

Chelan High School Extra-Curricular Honor Code

Article I: Introduction

Section 1: General Philosophy “Character is easier maintained than recovered”

The extra-curricular program at Chelan Middle/High School is provided to encourage students to participate, learn, and grow through their involvement. Participation in this program is considered an optional experience for students and high standards of conduct are expected of all participants. Participation is not required for graduation, nor are these experiences needed for entrance into college or other post-high school educational institutions. By electing to participate in these programs students must expect that certain requirements and standards will be placed upon them. Participants represent their school district, Associated Student Body, club, activity or team, families and community. As such, it is important that their behavior remain above question. Participants must also realize that their behavior establishes a benchmark for younger students in our district to strive toward.

Section 2: Who is Covered

The following policies and Appendix A apply to participants in all WIAA sanctioned athletic programs, including team support personnel (managers, stats keepers, etc.).

The following policies and Appendix B also apply to participants in Cheerleading, Equestrian Club, ASB Executive and Class Officers, Honor Society, Drama, FFA, FCCLA, FBLA, Science Olympiad and Knowledge Bowl teams, Med Club, International Club, Art Club and any other ASB club approved after the most recent revision of this document. Band and Choir participants are affected for non-classroom related activities, competitions and field trips. Classroom related activities, competitions, and field trips for Band and Choir are not covered by this policy, but by the course syllabi. Policies also apply to participants in middle school Math-Counts, Science Olympiad, and any other middle school ASB-approved club or activity.

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. Violation of these policies will result in suspension, probation, referral to a designated agency and/or removal from the activities program.

Section 4: Agreement

Participants and their parents will be asked to sign the 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 or high school. Signatures are required each year by participants and their parents 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 Codes

This Honor Code supercedes 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) 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 in 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 or Principal may consider extenuating circumstances (i.e. Pre-arranged medical appointment, family emergency, 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 athletics, cheerleading, dance/drill, and the Equestrian Club

- 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 Information Sheet on file in the Athletics office, according to the Lystedt Law.
- 4) Have passed, during the 13 month period prior to participation, a physical examination from a medical authority licensed to perform such examinations, and have written proof of that examination on file in 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.

Section 4: WIAA Requirements for Music and Theater/Drama

Students who participate in WIAA sanctioned events must meet the eligibility requirements described in Section 10.1.0 of the WIAA handbook.

Article III: Violations and Consequences

Section 1: Determination of Violation

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 club/activity and 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/Dance/Drill and ASB.

Section 3: Dishonorable Behavior

Dishonorable behavior that disgraces the name of the school will be reviewed by school administrators to determine the severity of the incident. Dishonorable Behavior includes but is not limited to the following violations: theft, vandalism, malicious mischief, graffiti, indecent behavior, harassment, intimidation, bomb threats, or weapons. After considering the severity of the incident, the VP/AD will determine number of contests lost, according to the Dishonorable Behavior columns on both Appendix A and/or Appendix 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 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 are graded "S" for satisfactory or "U" for unsatisfactory, a "U" 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 with 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 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 and complete the form with grades and signatures from every class in his/her current schedule. 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 at any time during the regular school hours after being declared ineligible. When the AD 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.*

2011-12 Grade Check Schedule:

Semester 1: 2011-12

September 27th Grade Check
October 6th 1st Qtr. Progress Report
October 20th Grade Check
November 8th1st Quarter Report Card
November 29thGrade Check
December 14th2nd Qtr. Progress Report
January 11th Grade Check
January 27th 1st Semester Report Card

Semester II: 2011-12

February 16th Grade Check
March 3rd 3rd Qtr. Progress Report
March 20th..... Grade Check
April 11th..... 3rd Qtr. Report Card
April 25th..... Grade Check
May 14th..... 4th Qtr. Progress Report
June 14th Final Report Card 2011-2012

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 two teachers, the 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. Honor Society members must first appeal to the Faculty Council instead of the Eligibility Council, as directed by the National Honor Society 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 Eligibility Council. (The Eligibility Council members will remain in place for the entire school year). Appeals will be heard on the basis of extenuating circumstances only. Students who wish to appeal academic ineligibility must notify the Eligibility Council of their intent to appeal within two school days of receiving notification. Students who appeal academic eligibility will remain ineligible until such time that the Eligibility Council makes a determination.

Section 4: Rights of Appeal and Notification/Due Process

The student accused of violating the activity code, his or her parents or guardian, and the advisor will be notified of the charges within a reasonable time after such violations become known. Students who wish to appeal the determination of a violation or the correctness of the consequences applied by the AD/VP to the Eligibility Council must notify the AD/VP within two school days after receiving notification. Decisions by the AD/VP or Eligibility Council may be appealed directly to the building principal, next to the Superintendent, and finally to the School Board. At each step, the request for appeal must be made within two days of notification of the decision at the previous level. Students who are appealing the determination of a violation or the consequences, may, at the sole discretion of the principal or his/her designee, remain eligible until the appeal process is completed.

Approved by the Lake Chelan School District Board of Directors

Date: _____

Appendix A: Violations Concerning Alcohol/Tobacco/ Illegal Drugs/Dishonorable Behavior

This table is intended to clarify the consequences outlined in Article III referring to athletics.

Violations Concerning Dishonorable Behavior/Alcohol/Tobacco/Illegal Drugs				
Violation Category/Description	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
I. Dishonorable Behavior (refer to Article III, section 3)	From 10% to 40% of Contests*	From 40% of Contests to the equivalent of one sport season	*** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the LCSD.
II. Alcohol and Tobacco Possession/Consumption <ul style="list-style-type: none"> Compliance with Substance Abuse Counseling† Self Admit (<i>student admits when questioned within 48 hr. time period</i>) <ul style="list-style-type: none"> Compliance with Substance Abuse Counseling† (admitting while in possession or under the influence of drugs or alcohol will result in no reduction) Self Referral (self-report) (<i>Admission to violation prior to school knowledge</i>) <ul style="list-style-type: none"> Compliance with Substance Abuse Counseling† Attendance at a “Function” where Alcohol/Drugs are being used illegally <ul style="list-style-type: none"> Compliance with Substance Abuse Counseling† 	40% of Contests*	**The equivalent of one sport season	*** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the Chelan School District.
	30% of Contests*	**The equivalent of one sport season	*** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the Chelan School District.
	20% of Contests*	**The equivalent of one sport season	*** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the Chelan School District.
	10% of Contests*	*The equivalent of one sport season	*** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the Chelan School District.
III. Legend Drugs/ Controlled Substances *** WIAA RULE 18.26.0 <ul style="list-style-type: none"> Compliance with Substance Abuse Counseling† 	**The equivalent of one sport season	*** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the Chelan School District.	

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

* If an athlete is suspended from participation in a contest, they may not travel with the team or dress in uniform.

** 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, 2008– the participant will become eligible to participate on September 21, 2009.

****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 B: Severe Misconduct Concerning Alcohol/Tobacco/ Illegal Drugs/Behavior

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

Violations Concerning Dishonorable Behavior/Alcohol/Tobacco/Illegal Drugs				
Violation Category/Description	1 st Offense	2 nd Offense	3 rd Offense	
I. Dishonorable Behavior (refer to Article III, section 3)	10 to 20 hrs. of community service	** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the LCSD.	
II. Alcohol and Tobacco Possession/Consumption	Honor Society	Band/Choir	FBLA/FCCLA FFA/Med Club Drama	ASB & Class Officers / Cheerleaders
1st or 2nd OFFENSE • Compliance with Substance Abuse Counseling†	Dismissal for the remainder of the school year if the student has already been inducted. Seniors: forfeit the right to wear honor cords at graduation Juniors: must reapply for admission as a senior	Dismissal for the remainder of the school year. Note: Students can earn reinstatement by completing the requirements outlined (see *Reinstatement). Students will be able to participate in field trips etc. if the requirements for reinstatement are completed. However, students will not be allowed to participate in all-state choir or band contests.	Dismissal for the remainder of the school year. Note: Students can earn reinstatement by completing the requirements outlined (see *Reinstatement). In order to compete at District, Regional, State, or National competition, members must complete an additional community service project of at least 20 hours.	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. (See *Reinstatement).
Attendance at a “Function” where Alcohol/Drugs are being used illegally • Compliance with Substance Abuse Counseling†	10 hours of community service.	*The equivalent of one sport season	** One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by the Chelan School District.
II. Alcohol/Tobacco 3rd Offense	Permanent dismissal from all activities sponsored by the Lake Chelan School District			
III. Legend Drugs/ Controlled Substances *** WIAA RULE 18.26.0 • Compliance with Substance Abuse Counseling†	FIRST OFFENSE: One calendar year – no reinstatement. Students may apply for reinstatement following the end of the penalty period (see * Reinstatement) SECOND OFFENSE: Permanent dismissal from all activities sponsored by the Lake Chelan school district.			

† Before being reinstated as eligible to participate, the student must provide proof to the AD 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 or VP), 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, 2006 – the participant will become eligible to participate on September 21, 2007.

*** 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, referring to athletics.

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

Procedures for conducting Honor Code investigations:

- Administrators will actively investigate all incidents immediately upon receiving information from sources defined in the policy.
- Students who wish to discuss the matter with parents before answering questions from administrators will be allowed the opportunity to contact parents prior to the interview. All parents will be called to notify them that there is an investigation taking place.
- Upon receiving information from the student about involvement or potential involvement in code violations, parents will be called as soon as possible to inform them of the violation and potential consequences.
- Students and parents will be informed as soon as possible, using the sample form included in these procedures, of the violation, how it was determined, consequences, and the appeal process.
- Student informants will be required to write and sign a formal statement of the accusation.