

Chelan MS/HS Extra-Curricular Honor Code

Article I: Introduction

Section 1: General Philosophy

The extra-curricular programs at Chelan Middle and High Schools are provided for the benefit of the students. The underlying belief is that participation in an extra-curricular program can provide students with the opportunity to learn responsibility, dedication, leadership, perseverance, hard work, and respect for the rules. These programs also teach respect for authority, and numerous other positive qualities. Regulations are established to promote these qualities and to help build and maintain strong programs and individual character.

Section 2: Who is covered?

The following policies apply to and or "ALL" HS/MS Clubs and Activities that are ASB and WIAA sponsored, including team support personnel (managers, stats keepers, etc.)

Participants in classroom/curricular activities are affected for non-classroom related activities, competitions and field trips.

Section 3: Duration

This is a **YEAR-ROUND** Honor Code. Participants in these programs will be required to observe the provisions of the Honor Code at all times, both during the school year and during vacation. For incoming freshman or for students who are "new" participants the Honor Code will take effect on the date the document is signed. Violations can be traced back as far as 1 calendar year and will result in suspension, probation, referral to a designated agency and/or removal from the activities program.

Section 4: Agreement

Participants and their parents/guardians will be asked to sign the Honor code prior to participation in any activity or athletic program. Each signature is valid for the entire career of the students while participating in middle school and high school. Signatures are required each year by participants and their parents/guardians as a reminder of the requirements of the Honor Code. **Note: Middle School behavioral violations do not carry over to the High School, but the WIAA requires 8th grade academic results to be used for incoming 9th graders.**

Section 5: Previous Honor Codes/WIAA Rules

This Honor Code supersedes all previous codes developed by individual clubs/activities and previous athletic codes. Consequences experienced by students who violated those codes cannot be used as precedents for violators of this code; however, previous violations will be considered when applying consequences under this code.

Article II: Requirements for Participation in all programs described in Article I

Section 1: General Requirements

- 1) Be a member of the Associated Student Body; ASB cards must be purchased before the first day of participation.
- 2) Have a signed (by both the participating student and parent or legal guardian) copy of this Honor Code Contract on file in the school office.
- 3) **Students must attend and participate in all classes on the day of an activity, event, or practice. *Failure to attend all classes will result in denial of participation.*** Students who are suspended at home or have ISS (In-School Suspension) **WILL NOT** be allowed to practice or compete on that day. School related absences are not considered to be a violation of this provision of the code. The Athletic Director, Associate Principal or Principal may consider extenuating circumstances (i.e. Pre-arranged medical appointment, family emergency, a note from a physician).
- 4) Have a signed medical release form on file in the school office.
- 5) Participants agree to follow all school district policies and procedures related to transportation to and from events, which are as follows: 1) Students are required to ride the activity bus to all activities. 2) Student participants are strongly encouraged to ride the bus following the activity or game. 3) Students may be released only to the parent/guardian following an event. 4) Parents must sign a release form supplied by the coach at the event if they transport their child. 5) A school administrator must approve variations from these policies and procedures in advance of the activity.
- 6) Equipment and uniforms issued to participants are the property of the School District. Loss, misuse, or damage of the equipment shall be the financial responsibility of the participant. Failure to pay for lost, misused, or damaged equipment may result in the withholding of the student's grades or transcripts. Students must pay for lost, misused, or damaged equipment or make arrangements for payment prior to the beginning of the next season of participation, or forfeit the right to participate until the equipment is replaced or paid for.

Section 2: Additional requirements for participation in Contact Sports

- 1) Have proof of medical insurance signed by a parent or legal guardian on file in the school office
- 2) Have a signed "warning", explaining the risks involved with athletic participation, on file in the Athletics office.
- 3) Have a signed Concussion and AED awareness Information sheet on file in the Athletics office, according to Listed law.
- 4) Have passed, during the 13 month period prior to participation, a physical examination from a medical authority licensed to perform such examination, and have written proof of that examination on file at the athletics office.

Section 3: Additional WIAA Requirements for competitive sport teams. To be eligible, a student must:

- 1) Be in regular attendance during the semester immediately preceding the semester in which the activity begins
- 2) Be enrolled, and in regular attendance during the first fifteen (15) school days of the current semester in order to participate in events taking place in that semester
- 3) Have not reached his/her fifteenth (15th) birthday for middle school or twentieth (20th) for high school prior to June 1st of the previous school year.
- 4) In order to begin participation in an activity, students must have passed a minimum of four classes in the semester immediately preceding the semester that the activity begins.
- 5) All other requirements in Article 18 of the WIAA Handbook must also be met.

Article III: Violations and Consequences

Section 1: Standards of Conduct

Students involved in discussions with school officials concerning possible code violations are expected to be honest and forthcoming. Violations may be established by, but not limited to, the following: self-admission, reports from law enforcement, conviction of any crime, reports from the student's parents, or observation and verification by competent and reliable witnesses. Procedures for appeal of the determination of a violation are contained in subsequent sections of this document.

Section 2: Consequences for Violations

Consequences for Honor Code violations will be determined according to what extra-curricular activities a student is participating in at the time a violation is determined. If a student does not participate in any Extra-Curricular activities for 12 months after the violation is determined, then the consequences will be considered served.

- If a student is participating in both clubs and a sport, they will receive consequences in all groups.
- If the student is participating in only clubs or only a sport, they will be subject to consequences only in that area.
- If a student is not participating in any extra-curricular activity at the time a violation is determined, then he/she will receive appropriate consequences for the next activity, club or sport team they choose to join.

Note: Refer to Appendix "A" for consequences associated with Athletics. Refer to Appendix "B" for consequences associated with Clubs, Activities, Cheer and ASB.

Section 3: Dishonorable Behavior

Participation in extra-curricular programs is considered to be a privilege and not a right. Therefore, students who choose to participate in the school's extra-curricular program students are representing themselves, their team, their school and the entire community.

Dishonorable Behavior includes, but isn't limited to the following violations: conduct that shows indecent behavior, bullying/harassment, intimidation, foul language, cheating, disrespect or anything resulting in poor behavior and representation of a student- athlete. **Inappropriate comments and/or photographs on social media sites**, attendance at a "function" where alcohol/drugs are present, are each considered as "dishonorable behavior" subject to consequences. After considering the severity of the incident, the panel (Athletic Director, Associate Principal, and teacher rep.) will make a final ruling based on the preponderance of evidence (in accordance with Appendices A and/or B).

Section 3: Dishonorable Behavior (cont.)

Bullying & Harassment includes but is not limited to: *any unwanted behavior that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others, and may be a single event that occurs in or outside of the school setting without the victim's awareness.*

- After considering the severity of the incident the pane (Athletic Director, Associate Principal and teacher rep) will make final ruling based on the preponderance of evidence (in accordance with Appendices A and/or B).

Article IV: Academic Expectations

Philosophy of Scholarship: *Chelan High School/Middle school recognizes the important role that interscholastic athletics/activities play in the development of students. The staff and administration at CMS/CHS believe that the primary purpose of our school is to academically prepare students to become productive citizens. In keeping with the belief that participation in activities is a privilege and not a right, the following scholarship incentives have been established for the educational and personal welfare of our students:*

Section 1: General Expectations

1. Students participating in athletics and activities must have a GPA of 2.0 and **no "F's" at the time of a grade check.** For classes that use non-traditional letter grades, "U" for unsatisfactory, or "INC" for incomplete will be considered the same as an "F". Grades will be checked during each progress report and at regular intervals in-between for all students who participate in interschool athletics, clubs, activities, and who hold ASB offices (see grade check schedule on the next page). At the start of the season or activity, the student's grades from the most recent progress report will be checked. At the start of a new school year, the 2nd semester grades from the previous school year will be used. If a student participates in a LCSD approved summer school program after they have been declared academically ineligible from spring semester grades, they may avoid the both the LCSD and WIAA suspension periods by passing summer school courses, in accordance with WIAA rule 18.6.3. The student must provide the AD or Associate Principal proof of successful credit retrieval and the recalculated GPA must be a 2.0 or above.
2. If a student is achieving less than the minimum GPA (2.0), or is failing a course, he/she will be ineligible until this standard is met. When a student becomes ineligible after a grade check, but has not yet lost credit for the course, he/she will remain ineligible until they bring a "grade check form" to the AD or Associate Principal showing a current GPA of 2.0 and no F's. If a student **drops** a class after the drop date, that student will be ineligible for **5 weeks**. To **drop** a class means to transfer out of the class and receive a W for withdraw on the transcript. If a student **transfers** from one class to another after the drop date without losing credit, he/she will begin that class with the equivalent grade percentage. To **transfer** means to switch from one class to another class that will count for the same credit toward graduation requirements.

If a student becomes academically ineligible, the student will be informed in writing, and parents will be notified by the school. It is the responsibility of the student to obtain the "grade check form" from the AD or Associate Principal and complete the form with grades and signatures from each class they are currently failing. Students may check with their teachers before school, during his/her assigned period with the teacher, or after school, but should not approach the teacher for an updated grade during another class period. The student may bring the completed form to the AD or Associate Principal at any time during the regular school hours after being declared ineligible. When the AD or Associate Principal certifies that the student has indeed met the "2.0 and no "F's" standard, the student will immediately be eligible.

3. At the end of a term, if a student earns a GPA less than 2.0 or loses credit for a course as a result of a failing grade the student will be ineligible for a period of at least 2 weeks.

**Note: A wrestler who fails only 1 (one) class at the end of 1st semester or who passes all classes with less than a 2.0 GPA, but does not have 2 weeks before the district tournament, will be allowed to wrestle on condition that he/she turns in daily progress reports to the Athletic Director showing all assignments/tests turned in on time. Failure to meet this requirement will result in the immediate end of that wrestler's season.*

*-This is a unique issue dealing with only **wrestling** and how post-season advances and when grades are posted for the semester.*

2017-18 Grade Check Schedule

Semester 1: 2017-18

September 20th.....	Grade Check
October 4th	1st Qtr. Progress Report
October 18 th	Grade Check
November 2nd	1st Qtr. Report Card
November 15 th	Grade Check
December 6th	2nd Qtr. Progress Report
January 10 th	Grade Check
January 24th	1st Semester Report Card

Semester II: 2018

February 7 th	Grade Check
Feb 21st	3rd Qtr. Progress Report
March 21st.....	Grade Check
April 9th	3rd Qtr. Report Card
April 25th.....	Grade Check
May 9th	4th Qtr. Progress Report
May 23	Grade Check
June 13 th	Final Report Card 2016

4. Any student declared academically ineligible cannot miss class time for a club/team activity, suit up or participate in a contest, or travel with the group/team to a contest, but may continue to attend practice.

5. Any student declared academically ineligible may be subject to participate in a study hall provided by the coach, advisor of the sport or activity involved, or the teacher of the class(es) in which the student is receiving low grades.

Article V: Appeal Procedures

Section 1: Eligibility Council

The Eligibility Council shall consist of three teachers (MS/HS), a school counselor, a coach, and a club advisor from the school in which the student participates (middle or high school). Advisors or coaches for the teams or clubs in which the student is participating may not participate as members of the council for the purposes of hearing the student's appeal. (The Eligibility Council members will remain in place for the entire school year). Honor Society and other club members that are seeking reinstatement will need to appeal to the Eligibility Council, as directed by the National Honor Society and other National club guidelines.

Section 2: Appeal of Violations

The Eligibility Council will be convened if the student appeals the determination of a violation, or if the student appeals whether the correct consequences were applied according to the code when the violation has been established. Subsequent appeal procedures and timelines are outlined below.

Section 3: Appeal of Academic Ineligibility

Students who become ineligible according to Article V, Section I, may appeal their case to the building principal.

Appeals will be heard on the basis of extenuating circumstances only. Students who wish to appeal academic ineligibility must notify the Principal of their intent to appeal within 48 hours of receiving notification. Students who appeal academic eligibility will remain in-eligible until such time that the Principal or administration makes a determination.

Section 4: Appeal of Athletics and Activities/Due Process

1. The student accused of violating the activity code, his or her parents/guardians, and the advisor, will be notified of the charges within a reasonable time after such violations become known.
2. Students who wish to appeal the determination of a violation, or the correctness of the consequences applied by the AD- (athletics) or ASB clubs/activities- (Associate Principal), or if they believe their Due Process rights were violated, to the Eligibility Council, must notify the AD or Associate Principal within 48 hours after receiving notification.
3. The Eligibility Council will hear the appeal and will uphold the consequences or will recommend the process start over if new information is presented or if consequences were wrongly applied.
 - If a third strike occur, the Eligibility Council may recommend a reinstatement process be applied decided and overseen by the building principal.
4. Once the Eligibility Council has heard the appeal, any further appeals will be to the building principal, then the Superintendent, and final appeal will be to the Board of Directors. **At each step, the request for appeal must be made within 48 hours of notification of the decision at the previous level.**
 - a. Students who are appealing the determination of a violation of a 1st or 2nd strike may remain eligible until the appeal process is completed with approval by the administration.

Section 5: Application/Consideration for Reinstatement

The WIAA has two options for students who are found to in violation of WIAA Rule 18.26.2 (Legend Drugs and Controlled Substances). Should the student in violation seek and receive help for a problem he/she may be granted "reinstatement" to his/her respective program pending the recommendation of the school eligibility council and/or at the discretion of the Principal.

Appendix A: Athletics:

This table is intended to clarify the consequences outlined in Article III Section 3 and refers to athletics, cheerleading and dance/drill.

NOTE: All violations will be considered cumulative regardless of the category they may fall under.

Violation Category/Description	1st Offense	2nd Offense	3rd Offense
I. Dishonorable Behavior (refer to Article III, section 3)	10%- 40% of Contests*	From 40% of Contests to the equivalent of one sport season	Permanent removal from all activities sponsored by the LCSD.
Self-Admit (<i>student admits when questioned</i>)	10% of Contests*	20% of Contests*	Permanent removal from all activities sponsored by the LCSD.
II. Bullying and Harassment	20% of Contests*	From 40% of Contests to the equivalent of one sport season	Permanent removal from all activities sponsored by the LCSD
III. Alcohol/Illegal Drugs and Tobacco (Marijuana) Possession/Consumption • Compliance with Substance Abuse Counseling†	40% of Contests*	**The equivalent of one sport season	Permanent removal from all activities sponsored by the LCSD.
Self-Admit (<i>student admits when questioned</i>) Compliance with Substance Abuse Counseling†	20% of Contests*	**The equivalent of one sport season	Permanent removal from all activities sponsored by the LCSD.
IV. Legend Drugs (Steroids/Controlled Substances) **** WIAA RULE 18.26.0 • Compliance with Substance Abuse Counseling†	**The equivalent of one sport season	*** One calendar year suspension from all activities	

†Before being reinstated as eligible to participate, the student must provide proof to the AD or Associate Principal of compliance with the recommendations of the Substance Abuse Counselor. If sufficient proof is not provided, then the student-athlete will remain ineligible.

*** If a student-athlete is suspended from participation in a contest, they may not dress in uniform, travel, or sit on the bench with the team.**

** One sport season: (ex) If a suspension is carried over to the next sport season, the percentage of the suspension left to be completed will be based upon the regular season team contest limit of the next sport.

***One calendar year: (ex) If a student is suspended for one calendar year on September 21, 2012– the participant will become eligible to participate on September 21, 2013

**** Legend Drugs are drugs such as steroids and prescription medications (RCW 69.41) for which the student does not have a valid prescription. Controlled substances are drugs such as heroin, cocaine, methamphetamines and other drugs that fall under the Uniform Controlled Substance Act (RCW 69.50).

Appendix B: Clubs and Activities:

This table is intended to clarify the consequences outlined in Article III Section 3 referring to Clubs, Activities, And ASB (Associated Student Body) Officers.

NOTE: All violations will be considered cumulative regardless of the category they may fall under.

Severe Misconduct Concerning Alcohol/Tobacco/Illegal Drugs			
Violation Category/Description	1st Offense	2nd Offense	3rd Offense
I. Dishonorable Behavior (refer to Article III, section 3)	20 hrs. of community service	**One calendar year suspension from all activities	Permanent removal From all activities sponsored by the LCSD.
Self-Admit (<i>student admits when questioned</i>)	10 hours of community service	Dismissal for the remainder of the school year w/ opportunity for reinstatement (see *Reinstatement).	Permanent removal from all activities sponsored by the LCSD.
II. Bullying and Harassment	20 hours of community service	Dismissal for the remainder of the school year w/ opportunity for reinstatement (see *Reinstatement).	Permanent removal from all activities sponsored by the LCSD.
III. Alcohol and Tobacco Possession/Consumption	1st Offense	2nd Offense	3rd Offense
All Clubs, Band/Choir & Non-Elected Positions	Dismissal for the remainder of the school year w/ opportunity for reinstatement (see *Reinstatement). To compete at District, Regional, State, or National competition, members must complete an additional community service project as determined by an administrator/club advisor. Honor Society Seniors: forfeit the right to wear honor cords at graduation.	Dismissal for the remainder of the school year. Note: No opportunity for reinstatement during the school year in which the code violation occurred. Students can earn reinstatement for the next school year by completing the requirements outlined.	Permanent removal from all activities sponsored by the LCSD.
IV. Legend Drugs/Controlled Substances *** WIAA RULE 18.26.0 Compliance with Substance Abuse Counseling†	<u>1st Offense</u> **The equivalent of one sport season		<u>2nd Offense</u> *** One calendar year suspension from all activities

† Before being reinstated as eligible to participate, the student must provide proof to the AD or Associate Principal of compliance with the recommendations of the Substance Abuse Counselor. If sufficient proof is not provided, then the athlete will remain ineligible.

* Reinstatement: If a club/activity member has the recommendation of the drug/alcohol prevention specialist and competes 20 hours of community service (pre-approved by the Principal, Associate Principal, or AD), he/she may apply to the club/activity advisor for Reinstatement. The decision to reinstate will be at the sole discretion of the club advisor.

** Equivalent of one sport season: If a suspension is carried over to the next sport season, the percentage of the suspension left to be completed will be based upon the regular season team contest limit of the next sport.

--- One calendar year: If a student is suspended for one calendar year on September 21, 2012 – the participant will become eligible to participate on September 21, 2013.

*** Legend drugs are drugs such as steroids and prescription medications (RCW 69.41) for which the student does not have a valid prescription. Controlled substances are drugs such as marijuana, heroin, cocaine, or methamphetamine and fall under the Uniform Controlled Substance Act (RCW 69.50)

Appendix C: Table of Consequences

This table is intended to clarify the consequences outlined in Article III, Section 3 and refers to Athletics and Cheer.

Sport/Activity (# of contests)	1 st Offense Self-Referral 20%	1 st Offense Self-Admission: 30%	1 st Offense Investigative :40%	2 nd & 3 rd Offenses (Illegal Use)
HS Football (9)	2 games	3 games	4 games	Refer to Appendix A Severe Misconduct for details.
HS Volleyball (16)	3 matches	5 matches	6 matches	
HS X-Country(10)	2 meets	3 meets	4 games	
HS Basketball (20)	4 games	6 games	8 games	
HS Wrestling(16)	3 matches	5 matches	6 matches	
HS Track(10)	2 meets	3 meets	4 meets	
HS Golf(12)	2 matches	4 matches	5 matches	
HS Baseball (20)	4 games	6 games	8 games	
HS Tennis (16)	3 matches	5 matches	6 matches	
HS Softball (20)	4 games	6 games	8 games	
HS Soccer (16)	3 matches	5 matches	6 matches	
MS Football (6)	1 game	2 games	3 games	
MS X-Country (7)	1 meet	2 meets	3 meets	
MS Volleyball (12)	2 matches	4 matches	5 matches	
MS Basketball (10)	2 games	3 games	4 games	
MS Wrestling (10)	2 matches	3 matches	4 matches	
MS Softball (10)	2 games	3 games	4 games	
MS Track (7)	1 meets	2 meets	3 meets	

Procedures for conducting Honor Code investigations:

- The administration will actively investigate all incidents immediately upon receiving information.
- Students who wish to discuss the matter with parents before answering questions from an administrator will be allowed the opportunity to contact parents prior to the interview.
- Following the investigation, students and parents will be informed as soon as possible.
- The appropriate form will be processed and sent home to the parents informing them of the violation, how it was determined, the consequences and the appeal process.
- Student informants may be required to write and sign a formal statement of the accusation.

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Approved by the Lake Chelan School District Board of Directors