

# WEST PERRY SCHOOL DISTRICT

## CODE OF CONDUCT



*At the beginning of the season/ activity of the sport/ extra-curricular event, the Administration and Athletic Director must ensure that all coaches/ advisors understand the complete Code of Conduct. In turn, all coaches/ advisors must ensure that all student participants of said sport/ extra-curricular activity understand the Code of Conduct. All Code of Conduct Signature Forms must be kept on file by either the Building Principal or Athletic Director for the entire school year. All professional staff must be made aware by the building principal of the protocol for administering the Code of Conduct procedures.*

### **PHILOSOPHY**

The West Perry School District offers numerous activities which are an extension of the classroom. The goal and purpose of these activities is to TEACH students the meaning and understanding of commitment, fairness, sacrifice, teamwork, and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle and skill development. The activities are laboratories for learning. The West Perry School District school board, administrators, teachers, and coaches/advisors are committed to excellence and to providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always strive to be above reproach. They have an obligation to create a favorable image to and to gain the respect of their peers and adult citizens of the community.

### **Acknowledgement of Risk and Consent to Participate**

We, the parent/guardian of the student named on the cover of this booklet and by our signature acknowledge an awareness that participation in athletics: cheerleading, cross country, field hockey, football, soccer, volleyball, basketball, wrestling, baseball, softball, and track & field, involves a risk of injury. I understand that this risk includes severe injuries involving possible paralysis, permanent mental disability, or death, and that these injuries may occur in some instance as the result of unavoidable accidents.

We, the parent/guardian, by our signature on final page of this booklet indicate our acceptance of these risks and give consent for participation in the named sport activities for our son/daughter for this school year.

## **ELIGIBILITY**

1. Students must demonstrate academic eligibility in order to participate in interscholastic athletics and/or extracurricular activities.

### **High School**

- To be eligible for interscholastic athletic competition and/or extracurricular activities, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- A student must be passing three of four core courses or the equivalent. A student may not be failing more than one core and one elective course.
- Eligibility shall be cumulative and shall be reported on a weekly basis.
- In cases where a student's cumulative work from the beginning of the course does not, as of any Friday, meet the standards stated above, he/she shall be ineligible from the immediately following Sunday through the next Saturday.
- In cases where a student's cumulative work from the beginning of the course does not, as of the end of a marking period, meet the standards stated above, he/she shall be ineligible for the first fifteen (15) days of the next quarter.
- Home schooled students must submit their weekly grades to the athletic director every Friday morning by 9:00 AM during their season.

### **Middle School**

- To be eligible for interscholastic athletic competition and/or extracurricular activities, a pupil must pursue a curriculum defined and approved by the principal as a full time curriculum.
- When a student does not pass three of four core courses (math, language arts, science, and social studies), that student becomes ineligible for participation in interscholastic athletics or extracurricular activities.
- Eligibility shall be cumulative from the beginning of each quarter, and shall be reported on a weekly basis.
- In cases where a student's cumulative work from the beginning of the quarter does not, as of any Friday, meet the standards stated above, he/she shall be ineligible from the immediately following Sunday through the next Saturday.
- In cases where a student's work at the end of any marking period does not meet the standards stated above, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next quarter.
- Home schooled students must submit their weekly grades to the athletic director every Friday by 9:00 AM morning during their season.

2. A student must be in school by the start of the school day or have a documented valid excuse for being tardy or the student may not participate in or practice for any athletic team or extra-curricular activity for that day. In many instances attendance expectations for extra-curricular activities require more documentation or have more stringent expectations than normal school attendance policies.
  - A. Tardy to School – Student arrives to school after the tardy bell and prior to 9:00 AM
    - i. The first time a student has an unexcused tardy per season/performance in each sport or activity in which he/she is involved he/she may participate.
    - ii. If there is a second unexcused tardy in a season/performance, the student may not participate in each sport or activity in which he/she is involved.
  - B. Absence: Half Day or Full Day - If a student is absent a half day or the entire day, the student will not be allowed to participate in his/her scheduled school-sponsored activity that day or evening (no warnings). If a student is absent from school or sent home by the nurse on a given day, he/she cannot return to participate in his/her activity that day or evening or be a spectator at a school event on that day.
  - C. If the event is on a Saturday or school holiday, the student may not be absent the preceding school day. If a student leaves school for a medical or dental appointment, he or she must provide proper documentation in order to be eligible to participate in any athletic contest, practice or event. The Athletic Director and/or Principal may waive this rule due to extenuating circumstances.

Exceptions to these regulations must be approved by an administrator. Approved exceptions include, but are not limited to, a student who has a signed excuse from a doctor stating that he/she is fit to participate that day, school district transportation problems, an unavoidable family emergency or a pre-approved absence for a doctor's appointment, field trip, job shadowing, post-secondary institution visit, funeral, or religious observance.

3. Students will be able to practice but not ride with the team/organization to events during the ineligibility period.
4. This policy is intended for participants in all activities that are considered to be school sponsored extra-curricular activities and/or activities that meet outside of the normal school day

## DISCIPLINE

1. **Tobacco** - Possession or use of tobacco in school by students is prohibited. Possession or use is defined in the West Perry School District policy S070. The student will be subject to consequences defined by the district policy.
  - A first offense will result in the student being suspended from the team or activity for three (3) consecutive meetings, practices or games.
  - If a second offense occurs, the student will be ineligible to participate in any activity for thirty (30) calendar days.
  
2. **Drugs and Alcohol** – Possession or use of drugs and/or alcohol in or out of school by students is prohibited. Possession or use is defined in the West Perry School District policy S 210. If the drug and/or alcohol infraction occurs on school property, the student will also be subject to consequences defined in the district’s Drug and Alcohol policy.
  - **A student who is involved in an extra-curricular activity or activity that meets outside of the normal school day is subject to further responsibilities and consequences and to a 24/7 responsibility for adherence to the West Perry Code of Conduct.**
  - A student will be ineligible to participate in any activity for thirty (30) calendar days. Should the suspension occur during the end of the spring season or activity, the suspension shall be carried over to the start of the fall season or activity.
  - This 30 day suspension may be reduced to twenty-five days upon successful completion of five pre-approved community service hours.
  - If the student completes community service, the student may attend practices or meetings but may not travel to or participate in performances, competitions or other events one week prior to reinstatement.
  - In order to return to a team or activity, a student must undergo a complete Drug and Alcohol Assessment and successfully complete the recommendations of the assessment. The student and/or his or her family is responsible for any cost incurred for the assessment and completion of any recommendations. (Services will be available if there is a financial hardship.)If a second offense occurs:
  - A second offense will result in a one- (1) calendar year suspension from the date of the violation.
  - During this time, the student will not be allowed to participate in or practice for any activity.
  
3. **Anabolic Steroids** – As stated in West Perry School District Policy I 140 pursuant to Pennsylvania State Law 35 P.S. § 807.1 and 807.3, the use of anabolic steroids is strictly prohibited.
  1. The use of anabolic steroids, except for valid medical purpose, by any student involved in athletics is strictly prohibited.
    - Body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability is not a valid medical purpose.

- a. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of this policy.
2. Violations will result in the following penalties:
  - a. First offense – suspension from school athletics for the remainder of the sport season
  - b. Second offense – suspension from school athletics for the remainder of the school year and up to and including the following sport season of the sport in which the violation occurred in the following year.
  - c. Third offense – permanent suspension from all school athletics
3. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroid exists.
  - a. The board may require participation in any drug counseling, rehabilitation, testing or other program as a condition of reinstatement into the school athletic program
4. **Other Circumstances** - Whenever other offenses occur pertaining to participants out of school and in or out of season, a committee consisting of the building principal, athletic director, advisor and/or head coach will review the individual situation and take appropriate action. These circumstances may include sexual assaults, racially motivated behavior, or serious legal violations that could potentially endanger the health, welfare and safety of others. The student will have the opportunity, if desired, to appear before the committee before final action is taken.
5. **HAZING** - Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student.
  - Hazing will result in immediate removal from the team for the remainder of the season and appropriate discipline from school officials, which may include suspension and contacting appropriate laws enforcement agencies.
  - Due process shall be followed.

In the case of alleged infraction of the rules and regulations, the procedure and consequences listed will be put in place. In the case of extra-curricular participants, the rules apply in or out of the season/activity.

1. If a professional staff member, coach, advisor or a law enforcement official observes a violation of the Drug and Alcohol or Tobacco policy, the student voluntarily admits to the violation or the violation is supported by substantial evidence:
  - The administration will investigate.
  - Two administrators, which could include the Principal, Assistant Principal, Dean of Students or Athletic Director will investigate the alleged conduct or violation and then make a decision based upon evidence received.

- A member of the coaching staff/advisor will be present during questioning of the student. If a member of the coaching staff/advisor is not available, a guidance counselor shall be present.
- 2. If the evidence show that a student has violated the Code of Conduct:
  - Parents/guardians, Superintendent and Assistant Superintendent will be notified after an initial investigation is completed.
  - The administration may contact outside authorities.
- 3. After the investigation is completed and the student has been shown to have violated the Code of Conduct:
  - Parents will be invited to a meeting to hear the results of the investigation and to be informed of the consequences for the student(s). If the consequences include a suspension, a three day suspension from the activity will begin immediately and will be in effect until the parent meeting. The full length of the suspension will be discussed at the parent meeting.
- 4. In order to ensure the student's Due Process rights are upheld, the following procedures will be implemented.
  - A. In addition to phone contact and parent meeting, the student and parent/guardian will be notified in writing of any suspension.
  - B. Within the first three days of a suspension, the parent/guardian is encouraged to meet with the administration to discuss the situation. The student and/or parent/guardian may present any additional information to the administration.
  - C. If the parent or guardian is not satisfied with the outcome of the meeting, a meeting should be scheduled with the Superintendent of Schools or his/her designee to present information for review. The meeting should be scheduled as soon as possible but must take place within 5 school days from the request to meet.
  - D. The Superintendent will render a decision within five (5) school days.

## **EXPECTATIONS**

In addition to the West Perry School District Discipline Code and PIAA By-Laws, the following rules have been developed for interscholastic athletics and all other extra-curricular activities.

1. No student may participate in an extra-curricular activity until he/she has submitted a WPSD Code of Conduct form signed and dated by the participant and the parent or guardian.
2. No student will practice for or participate in any activity during a period of in-school/out-of-school suspension. A participant placed on in-school or out-of-school suspension is not considered in good standing and will not be able to practice, participate in, or attend any contests, practices, or performances on the day the

suspension is imposed and for the duration of the suspension. Students are expected to serve assigned detentions; however, detention does not make a student ineligible for participation in scheduled activities for the day of the detention upon completion of the assigned detention.

3. A student will conduct him/herself in a respectful manner during the playing of the national anthem and the alma mater. Talking, laughing or horseplay will not be tolerated. The first offense is a warning. The second offense is a suspension from the team/activity for 3 days; the third offense is removal from the team/activity.
4. The only reasons for excused absences from practices, games or public performances are the following:
  1. A death in the family
  2. Automobile accident
  3. Illness and not in school
  4. Any other situation that may arise that the coach/advisor deems appropriate or reasonable.

Unexcused absences from practices, games or public performances will not be tolerated. An unexcused absence is absence from a practice or a game about which the coach/advisor did not have prior knowledge. The first unexcused absence may result in suspension from practices and/or games not to exceed 3 days. Subsequent unexcused absences may result in further suspensions or removal from the activity.

5. Equipment issued for practice and competition should be cared for properly. Loss of equipment or failure to turn in equipment at the end of the season will result in payment to replace it. Any awards due to the student will be withheld as will report cards until restitution is made. All athletes are required to return all equipment and pay all debts incurred for one sport season before they may begin participating in another season.
6. It is the student's responsibility to keep all facilities (home and away) as neat and clean as possible. This includes the student's personal locker and property.
7. The head coach or advisor has the authority to remove temporarily a student or athlete from an activity or a team with a justifiable reason. In addition, engaging in any other activity forbidden by the laws of Commonwealth of Pennsylvania may result in a suspension from a team or activity if that unlawful activity constitutes a danger to other students or interferes with school purposes.
8. If a student is to be permanently removed from a team or activity, due process will be followed.
9. The West Perry participant must understand that he or she and his or her actions are representative not only of him/herself but also of the entire activities program and every other individual involved. A student is expected to represent West Perry High School and/or Middle School, the community, and him/herself in a positive manner. Disrespect towards any member of the coaching staff, activity advisor,

faculty and/or administration will not be tolerated. An offense may result in suspension from practices and/or games not to exceed three (3) days.

10. Use of profanity is forbidden. An offense may result in suspension from practices and/or games not to exceed three (3) days.
11. **Bus Rides** – A student is expected to adhere to all district bus guidelines. Students are the responsibility of the coaches/advisors until the organization returns to the high school or middle school and all students have left the premises. When returning from an activity, students are expected to leave the premises immediately. No student may be released by a coach/advisor prior to returning to the school unless it would be to a parent or guardian who has completed proper sign-out procedures. If students are traveling with another adult, parent permission must be submitted in writing. To promote team unity and loyalty, participants are strongly encouraged to travel with their organization at all times.

***(Student Athletes)***

12. Berating and criticizing officials will not be tolerated. The only designated persons to talk to officials are the team captains and coaches or advisors. As per P.I.A.A. policy, any athlete who is ejected from a scheduled exhibition contest, league competition or tournament by an official will be excluded from participation in the next scheduled event.
13. An athlete will not be permitted to try out for or participate in two sports in the same season unless both coaches and the athletic director sign a written permission agreement. If an athlete is participating in two sports, he or she must declare a primary and secondary sport.
14. The student must finish the season/activity as a team member in good standing to qualify for any awards sponsored by the school district or booster club. All awards will be presented at the end of the season. The coaching staff, advisors and athletic department will determine the types and numbers of awards to be presented.
  - If an athlete *quits* a sport, he/she shall be unable to try out for another team during that season unless a waiver is obtained from both coaches. (This includes weight training and all other out-of-season conditioning programs.)
  - An athlete who has been removed/dismissed from a team for disciplinary reasons is not eligible that season for any athletic award from West Perry School District, may not participate on another athletic team during that sport season nor begin another sport season until the one he/she left has been completed. (This includes weight training and all other out-of-season conditioning programs).
15. An athlete who intends to participate in an interscholastic activity may not participate in any tryout, practice or contest without having passed a physical examination



administered by a physician or physician's assistant licensed in the Commonwealth of Pennsylvania.

16. **Bench Conduct** - When you put on a uniform, spectators keep an eye on you. Show them what kind of team person you are. Demonstrate support and be prepared at all times to enter the game. During time outs, you are expected to listen and learn. Assist the managers if they need help. Horseplay, berating officials or opponents or fans or assuming a reclining position on the bench will not be tolerated. **DO NOT RESPOND TO FANS!!!!!!**
  
17. Any athlete who quits or is removed from a team must return within 48 hours all equipment as it was issued.

### **Proof of Insurance**

It is the policy of the West Perry School District that any student participating in athletics: baseball, basketball, cheerleading, cross country, field hockey, junior high football\*, soccer, softball, track & field, volleyball, and/or wrestling must have accident insurance. (\*HIGH SCHOOL FOOTBALL IS NOT COVERED BY SCHOOL INSURANCE) This insurance can be provided through your place of employment, your own individual contract or through the school carrier. If insurance is not provided by the parent/guardian the student may not participate in interscholastic athletics.

Please indicate below which coverage you have for your son/daughter.

YES- we have purchased school insurance for our child.

YES- our child is covered.

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**BY SIGNING THIS BOOKLET THE PARENT/GUARDIAN ASSUMES THE FULL RESPONSIBILITY OF PAYING FOR ANY ATHLETIC INJURY THAT OCCURS TO HIS/HER SON/DAUGHTER THROUGH HIS/HER INSURANCE OR HOSPITAL PLAN. THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY ATHLETIC INJURY.**

## Code of Conduct Signature Form

We have read the Extra-Curricular/Athletic Department Code of Conduct. While we understand the philosophy, the guidelines, and the rules of the activity/program, we understand that our signatures may not signify agreement with all areas. Our signatures do signify that we will do all within our capabilities to help follow and enforce these stipulations.

**Please verify you have completed the Proof Insurance section on page 9.**

***We agree to abide by the West Perry School District guidelines set forth in this document, and the school's decision(s) involving any violation(s) of the guidelines. Therefore, we are attaching our signatures below on this page:***

Participant's Name (please print) \_\_\_\_\_

Sport/Activity \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent /Guardian Name(s) (please print) \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature(s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

***This signature form must be completed and returned to the coach/advisor prior to the first scheduled practice or third meeting of any extra-curricular activity.***