

Teton County School District #1 Policy	Policy Code: JLIF-E-1
	Cross Reference Code: ACE, JICFA, JRA
	Policy Name: Code of Conduct Guidelines (Grades 9-12)
	Adopted: September 27, 2006
	Revised: August 14, 2013

**Teton County School District #1
Code of Conduct Guidelines
(Grades 9-12)**

Each student involved in extracurricular activities at Jackson Hole High School (JHHS) is expected to comply with all JHHS regulations. JHHS is committed to fair and equal opportunity for every person regardless of age, race, color, creed, religion, handicap, disability, marital status, sex, sexual orientation, national origin, ancestry, and citizenship. Students are required to follow the *Activities Code of Conduct* on a year-round (July 1st to June 30th) basis, students are subject to the rules and regulations of the *Activities Code of Conduct* from the first day of participation in which a student attends until graduation or exit from the School District. The points are cumulative for the student's four-year high school career. It is expected that parents and participants will support this code and inform school officials of any violations. Students are also bound to the school code of conduct and the consequences of violating that as well in addition to activities consequences.

ACADEMIC STANDARDS

Academic eligibility will be evaluated at the following times; however, grades may be checked at any time. Students participating in Jackson Hole High School activities must meet the following academic guidelines:

1. Have no failing grades and a 2.0 GPA during any of the following grading periods (grades may be checked at any time during any grading period).
 - a) After the first three weeks of the school year
 - b) End of the first six week grading period
 - c) End of the second six week grading period
 - d) End of the first semester (determines eligibility for the second semester)

- e) End of the fourth six week grading period
 - f) End of the fifth six week grading period
 - g) End of the second semester (determines eligibility for the following school year)
2. Students failing to meet the academic standards at any of the above Jackson Hole High School grading periods will be placed on a three week probationary period according to the following:
- a) Week One: The student can participate in practices and contests while being monitored by the school administration and the activities coach/sponsor. Grades will be checked at the end of the first week and if there are no more academic deficiencies no other action will be taken and the student is declared eligible.
 - b) Week Two: If the student is still not meeting the Jackson Hole High School academic standards at the end of the first week of probation the student will be allowed to participate in practices but suspended from contests for the second week of probation. Student progress will continue to be monitored by the school administration and coach/sponsor. Grades will be checked at the end of the second week and if there are no more academic deficiencies no other action will be taken and the student is declared eligible.
 - c) Week Three: If the student is still not meeting the Jackson Hole High School academic standards at the end of the second week of probation the student will be suspended from participating in both practice and contests. Student progress will continue to be monitored by the school administration and coach/sponsor. Students will be required to attend extended day supports as their practice and will be counted as unexcused from practice if they do not attend extended day. Grades will be checked at the end of the third week and if there are no more academic deficiencies no other action will be taken and the student is declared eligible. If at the end of the third week of probation a student still has an academic deficiency they will be declared academically ineligible for the remainder of that activities season and referred to the academic eligibility committee.
3. A student will be reinstated once they no longer have any deficiencies as documented by a grade check form turned in by the student to the activities director by the end of the week, except in the case where a student has been declared academically ineligible for the remainder of a season.
4. Students with any failing grade from a previous semester (that was not made up in a summer school course if a second semester grade) will be placed on a three week probationary period with a focus on keeping the student on track to meet Jackson Hole High School academic standards.

5. The principal of Jackson Hole High School will appoint a committee of five members to review individual cases of eligibility if a student asks for an appeal. Individual cases of district academic standard waivers will be decided by a simple majority decision. The committee will consist of: a school administrator, activities director, coach/sponsor of the concerned student, and two at large staff members. Parents/Guardians are to be notified prior to appointing the eligibility committee for the purpose of informing them of the process to be used in individual cases of eligibility. It must be made clear to all members of the eligibility committee their roles in helping students maintain his/her eligibility and all members, the student, and parents/guardians are to be kept informed of the progress being made by the student. All committee members must follow through with the requirements of the committee decision.

**JACKSON HOLE HIGH SCHOOL ILLEGAL DRUG, ALCOHOL, TOBACCO, AND
OTHER CONDUCT POLICY
VIOLATION / POINTS**

		<u>INITIAL HONESTY</u>	<u>NO INITIAL HONESTY</u>
Unacceptable conduct contrary to school standards/sportsmanship	1 st Offense	1	1
	2 nd Offense	2	2
Attendance at events/parties where drugs and/or alcohol are being consumed or made available in an illegal manner		2	3
ILLEGAL ACTIVITIES:		4	6
1. Use or possession of tobacco in any form.			
2. Drinking, buying, contributing to the purchase, selling, participating in the sale, consuming, possessing, delivering, or transporting of alcoholic beverages.			
3. Illegal possession and/or use of controlled substance.			
Any other form of illegal or criminal behavior per WHSAA and local/state law enforcement rules and regulations. Penalties may be accelerated at the discretion of the administration.		6	8

POINTS / CONSEQUENCES

- 3 Points **The student will be suspended for 22% of the regular season scheduled contests.**
The activities suspension will begin with the next contest and continue until the prescribed number of contests has been completed. Students will be expected to practice with their team during the suspension period but will not be allowed to compete or travel with the team until the suspension is completed**. If the suspension penalty exceeds the remaining number of contests, the percent of contests remaining to be served will be applied to the next activity. Enrollment and completion of a program is required, in order for the student to be eligible for the one-point reduction for each year without a violation.
- 5 Points **The student will be suspended for 33% of the regular season scheduled contests.**

The athletic suspension will begin with the next contest and continue until the prescribed number of contests has been completed. Students will be expected to practice with their team during the suspension period but will not be allowed to compete or travel with the team until the suspension is completed**. If the suspension penalty exceeds the remaining number of contests, the percent of games remaining to be served will be applied to the next activity. Violations shall be cumulative throughout the student's high school career. (See also Point Reduction.)

- 7 Points **The student will be suspended for 67% of the regular season scheduled contests.**
The athletic suspension will begin with the next contest and continue until the prescribed number of contests has been completed. Students will be expected to practice with their team during the suspension period but will not be allowed to compete or travel with the team until the suspension is completed**. If the suspension penalty exceeds the remaining number of contests, the percent of games remaining to be served will be applied to the next activity. Violations shall be cumulative throughout the student's high school career. (See also Point Reduction.)
- 9 Points **Ineligible for one (1) year from the date of the violation**
If the anniversary year expires during an extracurricular activity season in which a student desires to participate, he/she must practice with the group from the start of the season.
- 11 Points **Ineligible for rest of high school career**
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****All participants must finish the season in good standing in the activity when a suspension for a code violation has been served. If a student quits the activity or team before completing the entire season or does not finish the season in good standing, the violation will remain on the records. The participant must finish serving the suspension before any further activity participation or competition occurs.**

*****Activities without defined seasons the suspension/ineligibility will be determined by the activities director in coordination with school administration. The suspension/ineligibility period will be comparable and closely follow the above guidelines for activities without defined seasons (Art, Drama, Choir, Band, Orchestra, Mountaineering, Robotics, Student Council, and JHHS Clubs)**

ADOLESCENT ALCOHOL/DRUG EDUCATION PREVENTION PROGRAM POSSIBLE POINT REDUCTION:

- (1) Point reduction for completion of an approved program (one time only)
- (1) Point reduction for each year (anniversary date of violation) without a violation (Enrollment and completion of an approved program is required in order for the student to be eligible for the one-point reduction for each year without a violation.)
- (1) Point reduction for completion of an approved secondary drug/alcohol intervention program (one time only)

***Programs must be cleared with the activities director to determine if program will qualify for the reduction possibilities**

Multiple Violations - In case multiple violations occur on the same violation date and in the same violation incident, point placement will be determined by the code of conduct committee which will consist of: school administrator, activities director, coach of offending

student, and two at large staff members.

Multiple Participation - In cases where the student is a participant in multiple activities at the time of violation, the violation percent will be proportionally divided between the activities.

Suspension Fractions will be rounded up (i.e., $9 \text{ games} \times 22\% = 1.98 =$ a two-game suspension).

For the purposes of this Code, a contest is defined as a play, match, meet, performance, or competition, as defined by JHHS or WHSAA rules. A scrimmage does not count as competition. School breaks are defined as those periods when school is not in session, including winter break, spring break, Thanksgiving break, summer break, or any other break on our school calendar.

PROCEDURES FOR ENACTING THE ACTIVITIES CODE OF CONDUCT CONSEQUENCES:

The following process shall be used:

1. Information obtained by the school that indicates a student is in violation of eligibility rules will be referred to the Activities Director and/or other school administrator who will meet with the student. Upon receiving information of a possible violation, school administration will contact the student and conduct an investigation within three (3) school days or within three (3) business days during school breaks.
2. The student will be reminded of the honesty clause at the start of the initial investigation meeting.
3. If it is determined that a violation has taken place, parents/guardians will be notified via a phone call the same day; a follow up letter will also be sent to the parents/guardian. A meeting may be set up with the Activities Director to clarify consequences of the code violation. This meeting may be waived at the parent's/guardian's request. The head coach/advisor will be notified of violations by activities director.

PROCEDURES FOR FILING AN APPEAL:

1. If there is a disagreement as to whether a violation has been committed, the student may appeal the decision by following the grievance procedure outlined below.
2. The appeal forms are available in the high school activities offices. The initial appeal must go to the building principal.
 - a. Written appeals must be filed with the principal:
 - (1) Within five (5) school days of a suspension enactment
 - (2) Within five (5) business days of a suspension enactment during school breaks (contingent upon student/parent availability).

- b. A hearing must be granted:
 - (1) within five (5) school days of the appeal filing
 - (2) Within five (5) business days of the appeal filing during school breaks (contingent upon student/parent availability).
3. The building principal will appoint an appeal committee, which will consist of either three or five members, and each will have a vote. A decision will be based on a majority vote. The student and a parent(s) and/or guardian must be present for the appeal hearing. The committee will consist of: a school administrator, activities director, coach of non-offending students program, and two at large staff members.
4. The student and/or parent/guardian may appeal the decision of the appeal committee to the Board of Trustees. A written appeal must be filed with the Superintendent.
 - a. An appeal of the appeal committee's decision must be filed with the superintendent:
 - (1) Within ten (10) school days of the appeal committee decision
 - (2) Within ten (10) business days of the appeal committee decision during school breaks, contingent upon student/parent availability.
 - b. A hearing must be granted:
 - 1) Within ten (10) school days of the Board of Trustees appeal filing.
 - 2) Within ten (10) business days of the appeal filing during school breaks, contingent upon student/parent availability.

STUDENT EXTRACURRICULAR RECORDS:

All activities code procedures are considered pupil records and shall be handled in accordance with the School District's policy and state law regarding pupil records.

ADDITIONAL ACTIVITIES POLICIES:

1. All WHSAA rules and regulations must be followed.
2. Any player involved in unsportsmanlike conduct that results in an ejection from an athletic contest will be suspended from the next contest.
3. Any athlete in violation of the Activities Code during a WHSAA tournament series is ineligible for the remainder of the tournament series.
4. A complete listing of WHSAA rules and regulations can be found in the activities office.

5. All 3A West Conference rules and regulations must be followed.
6. The student and a parent or guardian must first attend a Jackson Hole High School Pre-Season Activities Meeting or make arrangements to view the meeting on video and sign an Activities Registration Form. No participation will be allowed until the signed form is on file with the school. Each student must renew the Activities Code of Conduct annually. Any exception to the above must be approved by a high school administrator in writing.
7. Attendance - Students participating in an activity are expected to commit to regular attendance at the events scheduled for the activity, during both school and non-school hours in which the activity functions. If a student will be absent from school they must prearrange the absence with the activities director if they plan on participating in practice, competitions, or team functions that day. Those students unable to complete the day due to illness will not be allowed to participate in practice or contests. Students must be in school the entire day prior to departure for an away contest if departure time is during school hours. If travel to an away contest leaves before school begins, a student must be in school the entire day prior to departure be eligible to participate. Exceptions will be granted only by the high school administration. Students who are suspended from school are not eligible to participate the day(s) of the suspension.
8. Travel - All school groups travel together to all events. All participants must travel on the bus both to and from the event. There may be exceptions allowed if parents take their son/daughter home, or in case of emergencies, as approved by the coach/sponsor in charge, with a signed travel release form which can be obtained in the activities office.
9. Use and Care of Equipment - The school attempts to provide quality and safe equipment. Student activity participants will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property will also be charged to the student. Parents are asked to see that students return to school any equipment not purchased by the individual. Each student is responsible for all school equipment issued to him/her. All equipment not returned or lost must be paid for by the student at the replacement value of the equipment. This must be done prior to participation in any subsequent extra-curricular activity.
10. Dismissal from a Squad - Students who are dismissed from one sport for disciplinary reasons are not eligible to compete in another activity during the same season.
11. Changing Sports - Any student who is cut from one squad may

participate in another activity during the same season. Upon agreement of both coaches involved, a student could switch from one activity to another when extenuating circumstances exist once the season has started.

12. No student shall have in his/her possession equipment that is the property of another school.
13. A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any school year (*WHSAA Handbook*).
14. Additional Rules - Students are expected to follow team/activity rules established by their coach/sponsor. These rules shall not override any provisions in this code.
15. End-of-Season Awards - At the start of each season, each head coach will present and hand out a list of criteria that must be met in order for athletes to earn awards in their particular sport. A copy of these criteria will also be kept in the Activities Director's office. The student who completes the season and any prescribed penalties and/or programs, as well as meets the coach's criteria for lettering, will receive Cedarburg High School major, or minor letters or numerals for that sport. Athletes who accumulate four (4) points or more during the season will not be eligible for any "special" awards for that sport season.

HAZING/HARRASSMENT/BULLYING (Board Policy - JICFA)

No person shall engage in:

- a. harassment, intimidation, or bullying; or
- b. Reprisal or retaliation against a victim, witness or person who reports information about an act of harassment, intimidation or bullying.

Person(s) who engage in bullying, harassment, intimidation or retaliation shall be subject to disciplinary action up to and including suspension or expulsion and/or referral to law enforcement authorities. False charges shall also be regarded as a serious offense and will result in disciplinary action.

Definitions:

1. "Harassment, intimidation or bullying" means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:
 - a. Intentionally harming a person physically or emotionally, damaging a person's property or placing a person in reasonable fear of personal harm or property

damage;

- b. Intentionally insulting or demeaning a person or group of persons causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - c. Intentionally creating an intimidating, threatening or abusive educational environment for a person or group of persons through sufficiently severe, persistent or pervasive behavior.
2. For the purpose of this policy, "School" includes a classroom or other location on school premises, a school bus or other school-related vehicle, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child. This definition may include conduct which occurs off school grounds if it results in the substantial disruption in, and/or substantial interference with the learning environment.
3. "Written" acts include, but are not limited to, handwritten or typed communications, e-mails, text messages, blogs, social networking and other forms of electronic communications.
4. "Retaliation" means reprisal against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board of Trustees policy and independent of whether a complaint is substantiated.

DISCRIMINATION

Jackson Hole High School and Teton County School District #1 will abide by the following policy:

No person (meaning K-12 student) may be denied . . . the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, emotional, or disability. Discrimination means any action, policy, or practice, including bias, stereotyping, and pupil harassment.

Legal Ref: Wyoming High School Activities Association Rules

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