

**CO-CURRICULAR ACTIVITY POLICY****(Policy 3241)****I. DEFINITIONS AND GENERAL EXPECTATIONS**

Statement of Philosophy-- The primary purpose of the high school co-curricular activity programs in the San Juan School District is to promote the physical, mental, aesthetic, social, emotional and moral well being of the students through participation and competition.

The co-curricular activity program is an important and integral part of the total school program. The opportunity for participation is open to all students. Through voluntary participation the student gives time, energy, talent, and loyalty to the program. Because participation in the program is considered a privilege, the student accepts the training rules, regulations, and responsibilities unique to the individual activity program in which he/she participates. Because participants are representatives of San Juan Public Schools when they perform in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, activity group, school and community. Participation in co-curricular activities requires that the student maintain successful performance in academics and citizenship and that the student remains in good standing as defined by the San Juan School District Co-Curricular Activity Policy. Those students who violate the co-curricular policy will be subject to discipline that could include permanent removal from participation in co-curricular activities.

Definition of Curricular Activity-- Curricular activities are instructional activities that are key to the classroom as part of the stated curriculum and are a natural culmination of classroom activities that result in course credit and grade. Any activity for which a grade is issued will not be considered a co-curricular activity. Examples of graded curricular activities that may occur outside the normal classroom include, but are not limited to, scheduled concerts, large group musical competitions, adjudicated performances, marching bands, musical festivals, selected productions, and other graded performances/activities related to academic instruction.

Definition of Co-Curricular Activity-- Co-curricular activities are those activities in addition to classroom instruction that have no bearing on a course grade or credit. Examples of non-graded co-curricular activities include, but are not limited to, honor festivals, concert tours, athletics, cheerleading, knowledge bowl, dramatic productions, mathematics teams, honor society, FBLA, Key Club, student government, clubs and organizations.

Curricular vs. Co-Curricular Activities-- Teachers who supervise curricular classes that have co-curricular extensions or events must, in writing and subject to approval by the building principal, inform students which events and activities are curricular (graded) and which are co-curricular (ungraded) at the beginning of each term or immediately when new events are planned. Varsity letters may be earned for co-curricular activities only. Co-curricular athletic activities are subject to full compliance with the co-curricular policy even though credit may be granted for sophomore/junior participation.

Scope of the Policy-- The rules and regulations contained in this policy shall apply to any violation occurring during the school year. For the purpose of these policies, the school year is defined as beginning with the first day of legal WIAA athletic practice in August until the conclusion of the last day of school for that school year. Activities participants are subject to these expectations seven days a week and twenty-four

hours per day. All students who identify themselves as activity participants become subject to these expectations, retroactive to the August starting date.

General Expectations -- Co-curricular activity participants are held to the following general expectations:

1. WIAA rules must be followed in all cases of transfer eligibility, physical examinations, insurance coverage, starting dates, use of school equipment, and other state, association, district, and league rules.
2. In athletics, no athlete may quit one sport and turn out for another after the season has begun without the mutual consent of the coaches.
3. No student may participate in more than one recognized school sport in any given season.
4. Participants must travel to and from contests/events away from Friday Harbor in transportation provided by the school district. The only exceptions permitted are: a) injury to the participant which necessitates alternative transportation, and b) the parent presents a written request, on an Alternative Travel Request Form, to the coach/advisor after approval by the activities director or principal. The coach/advisor may release the student only to that student's parent/guardian in a face-to-face meeting. This provision applies to return trips (to Friday Harbor) only. Other circumstances must be approved in advance by the principal, or activities director, on an Alternative Travel Request Form.
5. Any display of unsportsmanlike conduct toward an opponent or official, or use of profanity, obscene or vulgar language or gesture, during a practice or contest will result, after consultation with the principal and/or athletic director, in counseling by the coach/advisor and discipline or suspension.
6. School owned equipment checked out by a participant in any co-curricular activity is his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Students will not be allowed to continue competition or receive awards until this obligation is fulfilled.
7. A participant is expected to attend all scheduled practices and/or meetings, contests, and performances, whether or not school is in session. If it is necessary to be absent, prior arrangements must be made with the advisor/coach.
8. Any student participating in activities must meet the dress and grooming standards deemed appropriate by the school administrator and coach/advisor. Coaches and advisors will notify participants as to the standards expected in each individual program.
9. Participants shall not engage in criminal conduct or in conduct detrimental to the group or school.
10. Participants shall not steal or use another person's property without permission.
11. Participants shall not associate with, use, consume, possess, transmit, or sell alcoholic beverages, drugs, narcotics, drug paraphernalia, anabolic steroids, or tobacco (including smokeless tobacco).
12. While traveling to or returning from a co-curricular activity, participants shall, during school hours, observe study hours while on the ferry. It is the responsibility of the coach or advisor to enforce this policy on all trips.
13. Completion of the activities season is required for the student to be eligible for letter or other team or individual awards. The only exception is injury or illness which limits participation. No awards shall be given to any student suspended for the remainder of the season for activity code violations.
14. Students in violation of the chemical use or criminal behavior sections of this policy, between the end of the season and the awards program for that season, will not be allowed to participate in the awards program for that season. Earned letters, certificates, etc., will still be given to the student.

## **II. STUDENT ATTENDANCE REGULATIONS**

1. A student must attend all of his/her scheduled classes in order to participate in a co-curricular practice or event on that day. The Principal or designee may grant exceptions for excused or school related absences.
2. Any co-curricular participant who accumulates ten total periods of truancy/unexcused absences during an activity season will be suspended from activities participation for a period of four calendar weeks, exclusive of winter, mid-winter, spring, or summer breaks.

## **III. ACADEMIC STANDARDS**

1. In order to participate in co-curricular activities students must be enrolled, during the entire time of participation, in courses earning 2.5 of possible 3.0 credits (5 of 6 classes). Second semester seniors who have completed all graduation requirements may be approved to participate if enrolled in 2.5 credits of course work (5 of 6 classes) or the equivalent.
2. Students must have passed 2.5 credits worth of course work and earned a minimum of a 1.7 (c-) grade point average (or 1.3 with no F's) during the previous grading period in order to participate during the next grading period. Ineligible students do not become eligible until the Monday of the next grading period, assuming the academic criteria has been met and verified.
3. Grade incompletes may result in academic ineligibility until the final grade is determined and can be included in GPA and credit calculations. Pre-approved courses taken outside the school setting (e.g., correspondence courses) may be used in eligibility calculations if Friday Harbor High School has approved such courses for graduation credit.
4. Home school, private school, and Running Start students must verify, in writing, that all academic, legal, and other requirements have been met.
5. Students who are academically ineligible may not participate in contests, suit up for games, or travel with the team.

## **IV. CITIZENSHIP STANDARDS**

1. All participants are expected to demonstrate good citizenship in the school building, classroom, during travel to and from co-curricular events, and at all co-curricular activities. Conduct which materially and substantially interferes with the educational process, or detracts from the activities program or school, is prohibited and may result in suspension from activities as per established school and activities disciplinary standards.
2. Students who wish to take advantage of the privilege of activities participation are expected to assume the responsibility for being positive role models and representatives of the activity, school, and community.

## **V. POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES, DRUGS, AND TOBACCO**

1. The District recognizes that chemical dependency is a serious illness and that the use or possession of illegal drugs, drug paraphernalia, and alcohol is a violation of the law (Alcohol RCW 66.44.270-365; controlled substances RCW 69.50.101; legend drugs RCW 69.41.020-050; RCW 9.47-9.47A).
2. This policy covers the acquisition of, use, possession, sale, distribution of, or association with alcohol, illegal drugs, tobacco, and the abuse of prescription or non-prescription drugs. The policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in

the prescribed manner. For the purposes of this policy, association is defined as knowingly being present at a function or gathering at which prohibited substances (except tobacco) are being used, family and civic/community functions excluded (RCW 66.44.270).

3. This policy applies to all middle school and high school students who are involved in the co-curricular activities program. Violations are cumulative with the only exception being that middle school violations do not carry over to high school.
4. The expectation is that students do not attend functions or gatherings when they have reasonable expectations that prohibited substances will be present, and will leave in a reasonable time period and safe manner once knowledge of the presence or use of prohibited substance is gained. Students are representatives of their team and school as well as role models for younger students. Those responsibilities are important ones. Violations of this expectation will result in a suspension of four competition weeks for each violation. A student may reduce the suspension time to two weeks if requirements 1 & 3 are completed as outlined in B of the first violation section listed below.
5. If a student cannot safely leave a situation where prohibited substances become present, the student should report the incident to the administrator immediately upon returning to school. Verification of the circumstances by the administrator will result in no disciplinary penalty.
6. Use, possession, or sales of alcohol, controlled substances, or legend drugs will result in the following:

*First Violation*

- A. Suspension from all activities in which the student is currently participating for the remainder of that current season or four competition weeks (which ever is longer) for athletics and cheerleading; and four calendar weeks for non-athletic activities, beginning with the date of final administrative action. If not participating in athletics at the time of the violation, the suspension will be for the first four competition weeks of the next season of competition. In athletics or cheerleading, a four week suspension that is greater than the number of weeks remaining in a student's current season of participation will be completed during the student's next full season of participation.

Prior to regaining eligibility to participate the student shall meet with the school eligibility board consisting of the principal, athletic director, and coach of the student's choice. At the meeting, the student must present proof that they have met with the school counselor regarding the circumstances of the co-curricular violation. The eligibility board will determine appropriate action to be taken in the student athlete's case. The principal shall have the final authority regarding the student's reinstatement in the co-curricular program.

- B. Students under suspension for a first violation may receive consideration for the reduction of the suspension by successfully completing the following requirements:
  1. Meet with the high school counselor regarding the circumstances of the co-curricular violation.

2. Obtain a chemical use assessment through a recognized medical authority and approved by the school counselor. The student must furnish proof of compliance with assessment findings to the high school counselor.
3. Create and complete a program of at least 20 hours of community or school service (10 hours for a violation related to "association," as defined in section V-4, rather than "participation"). The program must be pre-approved by the athletic director. An outline for this program may be obtained from the Athletic Director.
4. Meet with the eligibility board to review the completion of requirements 1, 2, & 3 and to request consideration for suspension reduction. The eligibility board will also consider input and recommendations from the school counselor. In no instance, shall the suspension time for a student be less than two competition weeks for athletes, or two calendar weeks for student's in non-athletic events. The principal shall have final authority as to the student's participation in the co-curricular program.

#### Second Violation

- A. Suspension for one calendar year from all activities in which the student is participating, beginning with the date of final administrative action.
- B. Before re-entry into co-curricular activities, the student must:
  1. Obtain an official chemical use assessment through a recognized medical authority approved by the school counselor.
  2. Furnish to the school counselor proof of compliance with the assessment findings. The student must also present proof of negative test results for drugs and alcohol, conducted by a recognized medical authority within a 7 day period prior to the conclusion of the suspension. The student is responsible for the scheduling and cost of all assessments and tests.
  3. Meet with the eligibility board to review the completion of requirements 1, & 2, and to request consideration for reinstatement. The eligibility board will also consider input and recommendations from the school counselor. The principal shall have final authority as to the student's participation in the co-curricular program.

#### Third Violation

- A. Suspension for the remainder of the student's high school career from all co-curricular activities, beginning with the date of final administrative action.
- B. Before gaining eligibility into high school activities, a middle school student with a third violation must meet with the eligibility board to request reinstatement and to present a negative drug and alcohol test conducted by a recognized medical authority within a 7 day period prior to the beginning of the first high school activity. The student must also present proof of a current chemical use assessment and abide by the recommendations therein. The scheduling and costs of the above are the responsibility of the student. The principal shall have final authority as to the student's participation in the co-curricular program.

7. Treatment Programs – Students under suspension for second or third chemical use violations, who participate in an approved, licensed treatment program, may be considered for suspension reduction. Treatment programs must be approved in advance by providing the building counselor and principal with information about the program. If approved in advance by the counselor and principal, the student may request, after successful completion of the program, a hearing for suspension reduction. The hearing committee shall be the athletic/activities director, building principal, and a coach of the student's choice. Suspensions may not be reduced below one season plus six weeks for a second violation or two seasons plus six weeks for a third violation. Seasons missed during the treatment and lead up to that treatment may be used in this consideration as long as the student has a past record of participation in those specific activity seasons. Having a suspension reduced through this process does not dismiss a student from full consequences for subsequent violations of this policy.
8. Tobacco - a student observed smoking or using other tobacco products by a staff member, coach, or administrator, during the scope of the time covered by this policy, will be suspended for the next scheduled event in all activities in which the student is currently participating.
9. Honesty Clause - If, when confronted by a school official with information concerning a possible violation, the student admits to the violation, then the consequences shall be the normal for that violation step. If the student denies involvement and conclusive evidence of involvement is later established, the suspension for that violation shall be doubled with no opportunity for suspension reduction.
10. Definitions
  - A. Event or Competition Week - an event week is defined as a week in which at least one competition in that activity is scheduled.
  - B. Calendar Week/Month/Year – defined as the period of time beginning with the date of final administrative action and the corresponding time or date in the next week or month. A calendar week suspension is seven days with eligibility being restored on the eighth day. Suspension for a calendar month would result in restoration of eligibility on the corresponding date of the following month. A calendar year suspension would result in eligibility being restored on the corresponding date one year later.
  - C. Suspension - any student who has been suspended pursuant to the provisions of this policy shall be prohibited from suiting up for the game or event, shall not travel with the team, group or club, and shall not sit with the team, group or club at any game or event until the expiration of the period of suspension. If the suspension does not end the season the student must continue to practice in order to resume the activity at the end of the suspension and to satisfy the terms of the suspension, unless an exception is made by cooperative agreement of the student, coach, and A.D. Students under suspensions that end the season may practice only upon mutual consent of both the student and coach.

## **VI. HAZING ACTIVITIES**

1. Hazing is an illegal activity. Students involved in any form of hazing activity may be referred to legal authorities for prosecution. A first violation will result in a suspension of four event weeks for athletics and cheerleading or one calendar month for non-athletic activities.
2. A second or subsequent violation will result in a suspension of five calendar months and referral to legal authorities.

## **VII. SERIOUS BEHAVIORAL CONDUCT**

1. Other than violations of law involving alcohol or drugs, which are covered in Section V of this policy, criminal conduct involves any conduct which results in a guilty plea, conviction, or adjudication for a gross misdemeanor or felony.
2. A first violation of this policy will result in a suspension of five event weeks in athletics or cheerleading and two calendar months in non-athletic activities.
3. A second or subsequent offense will result in a suspension for the remainder of the school year or six calendar months, whichever is greater.
4. In the case of serious crimes, a committee comprised of the Superintendent, Principal, and Athletic Director, and a staff member selected by the student involved, will meet to consider possible district action prior to a final Court decision.

## **VIII. APPEALS PROCEDURE**

1. Goal - It is the goal of this co-curricular activity policy to encourage compliance with the rules and regulations governing student conduct and to fairly and equitably deal with violators.
2. Burden of Proof - Proof of a violation must be established to the satisfaction of the administrator by any one of the following:
  - A. Positive identification of a student violation by a teacher, administrator, coach, advisor, or law enforcement official.
  - B. signed statement made by a parent or other adult, or member of the student body, setting forth sufficient facts to support a finding of violation.
  - C. Self-report or honesty clause applications.
3. Before any discipline resulting in a suspension from co-curricular activities shall take effect, the student and/or is/her parents or legal guardian shall be advised by the school administrator of the alleged violation, and the student given the opportunity to explain his/her conduct. If, after such a conference, the administrator is satisfied that a suspension is justified, the student shall be so notified and the suspension shall then become effective.
4. Grievance Procedure - As set forth in WAC 180.40.240, any student, parent, or legal guardian who is aggrieved by the imposition of discipline has the right to an informal conference with the building principal and/or A.D. Subsequent to the building level conference, the student, parent, or legal guardian may present, with two school business days prior notice, a written or oral grievance to the Superintendent. If the grievance is not resolved, the student, parent, or legal guardian may present, with two school business days prior notice, a written or oral grievance to the Board of Directors, in executive session, at its next regularly scheduled meeting. The Board shall notify the student, parent, or guardian of its response within ten school business days. The discipline action will be in effect during the grievance procedure unless the original administrator chooses to postpone such action.

## **IX. INDIVIDUAL PROGRAM STANDARDS**

1. Any additional rules or regulations not covered above within the co-curricular policy, which are established by the advisor/coach of a specific activity, must be consistent with the co-curricular policy and must be approved by the Principal and/or Activities Director.
2. Any additional rules and regulations must be in writing, kept on file in the school office, and handed out to all participants at the beginning of the season or activity.

## **X. POLICY DISTRIBUTION**

1. The text of this policy will be distributed, by the coach or advisor, or all participants at the beginning of each activity season.
2. Summaries of this policy will appear in the student handbook and in the activity program informational brochure mailed home to the families of all middle and high school students with the fall newsletter mailing.

Adoption Date: 10/25/95

Revised 2/26/97;

Revised 9/22/99;

Revised 7/26/00;

Revised 10/30/01;

Revised 3/25/03;

Revised 10/26/2005;

Revised 5/31/2006