

## **SEQUIM SCHOOL DISTRICT ACTIVITIES CODE**

### **SECTION I - PURPOSE**

#### **INTRODUCTION:**

The coaches and advisors of Sequim School District have created the Activities Code to explain both the expectations and requirements for all students who participate in all extra-curricular activities. It is based on the hundreds of rules and regulations of the State of Washington, the Washington Interscholastic Activities Association (WIAA), the Sequim School District, and the Associated Student Body (ASB). **It is neither authorized nor intended to replace or supersede them.**

It is intended as an accurate guide for all who participate in Sequim School District extra-curricular teams and clubs. It includes academic and behavior expectations in the context of promoting good character and citizenship values. The total school program's image is reflected to our community by the activities program; therefore, high standards for academics, citizenship, sportsmanship, conduct, conditioning, and loyalty are required.

Participation in activities is not required for graduation, nor are athletic credits needed for college entrance. Participation in the activities programs is completely voluntary and conditioned on meeting any selection criteria and full compliance with WIAA, District, School, and Activity rules. Voluntary involvement in the activities program requires extra effort, and extra time, beyond the regular school day.

The activities code represents minimum standards. Individual head coaches and club advisors may require additional written standards that are unique to a particular sport or activity.

**Upon completion of reading the Activities Code, both parent and student shall sign the "Signature Approval Form" which is to be returned to the school office. The Activity Code is to be kept by the student and parent for reference.**

#### **DEFINITIONS:**

"Activities" is defined by Sequim School District 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."

"Extra-curricular Activities" include all athletic teams and extracurricular teams and clubs.  
"Co-curricular Activities" are extra-curricular activities that are related to academic classes.  
"Athletics" refers to sports teams separate from physical education (PE) classes.

"Interscholastic Activities", as defined by WIAA, refers to those extra-curricular activities that involve competition with other schools having like activities. WIAA is mandated by the State of Washington to "plan, supervise and administer the interscholastic activities approved and delegated by the school districts' boards of directors".

**GOALS:**

The Activities Code shall help students who participate in extra-curricular activities fulfill their obligation to exhibit exemplary behavior in all aspects of school life. Extra-curricular activities at Sequim School District shall provide students with both opportunity and responsibility. They shall support the academic curriculum while also promoting emotional, physical and social growth.

**OBJECTIVES:**

- 1) To have all participating students experience learning opportunities in discipline, emotional control, and sportsmanship.
- 2) To have all participating students reach their full potential scholastically and to exceed the minimum grade requirements of the WIAA and Sequim High School.
- 3) To have all participating students follow training and behavior guidelines as established by Sequim High School; and understand the consequences for not meeting those standards.
- 4) To have multi-sport and club participation and commitment to programs throughout the school year.
- 5) To build a tradition of pride within the school, community, and individual participants.

**SECTION II - PARTICIPATION:**

**ENROLLMENT:**

- A. This code is in effect upon the first signing of an enrollment agreement by a student and parent and will remain so until terminated by a withdrawal from school or graduation. (Students who have signed an agreement then withdraw from Sequim High School and later return, will, as a matter of re-enrollment, be covered by the original agreement.)
- B. Acceptance and/or continuance in an activity are based not 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. The students who make up our teams and organizations represent their student bodies and communities.
- C. There are no "between seasons" during the school year, and signed agreements cover any school related events which occur on school vacation days. "School vacation days" include the summer months for all students returning to Sequim School District for the following school year.
- D. Home Based Students shall meet both WIAA and Sequim School District eligibility requirement standards, shall participate as a member of the public school that the

student would normally attend and shall meet and adhere to the same responsibilities and standards of behavior and performance of SHS/SMS members of the activity. (Academic eligibility shall be determined by the supervising administrator based on application of the scholastic requirements for regular students. Home-schooled students shall provide a grade level appropriate portfolio at each grading period and/or progress report period.)

- E. 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 (see WIAA Section 18, Student Standards for Interscholastic Eligibility). All others shall meet all WIAA and Sequim School District eligibility requirements.

### STUDENT ACCIDENT INSURANCE

The District does not provide medical insurance for school injuries and accidents. Participation in athletics, and other selected activities, requires that a student shall be covered by personal injury and accident insurance. If a student is covered by his or her parent/guardian's insurance carrier, a completed insurance waiver shall be signed and turned into the office prior to participation. If a student has no coverage, then purchase of school injury/accident insurance coverage shall be required.

### ELIGIBILITY CRITERIA:

Each participating student shall meet the following:

- A. Administrative Requirements.
  - 1. A signed signature approval form on file in the school office.
  - 2. Purchase an ASB card.
  - 3. All fees/fines paid up.
  - 4. Meet all scholastic/attendance requirements
  - 5. Completed and current physical on file (athletics only).
  - 6. Completed weight permit (wrestling only) on file.
- B. Scholastic Requirements
  - 1. The student shall maintain passing grades in a minimum of five (5) full-time subjects. (Any class taken one period daily for the duration of the semester/trimester shall be considered a full-time subject.)
  - 2. A student shall have passed at least five (5) full-time subjects (at least 2.5 credits) in the immediately preceding semester/trimester in order to be eligible for competition the succeeding semester/trimester. (The grade monitoring system shall ascertain the student's passing status in five (5) full-time subjects. 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 interscholastic competition until the incomplete(s) are cleared.

4. Academic Suspension Period – A student who has been in regular attendance at least fifteen (15) weeks of the previous semester (10 weeks of the previous trimester), but who failed to make the grade requirements noted in B1 thru B3 of this document, shall be placed on suspension . The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing in the minimum number of classes required above, the student may then be reinstated for interscholastic competition. Students on academic suspension shall be ineligible for competition until the WIAA specified eligibility date.

C. Previous Semester (transferring students only)

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. An enrolled student who receives semester/trimester grades will be considered to have been in attendance for that semester/trimester unless he/she is withdrawn from school.

D. Quitting/Cutting (Athletics only)

1. Students may be allowed up to a two-week period from the official start of the season to try out for an activity. If the participant is cut, or if she/he quits, during this two-week period, she/he is eligible for a refund of his/her participation fee or be immediately eligible for another activity upon meeting minimum requirements, if that activity does not have a cut policy.
2. Participants who are permanently dismissed or quit the team after the first two weeks, or after the first game (whichever comes first), will not be eligible for a refund of his/her participation fee and are not eligible until the next sports season starts.
3. Participants reporting after the first official day of practice shall communicate their absence with the coach of that sport to make arrangements for a tryout upon return. A coach may allow up to three days for an athlete who has missed the tryout period, to try out for a team, if prior arrangements have been made.
- 4.

### **SECTION III - BEHAVIOR**

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 also encouraged to realize that how they represent themselves to others is a vitally important part of their learning experience. All students, in every endeavor, are encouraged to strive for excellence in all that they do.

- A. All students are expected to exemplify the highest standards of good sportsmanship and follow all school rules for conduct. 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. Un-sportsman-

like conduct related to athletic contests may result in probation, temporary 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 participant, when at an athletic or activity event, shall be neat in appearance. The head coach or club advisor will shall determine what is acceptable.
- C. Electronic Media: Use of electronic media to violate district, WIAA and school policies and/or government laws, is prohibited and are grounds for probation, exclusion, or permanent dismissal. "Electronic media" includes but is not limited to cell phones, text messaging, myspace, facebook, chat rooms, and blogs. Examples of prohibited activities include, but are not limited to: soliciting or arranging for sale or the purchase or use of drugs, alcohol, tobacco or weapons; engaging in criminal activity; threatening the safety of a person or harassing the person, and "cyber-bullying" of opponents or teams (which is considered un-sportsman-like)
- D. Initiation or Hazing of Athletes: Under no circumstances does SHS, nor the coaches or advisors under contract in the Sequim School District, condone or promote initiation, hazing, or any other form of harassment of participants. Under our philosophy, we encourage participants to develop leadership skills, foster teamwork, build self-esteem, and confidence. Sanctions for harassing behavior may result in suspension from school, loss of playing time, loss of privilege of being team captain, being removed from team or activity, or loss of letter/award.
- E. Attendance: Any student participating in school-sponsored activities shall attend all classes in order to practice/participate that day. This includes being in attendance at the beginning of first period the day following any school sponsored activity. The athletic director, activities director, assistant principal, or principal may approve exceptions to this requirement.
- F. Physical Education: Students who bring a note excusing them from a physical education class will also not be allowed to participate that day in their sport or activity. If a student is not healthy enough for a physical education class, they are not healthy enough for a sport or activity. (Exceptions: 1) A student shall be pre-excused for a verified medical appointment. 2) A student may be excused by the head coach or advisor for family matters such as death in the family severe illness, or other emergency. 3) A student may be excused if prior arrangements have been made with the athletic director, activities director, assistant principal, or principal.)
- G. The Sequim School District Facility Use Policy 4260 shall be strictly enforced.
- H. Criminal Acts: Any participant who commits a crime is subject to a thirty (30) calendar day exclusion from all activities or permanent dismissal from all activities in

which s/he is currently engaged, at the discretion of the athletic director, assistant principal or principal.

- I. Conduct bringing discredit to the school: Students involved in 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.
- J. Suspension – In School: Athletes may participate in practices on days in which they serve Full Day In School Suspension (I.S.S.). Coaches may, however, impose team penalties such as suspension for the game or extra conditioning at practice should a student receive I.S.S. I.S.S. is legally recognized as a short-term suspension and counts towards limits on short-term suspension that may be imposed due to a student's IEP or other legalities.
- K. Suspension – Short Term Out of School: Any violation or accumulation of violations of school policy which results in a short-term suspension shall result in the exclusion of the student from all contests and practices for the duration of the suspension.
- L. Suspension – Long Term: Any violation of school policy which results in a long term suspension shall result in dismissal from all activities in which the student is currently engaged.

#### **SECTION IV – ENFORCEMENT OF TRAINING/PRACTICES RULES**

The head coach, club advisor, athletic director, activities director, assistant principal, and/or principal are responsible for decisions relating to consequences resulting from violation of training/practice rules.

- A. Other rules: The head coach or club advisor may develop rules that are more specific and/or stringent than the rules of the Activities Code. These rules shall be written and handed out to students at their first practice or meeting.
- B. Consequences: A student who violates rules and regulations shall be subject to probation, temporary exclusion, or permanent dismissal from the activity.
- C. Authority: The head coach/advisor of each activity has the prerogative to discipline a student who refuses to observe acceptable patterns of behavior. Such action may be the decision of the head coach, club advisor, athletic director, activities director, assistant principal, and/or principal.

#### **SECTION V – TRAVEL**

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

1. All students shall 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. Students shall comply with dress requirements for home and away activities.
- B. Students riding on Sequim School District transportation and the driver of the bus are the specific responsibility of each coach or advisor present. The coach or advisor 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 transportation related matters.
1. Students shall remain seated while the bus is in motion.
  3. No unnecessary noise or commotion shall be permitted on the bus.
  4. There shall be no tampering with the bus or bus equipment.
  5. Students shall not use vulgar or profane language.
  6. Students shall not shoot or throw anything while on the bus.
  7. Students shall not put their head or arms out of the windows.
  8. Students shall 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 shall be secured. (Example: javelins must be kept in containers and shots and discus kept in bags anchored at the front of the bus.)
  10. Personal electronic devices are allowed on the bus ONLY if played through earphones and shall be kept at seat level or below.
  11. Eating is allowed on the bus, but all waste shall 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 VI – OPEN GYM (gym, fields, track, etc.)**

WIAA restrictions on off-season practice have created a need for rules on what it calls Open Gym, or facilities. It refers to a school district holding WIAA-related recreational athletic programs at times when practice sessions for off-season sports teams are not allowed for the sports' coaches and athletes. Such programs are not in violation of WIAA's Constitution if 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. The open facilities shall be advertised to the entire student body four (4) times in the two weeks prior to the opening date. The open facilities must be open to the entire student body for activities appropriate for the facility.
- B. 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.

## **SECTION VII – LETTER AWARDS**

Lettering Requirements are available from coaches/advisors upon request. They have been developed for selected activities by the coaching staff, advisors, athletic director, and the activities director. They include standards of compliance with this Activity Code and activity-specific standards of performance.

## **SECTION VIII – SEQUIM SCHOOL DISTRICT ACTIVITY SUBSTANCE USE POLICY**

- A. A student who participates in extra-curricular activities shall not at any time during his/her school career possess or consume tobacco, alcohol, marijuana, and/or legend (drugs obtained through prescription other than prescribed for the named athlete, RCW 69.41.020-050) or illegal drugs, nor shall they willfully be in attendance at a location where tobacco, alcohol, marijuana, and/or illegal drugs are unlawfully used.
- B. Upon hearing of an athletic code violation by a student athlete, a school administrator will conduct an investigation. Should the Athletic Director find reasonable evidence that a violation was committed, the following penalties will be applied:
  - 1. First Violation: A first offense shall result in an athlete being suspended from that athlete's next available contests as follows:

a. <u>Length of Season</u>	<u>Length of Suspension</u>
16-20 contests	4 contests
11-15 contests	3 contests
Fewer than 11 contests	2 contests
  - b. Any athlete who violates the Substance Abuse Policy in association with alcohol or marijuana will be required to complete an appropriate drug/alcohol assessment at the expense of the violator. Copies of the assessment and notification of requirements/treatment completed or written proof of completed requirements shall be turned in to the athletic director; all such documents shall remain confidential
  - c. Failure to complete the required appropriate drug/alcohol assessment will result in exclusion from any sport/activity participation during the following school year.



- d. Suspensions that are not completed by the end of a sports season shall be applied at the beginning of the next sport season in which the athlete competes. The number of contests to be served in the next sport season can be adjusted by the Athletic Director to reflect different season lengths.
  - e. Cheerleaders may not cheer in assemblies or other events throughout their suspension.
  - f. Athletes can still practice with the team throughout the suspension period. However, coaches shall have the right to remove the suspended athlete from practices if the suspension runs through the end of the season.
  - g. Athletes who are found not to be forthright with the investigation of the athletic director while being questioned are subject to a lengthening of the suspension of up to double the amount of contests.
2. Second Violation: a second offense shall result in the student being ineligible for interscholastic competition for a period of one calendar year from the date of the second violation. Prior to regaining eligibility, the athlete must, at the expense of the violator, consent to and complete an appropriate drug/alcohol assessment by a certified drug alcohol assessor, sign a release of assessment and treatment information to the school before being allowed to participate in any sport/activity during the second, following school year. Failure to do so will result in a permanent suspension from all athletics or clubs.
  3. Third Violation: A student who violates for a third time shall be permanently ineligible for interscholastic competition.
- C. The Athletic Director will send a letter home to the parent/guardian of the penalized athlete with the penalty outlined, as well as the process for a grievance to be filed.
- D. Legend Drugs [RCW 69.50.101 - legend drugs) and/or Illegal Drug (RCW 69.41.010 - identified substances] Use: In addition to, or in conjunction with, Sequim School District disciplinary measures, the following applies.
1. First Violation: A first offense shall result in being 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.
    - a. To be eligible to participate in said 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.
    - b. 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

2. 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.
3. 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.
4. A student athlete who seeks and receives help for a problem with the use of legend drugs or controlled substances and controlled substance analogs 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.

## **SECTION IX - GRIEVANCE PROCESS**

In addition to and in conjunction with Sequim School District policies, and to assure fairness in dealing with violations and alleged violations or infractions of the Activities Code, the following Grievance procedures have been approved.

1. A student or parent/guardian who believes that an athletic/activities suspension has been handed down unjustly shall provide a written request for a hearing before the grievance committee within five (5) school days of the date that the athlete/parent was notified of the penalty.
2. The athletic director shall convene a grievance committee consisting of five (5) members. Members must include at least one (1) neutral coach, one (1) community member and one (1) administrator who shall serve as the committee chair and facilitate the meeting.
3. The grievance committee shall strive to convene within three (3) school days of the day the athletic director receives the request, based on the availability of members.
4. The athletic director will outline the details of the suspension but will not be a member of the committee.
5. The athlete and/or parent/guardian shall have an opportunity to outline the basis of their grievance.

6. The grievance committee shall decide to uphold, appeal or modify the penalty. The committee chair shall notify the athlete and parent/guardian of the committee's decision within three (3) schools days of the hearing.
7. The discipline action shall continue, notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.
8. To appeal the grievance committee's decision, the aggrieved party may submit a written grievance with the School District Superintendent within two (2) school days of the decision rendered by the grievance committee. The School District Superintendent, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
9. To appeal the superintendent's action, the student, parent or guardian, upon two (2) school days prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent or guardian of its response to the grievance within ten (10) school days after the date of the hearing. This decision shall be final.

- End -