

West Chester Area School District

High School

Extra-Curricular Code of Conduct

West Chester Area School District High School Extra-Curricular Code of Conduct

Mission of the WCASD

The mission of the West Chester Area School District, a diverse community rich in heritage, is to educate all students to achieve their personal best, be responsible, contributing citizens and become life-long learners by inspiring each student through challenging curriculum, varied opportunities, effective teaching, respect for diversity, nurturing and caring staff, and involved families and community.

PHILOSOPHY

The primary purpose of the extra-curricular program in the West Chester Area School District is to promote the physical, social, emotional, intellectual and moral well being of the participants. The extra-curricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences.

Through voluntary participation, students give time, energy and loyalty to their extra-curricular program. They also accept the rules, regulations and responsibilities that are unique to the program. In order to contribute to the welfare of the group, each student must willingly assume these obligations because the role of a participant demands that the individual make sacrifices not required of others. Emphasis will be placed on respect, trustworthiness, responsibility, and citizenship in hopes that all participants in our extra-curricular activities will be a positive force in preparing youth for an enriching and vital role in American life.

P.I.A.A. –ATHLETICS ONLY

All high schools in the West Chester Area School District are members of the Pennsylvania Interscholastic Athletic Association. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed. The PIAA by-laws will be followed by any district sponsored interscholastic athletic program.

EXTRA-CURRICULAR DEFINED

Extra-curricular programs are defined as those activities supported by supplemental contracts or are approved clubs.

ACTIVITY FEE

The West Chester Area School District has a tradition of offering high-quality extra-curricular programs for its students. In this time of budget challenges, our goal is to continue that tradition. However, it is our belief that the growing costs associated with these activities should be offset to some extent by student participants and their families. The introduction of an activity fee takes all stakeholder interests into consideration, and is designed to be as fair and equitable as possible. As a result, fees are set at levels that will not discourage participation, within a structure that represents underlying costs and the fee policies of surrounding districts, while also taking into account other support provided by booster organizations.

Activity Fee Structure:

Fees will be collected at the secondary level within two weeks of the initial start date of the activity. Coaches and advisors will also communicate these deadlines to participants at their initial meetings. Once students participate, there are no refunds. Additionally, playing time remains at the discretion of the coach and is not impacted by the activity fee.

High School Students

- Funded Activities/Sports (those extracurricular activities that are supported by paid coaches or advisors)
 - Families of high school students will be assessed a \$75 activity fee per student, per year which allows the student to participate in one or multiple funded activities and/or sports.

Exceptions and Fee Limitations:

- **Family Fee Cap**—the maximum amount of cost a family may incur in activity fees is \$200
- **Free and Reduced Lunch Students**—students who qualify for the national Free and Reduced Lunch Program are not required to pay activity fees.
- **Free Waiver Application**—families experiencing financial hardships may apply for financial assistance through the Office of the Assistant Superintendent.
- **Service Activities**—those activities that involve students performing a service to the school or student body. Examples of service activities include the following: Yearbook, Student Government, Class Officers 9th through 12th grades, and National Honor Societies.

SPORTSMANSHIP / CITIZENSHIP

Students in the West Chester Area School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, spectators, opponents, and the media. Therefore, they have an obligation to serve as positive role models by subscribing to the following code of conduct:

1. Show respect for authority and property
2. Maintain academic eligibility
3. Maintain training rules
4. Emphasize the ideals of sportsmanship, citizenship, loyalty, ethical conduct, and fair play
5. Denounce and not participate in actions meant to demean opposing players, teams, spectators and officials.

Any display of un-sportsmanlike behavior toward an opponent, official, or spectator during the season will result in counseling by the coach/advisor and possible suspension from the team or activity.

ACADEMIC ELIGIBILITY

Academic eligibility for all extra-curricular activities is based on the premise that academic performance is the keystone of a high school education and the standard against which participation is measured.

ELIGIBILITY REQUIREMENTS:

1. To be eligible for extra-curricular activities, a student must be enrolled as a full-time student in the West Chester Area School District, a legal home school student or a charter school student of the West Chester Area School District.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. A student-athlete must comply with the PIAA Rule that requires a student be passing a minimum of four (4) full credit subjects in order to participate in the athletic program.
4. A student must make adequate academic progress in compliance with this Code in order to maintain eligibility to participate in extra-curricular activities.

ADEQUATE ACADEMIC PROGRESS

1. *Academic failure is unacceptable.* It is the objective of the WCASD to ensure that students will make satisfactory progress in all their studies. Therefore, in order to make adequate academic progress and remain eligible for participation, students must be attending and passing all assigned classes, or be in compliance with a program of academic probation.
2. *Academic probation* is available to any student who is in danger of failing any one class. A student who is in danger of failing more than one class is ineligible to participate in extra-curricular activities.
3. *Academic monitoring.* Students in danger of failing as indicated in a weekly progress report will be required to utilize an Academic Monitoring Report for the next five weeks. This monitoring report will be completed by the teacher of the subject the student is failing and given to the head coach/advisor. While participating in academic monitoring, the student is eligible to participate in all practices, games and activities.
4. *Academic Probation.* A student failing one class on a report card or receiving a failing grade in one subject on a weekly eligibility report will be placed on academic probation for a five week period. While on probation, a student will be academically eligible to participate in games, practices and activities, provided he/she successfully adheres to the following conditions:
 - A. Upon notification by the head coach/advisor, student receives the Academic Monitoring Report form and arranges a meeting with his/her teacher(s) of those subject(s) the student is failing to develop an Academic Support Plan. The plan, as determined by the teacher(s), will include tutoring (this could include tutoring by members of the National Honor Society) and/or meetings with the teacher(s) and/or his/her counselor three times per week (before, during or after school) and/or other alternatives to help the student be more successful.
 - B. Student maintains the Academic Monitoring Report and gives the report to the Head Coach/Advisor by 9:00 a.m. on Monday. This report would be signed by the teacher(s).
 - C. Student shares the Academic Monitoring Report with his/her parents who must sign the report indicating they have seen the notification.
 - D. Student demonstrates improvement in the subject(s) to the satisfaction of the teacher. If student demonstrates sufficient improvement before the next report period, the teacher shall notify the Athletic Director/Designated Administrator immediately of the improvement and probation or ineligibility will end immediately.
 - E. Any student who fails to adhere to the above conditions or does not demonstrate improvement as determined by the teacher, will receive a warning notice and will either be continued on academic probation or declared ineligible by the Principal. If ineligible, the student may no longer participate in any activities for a period of three weeks. At that time, the Principal will determine if the student should be placed back on probation or should remain on academic ineligibility.

5. Whenever a student is failing two or more subjects, the students would be eligible for academic monitoring and for all available academic support programs.
6. *PIAA minimum standards.*(ATHLETES ONLY) In the event that a student is not passing four (4) full credit subjects, he/she is ineligible to participate in games and practices but will be eligible to participate in the academic probation program. In accordance with PIAA by-laws, any student who is not passing at least four (4) full credit subjects at the end of a grading period will be ineligible for the first fifteen (15) days of the next grading period. A student who has not successfully completed four (4) credits at the end of the school year will be ineligible in the beginning of the following year unless the failing grades are made up in summer school. The student may practice with his/her team in August.
7. *Extenuating circumstances.* When extenuating circumstances are negatively impacting on a student's grades, behavior, and/or attendance and that student has become ineligible, a parent/guardian, faculty advisor, or administrator may address the Principal or his/her designee (assistant principal). The Principal or his/her designee will review those circumstances and decide whether to continue the student's ineligible status or place him/her on probation. He/she will also follow up with the appropriate building staff (i.e., teachers, guidance counselor, psychologist, and social worker) in order to assist the student with his/her problems.

REPORTING PROCEDURES:

1. The Athletic Office will be responsible for compiling a list of students involved in the inter-scholastic athletic program for each season and submit this list to the Principal and entire staff. Special note: Parents of home school or charter education must report their grades to the athletic office on a weekly basis.
2. Teachers will submit to the Athletic Director's Office the names of students who are doing failing work each Wednesday by 8 am. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. The Athletic Office shall compile athletic eligibility reports by comparing the weekly progress reports with these guidelines. In the event of a disagreement as to the application of these rules, the Principal will have final authority to apply the guidelines and determine eligibility.
4. The Athletic Director will notify head coaches and counselors of students on probation or ineligible by the end of the day each Friday.
5. The head coach will notify the students who are on probation or are ineligible and distribute and maintain the Academic Monitoring Report.
6. These academic eligibility requirements are applicable to all students who participate in the athletic program in grades 9-12 in the West Chester Area School District.

SCHOOL ATTENDANCE

Late to School - A student must be in school by 8:30 a.m. in order to participate in an athletic contest/practice/activity that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed statement from the doctor regarding the absence. A note from the parent/guardian for illness will **not** be acceptable.

Early Dismissal – The WCASD policy is that in order for a student to participate in any extra-curricular activity, he or she must be present in school the day of the activity. If a student needs to have an early dismissal for any reason, he or she is expected to return at a reasonable time. If the student does not expect to return, he or she must receive prior permission from the administration or the athletic office.

The Principal or Athletic Director may make exceptions to this policy when a student has extenuating circumstances.

PRACTICES, MEETINGS, AND/OR COMPETITIONS

Each member of any team or organization is required to make a commitment to that sport or activity. Part of the commitment involves attending every scheduled practice, contest and activity. Unexcused absence from scheduled practices/contests/activities will result in the following actions:

1. Counseling by the head coach/advisor and notification of parents, if necessary, and
2. Suspension from the team/activity and possible dismissal, if subsequent violations occur.

TRAVEL

Students must travel to and from away contests/activities, in district provided transportation. The only exceptions to this policy follow:

1. Injury to participant which would require alternate transportation;
2. Prior arrangement made in writing between the participant's parent/guardian and the Athletic Director/ Coach/Advisor for the student to ride with the parent/guardian due to special situations which may arise; and
3. If transportation is not provided by the school district.

EQUIPMENT AND UNIFORMS

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach/advisor. It is the student's responsibility to take care of this equipment. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of replacing it. Until the obligation is resolved, the student will not be eligible for athletic/activity awards and will not be permitted to participate in any future extra-curricular activity.

COMPLETION OF EXTRA-CURRICULAR ACTIVITY

In order for the student to be eligible for a letter, team and/or individual awards, it is required that he/she complete the activity including any post-season playoffs, tournaments, and exhibitions where applicable.. The only exception will be illness and/or injury that limit participation. No awards will be given to any student suspended and/or dismissed for the remainder of the season for "Extra-Curricular Code of Conduct" violations.

"IN-SEASON" ONLY

The rules and regulations in this code shall apply to any violation that may occur during **the period of the extra-curricular activity participation on and off school premises**. Period of activity begins with the first competition, meeting or practice and ends with the last contest, meeting or practice, whichever is the later date. For athletes this applies during their in-season.

Violation of the WCASD's "Discipline and Records Policies" which requires administrative action will be handled in accordance with the provisions of the specific sections as outlined in the policies. For example, if a violation involves a suspension from school, the student will also be suspended from participating in practices/contests/activities of that team/organization during the length of the suspension. Future violations of the "Discipline and Records Policies" during the period of participation will result in further disciplinary actions as stated in this code.

It should be clearly understood that the same standards of behavior and discipline will be applied to all students and any violations of the WCASD "Discipline and Records Policies" may result in forfeiture of the privilege to participate on a West Chester Area School District extra-curricular activity.

Please note that the student suspension **will not** be adjusted to meet their practice, competition, or activity schedule.

TOBACCO USE – ON AND/OR OFF SCHOOL PREMISES

Smoking/possession of tobacco products will result in the following action:

First Offense - will result in a three day suspension from all activities.

Second Offense - will result in a ten day suspension from all activities.

Third offense - will result in a suspension from all activities for the remainder of the season.

VIOLATIONS OF THE DISCIPLINE CODE

Level II Offenses

If a student is charged with three level II offenses under the WCASD Discipline and Records Policies during one season, the student will be dismissed from the team and excluded from all team activities for the remainder of the season. For year long activities, reinstatement will coincide with the seasonal scheduling of athletics. For example: a student suspended in the Fall may resume participation in their activity when the winter athletic season begins in November.

Level III Offenses

If a student is charged with two level III offenses under the WCASD Discipline and Records Policies during a school year, the student will be suspended from athletics/activities for the remainder of the school year.

Substance Abuse

The WCASD has a School Board approved policy on drug and alcohol use. The following are the major provisions of that policy:

The WCASD BOARD OF EDUCATION finds that the possession, use, distribution or delivery of drugs, mood altering substances and/or alcoholic beverages by students while engaged in activities subject to control by the School District is a matter of concern and injurious to the health, safety and welfare of the students and enacts the following regulations: In accordance with Sections 510 and 1317 of the School Code of the Commonwealth of Pennsylvania, the Board of School Directors prohibits any student from knowingly possessing, using, transmitting, manufacturing, or being under the influence of any drug or mood altering substance and/or alcoholic beverage. These prohibitions, rules and regulations are made as being in the interest of the health, safety and welfare of the students.

Through curriculum, the Student Assistance Program, Crises Intervention Specialists, community support and resources, strong and consistent administrative and faculty commitment, rehabilitative efforts, and disciplinary procedures, the West Chester Area School District will strive to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood altering substances by students.

STUDENT POSSESSION, USE OR DELIVERY OF DRUGS, MOOD ALTERING SUBSTANCES AND/OR ALCOHOLIC BEVERAGES

This policy is violated when any student, visitor, guest or other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes or attempts to distribute drugs, alcohol or any mood altering substances or drug paraphernalia on school premises, or at any school sponsored activity anywhere, or while traveling to and from school or school related activities, or who conspires to distribute drugs, alcohol or any mood altering substances.

In an attempt to protect the health and well being of our students, and the integrity of our extra-curricular programs, the WCASD has established regulations to discourage substance abuse. Student/athletes are subject to all of the provisions of the WCASD Drug and Alcohol Abuse Policy. In addition, any student who violates the policy will be subject to the following:

First Offense – The student will be excluded from team or organization for a period of 10 school days.

Second Offense- The student will be excluded from all team or organization for the remainder of the school year.

Selling or Distribution

1. If a student is found selling or providing drugs, narcotics or alcohol on school property, in the community or on the school bus, he/she will be suspended immediately for ten (10) days, and forfeit all rights and privileges for further participation in extra-curricular activities for the remainder of the school year.
2. The Principal will request a Due Process Hearing before the Board of School Directors for the purpose of expulsion from school.
3. The police will be notified and will take appropriate action.

Anabolic Steroid Use/Abuse

The use of, possession, delivery of anabolic steroids or other illegal performance enhancing substances except for a valid medical purpose, by any student involved in school related extra-curricular activities is prohibited. Disciplinary action could include any or all of the following:

First Offense- The student will be suspended from high school extra-curricular for the remainder of the season.

Second Offense- The student will be suspended from high school extra-curricular activities for the remainder of the school year.

Third Offense – The student will be permanently suspended from high school extra-curricular activities in the WCASD

No student shall be eligible to resume participation in high school extra-curricular activities **unless there has been a medical determination that no residual evidence of steroids exists.**

STATEMENT ON THE PENNSYLVANIA CRIMES CODE

Violations of the Pennsylvania crimes code that occur “in season”, outside of school, shall be subject to administrative investigation with the possibility of student being suspended or dismissed from the extra-curricular activity.

DRUG TESTING

Consistent with the recent United States Supreme Court Decision, the WCASD reserves the right to require lab testing if a student is suspected of substance abuse.

HAZING

The WCASD has a school board policy on hazing. The following are the major provisions of that policy:

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership on any extra-curricular activity. Hazing is a level II offense and will be subject to the actions outlined in the WCASD Discipline and Records Policies handbook.

SPECIFIC EXTRA-CURRICULAR ACTIVITY RULES

Head coaches/advisors may establish additional guidelines through their training/meeting rules with the approval of the athletic director/administrator. Any additional rules and regulations developed by the head coach/advisor of any extra-curricular activity must be approved by the Athletic Director/Administrator prior to the start of the program. These rules can not be inconsistent with any provisions of this extra-curricular code of conduct. These additional rules and regulations must be in writing and on file in the Athletic Office/Main Office.