

CO-CURRICULAR PROGRAM

CODE OF CONDUCT

Participation in high school activities program is a privilege, not a right. All participants are expected to demonstrate high levels of citizenship and academic performance in order to represent their school as a member of a team or club activity.

To be eligible for participation, a signed verification by the student and parent indicating they have received and read a copy of the Co-Curricular Activity Code of Conduct, as well as the specific rules and regulations of an individual co-curricular/extra-curricular activity, must be submitted annually by the parent or student and kept on file in the office of the activities coordinator of the school.

The Code of Conduct must be signed each year and will be in effect for one calendar year from the date of signing. The appropriate sanctions, as described in this procedure, will be applied for violations that occur during the one calendar year following the date of signing.

GENERAL REGULATIONS

1. Washington Interscholastic Activities Association rules must be followed in all cases of eligibility, transfer, insurance coverage, starting dates, use of school equipment, etc.
2. Prior to the first practice for participation in interscholastic athletics, a student must undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. The physical examination shall be valid for twenty-four (24) consecutive months unless the physician indicates the physical is only good for less than twenty-four (24) months. Also, the current physical must extend through the duration of the entire sports season. Physicals which expire during the sports season will not be accepted for clearance.
3. No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of the coaches.
4. Participants must travel to and from contests away from Bellingham in transportation provided by the school. The only exceptions permitted are:
 - o Injury to a participant which requires alternate transportation; or
 - o Prior arrangement between the participant's parent/guardian and the coach/advisor for the student to ride with parent/guardian.
5. A co-curricular/extra-curricular activity season shall be one full calendar year from the date the participant signs the extra-curricular code, during which regularly scheduled practices, turnouts, rehearsals, meetings, games, events, or contests that are held under the direct supervision of an approved Bellingham School District employee.
6. Completion of the co-curricular/extra-curricular activity's season is required in order for the student to be eligible for letter or other team or individual awards. (Exception: injury which limits participation.) No awards shall be given to any student suspended

- for the remainder of the season for Co-Curricular/Extra-Curricular Activity Code of Conduct violations.
7. An athlete who has been injured and has had medical treatment cannot participate until a signed release from the doctor is presented to the head coach. The release form will be kept on file by the school administration. (Form provided by school.)
 8. Any display of un-sportsmanlike conduct toward an opponent or official or the use of profane, obscene, or vulgar language or gestures during a practice or contest will result in counseling by the head coach/advisor and/or other corrective action, including possible exclusion.
 9. School-owned equipment checked out by a participant in any co-curricular/extra-curricular activity is his/her responsibility. The participant will be financially responsible for the loss or misuse of this equipment. Participants will not be allowed to continue competing or to receive awards until this obligation is fulfilled.
 10. Any student representing the school in co-curricular/extra-curricular activities must meet the dress standards deemed appropriate by the advisor/coach and school administration. Coaches and advisors of activities will notify participants as to the standards they expect.
 11. A participant is expected to attend all scheduled practices, meetings, contests and performances, whether or not school is in session. If it is necessary to be absent, prior notification must be provided to the advisor/coach no less than 48 hours prior to the planned absence. Exceptions to the 48-hour requirement may be made at the discretion of the principal for good cause.
 12. A participant shall not engage in conduct detrimental to the group or to the school.
 13. A participant shall not steal or use another's property without permission.
 14. A participant shall not use, consume, possess, transmit or sell alcoholic beverages, drugs, narcotics or tobacco (including smokeless tobacco.) Nor shall a participant use or possess drug paraphernalia.

STUDENT ATTENDANCE REQUIREMENTS

1. A student must be in school the entire day in order to participate in a practice or co-curricular/extra-curricular activity that day. The only regular exceptions to this requirement are funerals, pre-planned medical/legal appointments, or school sponsored events. A student may appeal to the principal to excuse an absence for a reason other than one of those noted above. The principal may grant an excuse for unusual circumstances.
2. If a student is absent the last school day of the week, and the competition is on a non-school day, the student must bring to the coach/advisor a signed statement from the parent granting permission for the student to participate. It is recommended that the coach/advisor call the parent in regard to the nature of the absence.
3. Truancy (unexcused absence from any class, portion of a class or practice) will be dealt with as follows:
 - First Offense: Exclusion for one event.
 - Second Offense: Exclusion for 20% of full season schedule.
 - Third Offense: Exclusion for the remainder of the co-curricular/extra-curricular activity season.

ACADEMIC STANDARDS

1. Participation in a co-curricular/extra-curricular activity program requires successful performance in academics. The academic standards place proper emphasis upon student achievement in the classroom to maintain eligibility.
2. In order to maintain athletic eligibility, students must be enrolled in five (5) out of six (6) or six (6) out of seven (7) classes in the immediately preceding semester.
3. A student must pass five (5) out of six (6) or six (6) out of seven (7) classes in the immediately preceding semester in order to be eligible for competition during the succeeding semester.
4. Running Start student eligibility for participation in co-curricular/extra-curricular activities is determined at their high school of residence and must be in compliance with WIAA Eligibility Standard 18.27.0.
5. Academic eligibility is established at least every three weeks during the extra-curricular activity season. In order to be eligible to participate in an activity, a student must be registered, attending and passing all assigned classes. Students who do not have passing grades will be excluded. The participant's parent or guardian will be notified of such exclusion. Students who raise their grades to passing during the ineligible period must receive teacher confirmation of this grade in order to become eligible. Clerical errors made by a teacher may be corrected by mutual agreement between the teacher and the activities coordinator.
6. Academic eligibility assessments shall begin the third week of the school year and will occur every three weeks throughout the year. Students marked as failing will be ineligible until they are passing all classes. Once passing, they are required to submit an eligibility form to the Activities Office. The ineligibility will begin the Monday following each three-week grade check and continue until the student is passing.

Eligibility slips will be marked with one of the following:

- "P" (passing) – A "P" will mean the participant is eligible for competition the following week.
 - "F" (failing) – An "F" means that the student is not passing a particular class. If a student receives an "F" in any course, s/he will be excluded from participating in the activity for the following week and any subsequent weeks until the academic situation is rectified.
7. Students who receive an "F" will have an ineligibility slip circulated at each three week grade check. The student will become eligible when they successfully submit the form with the passing grade signed by the teacher to the Activities Office.
 8. Forging of a signature or a grade will result in automatic exclusion for the season.

CITIZENSHIP STANDARDS

1. All participants must demonstrate good citizenship in the school building, classroom, and co-curricular/extra-curricular activity program. Conduct that materially and substantially interferes with the educational process is prohibited.
2. Any participant referred to the administration for disruptive behavior will be made aware of the possible consequences of his/her actions and may be subject to appropriate corrective action.
 - Upon a second referral that requires administrative action, the participant will be declared ineligible for the following week.
 - If there is a third referral requiring administrative action, the participant will be excluded from the co-curricular/extra-curricular activity for the remainder of the season.

USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES

Bellingham Public Schools recognizes that chemical dependency is a serious illness and the use of drugs may be a violation of the law. The principal/principal designee and coach/advisor will implement the following disciplinary action as a result of a participant's offense for use, consumption, possession, transmittal or sale of alcohol, legend drugs, or controlled substances or for the use, sale, or possession of drug paraphernalia.

The substance abuse offenses/violations described will accumulate through the student's high school co-curricular/extra-curricular career and will trigger the disciplinary action described below.

Determination of Eligibility:

To restore eligibility, the student shall meet with the District Eligibility Board, consisting of the deputy superintendent or his/her designee and both an administrator and the activities/athletic coordinators from each of the three comprehensive high schools. The District Eligibility Board shall have the final authority as to the student's participation in the activity/athletic program.

The following definitions apply:

1. Definitions:

Proximity Offense – In the absence of physical possession, if there is knowledge that alcohol, tobacco, drugs or other illegal substances are present and/or being used by others who are present—all students have a responsibility to remove themselves from that situation immediately. This rule does not apply to events where alcohol or drug use is permitted by law, such as at religious ceremonies or where alcohol use is restricted to adults.

Exclusion – Athletic/activity exclusion means the complete denial of the privilege to participate in the athletic/activity program for an indefinite or defined period of time.

Self-Referral – Self-referral of a violation means that the student admits to the infraction before an investigation or inquiry by any school staff or legal authority, e.g. police officer.

Self-Admittance – Self-admittance of a violation means that, when questioned as part of an investigation, a student responds honestly and is cooperative.

2. Sanctions:

A. Sale of or Intent to Sell Alcohol or Marijuana

First Violation involving Sale of or Intent to Sell Alcohol or Marijuana

Any student who is found to have been engaged in the sale or an effort to sell alcohol or marijuana will be excluded from all sports or activities in the district. If a high school student completes drug/alcohol dependency assessment and any subsequent recommendations for treatment, he/she may appeal in writing to the District Eligibility Board to be reinstated for athletics or activities after a one calendar year suspension. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.)

B. Use of Alcohol/Marijuana

(1.) First Offense

Source of Information	Actual Possession/Use	Proximity Offense
Self-referral	Suspension – 20% of schedule, games or events	Suspension – 20% of schedule, games or events
Self-Admission	Suspension – 30% of schedule, games or events	Suspension – 30% of schedule, games or events
Administrative Investigation	Exclusion – 60 days or length of current season, whichever is longer	Exclusion – 45 days or length of current season, whichever is longer

(2.) Second Offense

A second violation will result in expulsion from all sports or activities for one (1) calendar year in the district. If a high school student completes a drug/alcohol dependency assessment and any subsequent recommendations for treatment, he/she may appeal in writing to the District Eligibility Board to reduce the sanction to the first 50% of games/events for the current or next season. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.)

(3.) Third Offense

A third violation will result in exclusion from all sports or activities in the district. If a high school student completes a drug/alcohol dependency

assessment and any subsequent recommendations for treatment, he/she may appeal in writing to the District Eligibility Board to be reinstated for athletics or activities after a one calendar year suspension. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.)

- (4.) Offenses Occurring at School or a School-Sponsored Event
- a. First Offense during High School
 - Discipline Sanctions under Policy 3200
 - Athletic/Activity Sanctions as described above for first offense
 - b. Second Offense during High School
 - Discipline Sanctions under Policy 3200
 - Athletic/Activity Sanctions as described above for second offense
 - c. Third Offense during High School
 - Discipline Sanctions under Policy 3200
 - Athletic/Activity Sanctions as described above for third offense

LEGEND DRUGS AND CONTROLLED SUBSTANCES

1. Definitions

Legend Drugs – Drugs obtained through prescription.

Controlled Substances – Includes all illegal drugs and substances, as defined by state or federal law.

Controlled Substance Analog – Includes all substances in which the chemical structure is substantially similar to that of a controlled substance.

2. Sanctions for the possession, use, or sale of legend drugs and controlled substances:

A. First Offense

- A participant shall be immediately ineligible for all activities or athletic competition for the remainder of the season.
- A participant who seeks and receives help for a problem with use of legend drugs, controlled substances, or 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 from subsequent compliance with this regulation. However, successful utilization of such an opportunity by the student may allow him/her to have eligibility restored in the program, pending recommendation by the District Eligibility Board. A minimum penalty shall be in effect, no less than that of a 1st offense for alcohol.

B. Second Offense

- A participant who commits a second violation shall be ineligible for competition for a period of one (1) calendar year from the date of the second violation. Students may not appeal for penalty reduction.
- C. Third Offense
- A participant who commits a third violation shall be permanently ineligible for all athletic/activity participation. Students may not appeal for penalty reduction.

USE OF TOBACCO

Bellingham Public Schools recognizes that the use of tobacco, including smokeless tobacco, is a health hazard and is addictive in nature. The district will not tolerate the use or possession of tobacco by an athlete during the activity season or any student participating in the co-curricular/extra-curricular activity program while on school property or at a school co-curricular/extra-curricular activity function. Participants who violate this regulation will be subject to the following actions:

- A. First Offense
 - The student will be restricted from participation in the activity for one game, performance, contest, competition or event.
- B. Second Offense
 - The student will be restricted from participation in the activity for two games, performances, contests, competition or events.
- C. Third Offense
 - The student will be excluded for the remainder of the co-curricular/extra-curricular activity season.
- D. Fourth Offense
 - The student will be excluded from all co-curricular/extra-curricular activity programs within Bellingham Public Schools for the remainder of his/her high school year.

OTHER UNACCEPTABLE STUDENT BEHAVIOR

Unacceptable student behavior not covered above, including, but not limited to, violations requiring administrative action as established in the “Rules and Regulations for Students in the Bellingham Public Schools” (Policy 3200), will be dealt with as follows:

A. First Offense –

Source of Information	Sanction
Self-referral	Suspension – 20% of schedule, games or events
Self-Admission	Suspension –30% of schedule, games or events
Administrative Investigation	Exclusion – 60 days or length of current season, whichever is longer

B. Second Offense – Exclusion for full calendar year from date of violation.

DISCIPLINE/GRIEVANCE PROCEDURE

The grievance procedure for any sanction involving a co-curricular/extra-curricular activity program is provided within Bellingham Public Schools Policy 3200.

1. Any student, parent or guardian who is aggrieved by the suspension or termination of extra-curricular privileges under these rules shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. During such conference, the student, parent or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.
2. If the grievance is not resolved at the informal conference, the student, parent or guardian, upon two (2) school business days’ prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee.
3. If the grievance is not resolved at the superintendent’s level, the student, parent or guardian, upon two (2) school business days’ prior notice, shall have the right to present a written and/or oral grievance to the school district’s disciplinary appeal council. The council shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
4. The exclusion or termination of privileges shall continue during the grievance process.

ADVISOR’S/COACH’S STANDARDS

Any additional, specific rules or regulations established by the advisor/coach regarding a specific activity that are not covered within the Co-Curricular/Extra-Curricular Activity Code must be consistent with the Code and must be approved by the principal and activities coordinator in

advance. Any additional rules and regulations must be in writing and kept on file in the school office of the activities coordinator. Each participant must be informed of such rules and must sign a copy indicating that they have reviewed them. The signed copies will be kept on file in the school office of the activities coordinator for the duration of that athletic or activity season.

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