 9.3.2.2 The office staff will then make a copy for the student to hand to the coach.