

HIGHLAND SCHOOL DISTRICT ATHLETIC/ACTIVITY CODE

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

OUR PRIDE IS SCHOOL WIDE

The primary purpose of Highland School district's athletic and activity program is to enhance the development of students by encouraging their physical, mental, social, emotional, and moral growth through participation and competition. Athletics/activity programs aim to be a positive force in preparing youth for a fulfilling and meaningful role in adulthood.

The athletic/activity program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the student gives time, energy and loyalty to the program. Because participation is considered a privilege, the student accepts the training rules, regulations and responsibilities, unique to the individual activity program in which he/she participates. To contribute to the welfare of the team, each student must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others.

This policy covers all extra-curricular and co-curricular activities. Examples of each are listed below. These examples are not all inclusive and are not the extent of the reach of the policy.

Extra- Curricular includes all athletic teams, inclusive of Cheerleaders and Drill Team, Academic Competitions, Marching Band, Color Guard and any future adopted club sports.

Co-Curricular includes FFA, Pep Band, DECA, Knowledge Bowl, Apple Bowl and Choir if in place. (Liability and Permission only)

In addition to this code, students are governed by:

- Washington Administrative Code- <http://apps.leg.wa.gov/wac/>
- Washington Interscholastic Activities Association (WIAA)- www.wiaa.com
- Highland School District Policy- www.hiighland.wednet.edu
- Student rules of Highland High School and Highland Middle School- www.hiighland.wednet.edu
- Special rules of each sport/activity imposed by the coach/advisor.

I. GENERAL REGULATIONS

- A. WIAA rules and guidelines must be adhered to in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach/advisor has the responsibility to know and inform participants and parents to enforce these rules and guidelines.
- B. All violations of this code are cumulative for grades 6-12.
 - i. In the event a participant has no violations for three (3) calendar years, the participant will be considered as a first offender.
- C. The athletic/activities code is in effect twenty-four hours a day, seven days a week 365 days a year.
- D. Signatures in FinalForms denote that the code has been read and signed by participants and parents/guardians and kept in the student file in FinalForms. The code will be in effect from the first time it is signed until a student graduates from high school, with yearly signature renewal.
- E. Highland Athletic/Activities code does not supersede nor replace any rules or policies of Highland High School, Highland Middle School or Highland School District. The guidelines of this code will be in addition to any suspensions that may be invoked by the Highland School District.

II. ATHLETIC/ACTIVITY CODE REGULATIONS

Violation of any of the following activity code regulation will result in disciplinary action.

- A. Attendance- If a student is absent for more than 10 minutes of any class period, he/she will not be allowed to participate in the activity that day. Pre-arranged absences or a doctor's note will allow the student to participate. Additional exceptions are at the discretion of the school administration.
- B. Injury – A student who has been injured and received medical treatment may not participate in practice or a contest until a medical professional provides a signed release. Attendance at practices and events is mandatory unless excused by the coach/advisor of the activity.
- C. Travel – Students must travel to and from the contests in transportation arranged by the school. The only exception will be requests from the parent or guardian in writing.

III. GENERAL MISCONDUCT

- A. Sportsmanship – Any display of unsportsmanlike conduct (including the use of profanity) will result in counseling by the coach/advisor and possible disciplinary action. Ejection from a game will result in suspension as determined by WIAA guidelines at the same level for which the athlete is eligible.
- B. Law Infraction – Any (Federal, State, or local) law infraction by a student-athlete will result in disciplinary action. The student may be placed on any step of the progressive discipline process according to the severity of the law infraction.
- C. Care of Property – Theft, loss, or malicious destruction of any school or individuals' equipment or property will result in disciplinary action. In addition, students will pay all replacement costs and be ineligible for contests until the financial obligation has been met.
- D. Inappropriate Use of Technology - Any student engaging in inappropriate use of technology, communication channels, or social media will be subject to disciplinary action.
- E. Citizenship Standards - Any participant whose conduct interferes with the educational process may be subject to disciplinary action.
- F. Team/Activity Rules – Each sport/activity will have rules and regulations unique to that sport. The coach will provide team members with a written or digital copy of these rules. Violation of these rules may result in disciplinary action or suspension.

IV. DISCIPLINARY ACTION FOR GENERAL MISCONDUCT

- A. The head coach/advisor will handle violations of team/squad rules and will be consulted in the event of an athletic code violation. The athletic director, and/or principal will handle all Athletic/Activities Code violations. Once consequences of the infraction have been determined, parent/guardians will be notified via phone and/or letter.
- B. The student may be placed on any step of the progressive discipline process according to the severity of the infraction. Any suspension that is not fulfilled during the current season will be completed at the start of the next season in which the athlete is eligible and participates for the entire season. Students are expected to practice with the team/squad while serving the suspension.
 - i. First Offense – The individual will be suspended from participation for 10% (rounded up) of the season in which they are eligible.
 - ii. Second Offense – The individual will be suspended from participation 20% (rounded up) of the season in which they are eligible.
 - iii. Third Offense – The individual will be suspended from 50% (rounded up) of the season in which they are eligible and be placed on probation for one (1) calendar year.
 - iv. Probation – Individuals who violate a rule while on probation from a previous sport season will be suspended from 50% (rounded up) of the season in which they are eligible and must complete 10 hours of community service prior to eligibility. Community service proposal must be pre-approved by the athletic director or principal. Further violations shall be treated as a third offense.

V. DRUG AND/OR ALCOHOL VIOLATIONS

In the event the school obtains knowledge of alleged violations involving alcohol, legend (prescription) drugs, or illegal drugs, an investigation of the information will occur. If reasonable suspicion is found that violations did occur, interviews will be conducted with the alleged offender(s). Sources of information may include, but not be limited to law enforcement officials, parents, students, social media, staff, or community members. Parents will be notified upon completion of the initial investigation.

VI. DISCIPLINARY ACTION FOR DRUG AND/OR ALCOHOL VIOLATIONS

Students, who use, possess, sell or distribute drugs or alcohol will be subject to the following disciplinary actions. Any suspension that is not fulfilled during the current season will be completed at the start of the next season in which the athlete is eligible and participates for the entire season. Students are expected to practice with the team/squad while serving the suspension.

- A. First Alcohol/Drug Offense – The individual will be suspended from participation for 50% (rounded up) of the season in which they are eligible. This suspension can be reduced to 25% of the season if the guidelines set by Highland School District Policy/Procedure 2121 (Substance Abuse Program) are followed.
 - i. After the suspension is fulfilled, to be eligible to participate in the next season, the student shall meet with the school eligibility board consisting of coaches and administrators selected by the

- principal, to request approval to participate. The principal shall have the final authority as to the student's participation in the sport/activity.
- B. Second Alcohol/Drug Offense – Suspension from participation in athletic/activities for one calendar year or, in other words, 365 days from the time of the offense.
 - C. Third Alcohol/Drug Offense – Suspension from participation for the remainder of the individual's school career.

VII. ATTENDANCE AT FUNCTIONS WHERE DRUGS AND/OR ALCOHOL ARE BEING USED

Students shall not attend or support functions where alcohol and /or drugs are being used and when they become aware, they will leave the function immediately.

- A. First Offense – The individual will be suspended from participation for 10% (rounded up) of the season in which they are eligible.
- B. Second and Subsequent Offenses – The individual will be suspended from participation for 50% (rounded up) of the season in which they are eligible. This suspension can be reduced to 25% of the season if the guidelines set by Highland School District Policy/Procedure 2121 (Substance Abuse Program) are followed.

VIII. TOBACCO

Students who use, possess, distribute or sell tobacco products will be subject to disciplinary action as outlined below. Any suspension that is not fulfilled during the current season will be completed at the start of the next season in which the athlete is eligible and participates for the entire season. Students are expected to practice with the team/squad while serving the suspension.

- A. First Violation – The individual will be suspended from participation for 25% (rounded up) of the season in which they are eligible.
 - i. This suspension can be reduced to 10% of the season if the guidelines set by Highland School District Policy/Procedure 2121 (Substance Abuse Program) are followed.
- B. Second Violation – The individual will be suspended from participation for 50% (rounded up) of the season in which they are eligible.
- C. Third Violation – Suspension from participation in athletic/activities for one calendar year.

IX. DRUG, ALCOHOL, TOBACCO SELF ADMIT POLICY

Upon *initial questioning*, any student athlete who self admits a drug, alcohol, and/or tobacco violation will have their overall suspension reduced (after applying Substance Abuse Program reduction when applicable) by 10%.

X. HAZING/HARASSMENT/BULLYING

Students will conduct themselves in a manner that conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, sex, sexual preference, age, or disability. Acts of harassment, intimidation, hazing, bullying, hostility, or defamation, whether verbal, written, physical, or by gesture will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues/activities and is used to initiate or humiliate another student constitutes grounds for disciplinary action including suspension or expulsion from school, athletics and/or activities.

XI. APPEAL PROCEDURE

If the participant is not satisfied with the disciplinary action, he/she must follow the appeal procedure as outlined herein:

- A. The student or parent/guardian should request an appeal to the school athletic director and appeal board. Such request must be submitted in writing within five school days of the suspension notice.
- B. The appeal board will convene as soon as possible after a hearing request is presented, but within three (3) school days.
 - i. The appeal board shall be composed of a head coach/advisor of another sport/activity, a faculty member, and the athletic director. The purpose of the hearing committee shall be to review the facts and consider the basis of the appeal and determine the appropriateness of the disciplinary action.
 - ii. The student, parents, or acting guardian must be in attendance. In the event parent or guardian is not present, the appeal procedure ends, and the original disciplinary decision will be upheld. The district shall act in good faith to schedule the hearing at such a time that the parent/guardian can attend.

- iii. In case of an appeal hearing, the information leading to the suspension by the school must be provided. Names of students will be withheld from the process, but provided to the principal and superintendent in the event further appeals are used.
- iv. If the student/parent is unsatisfied with the decision of the appeal board, they may appeal to the principal and then to the Superintendent of Highland School District and finally to the Highland School District Board of Directors. During such an appeal, the suspension will continue in force. WAC 180-40-240, 180-40-225.

XII. ELIGIBILITY REQUIREMENTS

- A. To be eligible for participation in interscholastic athletics/activities, a student must meet requirements outlined by WIAA. The WIAA Official Handbook may be accessed at www.wiaa.com or in the Athletic Director's office.
- B. Highland School District Requirements to be completed via FinalForms:
 - 1. Parent permission form and athletic/activity contract.
 - 2. School insurance or provide insurance through an alternate source.
 - 3. Emergency Medical Release form on file.
 - 4. Concussion Information Sheet.
 - 5. Current physical on file with the office.
 - 6. Must pay all applicable fees and fines.
 - 7. Must attend Pre-season Information meeting OR obtain a packet of information from the Athletic Director and return it signed by parent and athlete after reading completely.
- C. Academic Requirements:
 - 1. All participating students must have passed and received full credit in at least five (5) classes in the immediately preceding semester to be eligible for competition during the fall and spring sport seasons. In the winter, a student must be passing at least five (5) classes in the most recent quarter to be eligible for competition. A student who failed to meet these grade requirements shall be placed on probation or suspension as defined by the WIAA.
 - i. **Fall:** A student will be placed on academic probation at the start of the fall sport season if they failed to meet the grade requirements above in the second semester of the previous school year.
 - a. The probation period for high school students shall be from the end of the previous semester through the fourth Saturday in September.
 - b. The probation period for middle school students shall be from the end of the previous semester through Saturday of the third week of school.
 - c. If the student fails to meet the academic requirements at the end of the probation period, the student will be placed on academic suspension for three weeks and will be ineligible for contests.
 - ii. **Winter/Spring:** A student who failed to meet the grade requirements above shall be placed on suspension because the grading period ended during the same school year.
 - a. The suspension period for high school students shall be the first five (5) weeks of the succeeding season, unless defined by the WIAA.
 - b. The suspension period for middle school students shall be the first three (3) weeks of the succeeding sports season that the student participates, unless defined by the WIAA.
 - 2. All participating students must have a G.P.A. of at least 2.0 (C average) and no "F's" during the season. Students having individual educational plans are graded on the criteria of the plan. Grades will be checked at a minimum of every three (3) weeks during the season. In the event a student is ineligible, ineligibility will begin immediately and will remain in effect until the student meets the established academic eligibility requirements.
 - 3. The athletic director will then notify the coach/advisor that the student may resume participation. The coach/advisor will not allow the student to participate in games or events until notified by the athletic director. The student may continue to practice but cannot travel with the team.
 - 4. Students are afforded the opportunity and should attend tutoring sessions provided by school staff and advisors.

XIII. Athletic Uniform and Equipment Policy

- A. Student-athletes are responsible for all school-issued uniforms, equipment, and athletic gear provided to them during participation in school-sponsored athletics. All issued items remain the property of the school

and must be properly cared for and returned in good condition at the conclusion of the season or upon withdrawal from a sport.

- B. Students will be financially responsible for any school-issued uniform or equipment that is lost, stolen, damaged beyond normal wear and tear, or not returned.
- C. In accordance with the district's approved fee schedule, fines may be assessed for unreturned or damaged athletic uniforms and equipment. Replacement costs will include the actual cost of the item, applicable sales tax, shipping, and handling fees.
- D. The Athletic Director or designee shall determine whether damage exceeds normal wear and tear and assess replacement costs when necessary.