

Responsibility of the Student

Participation in activities is a privilege in the School District of Altoona. In order to keep this privilege, students must accept certain responsibilities. The greatest responsibility each student has is to be a credit to himself/herself, and to his/her parents, school and community. Students are the most visible representatives of our school, so they are expected to be fine examples of the quality of Altoona school district students. They are expected to display the highest standards of social behavior and respect for those in authority, including teachers, coaches, advisors, administrators, officials and other school personnel, as well as fellow participants and competitors.

Responsibility of the Coach/Advisor

Coaches/advisors are some of the most influential people in the Altoona school district. Their methods and results are a matter of public record and discussion each time their group performs. In most cases, the attitude, desire, and spirit possessed by the group is a reflection of these same qualities in the coach/advisor. Coaching demands that the proper attitude and perspective be maintained. Scheduling of school activities on Wednesday nights should be kept to a minimum so that non-school events can be scheduled.

Responsibility of the Parent

Parents are the greatest role models for a young person. The Altoona school district seeks parental assistance to help develop outstanding young men and women who possess the self-discipline and motivation to make a difference in the world. The administration, faculty, staff, and coaches ask that parents be supportive of the programs and personnel at Altoona school district and demonstrate that support by respecting the decisions and efforts of the coaches/advisors who work with the young people of Altoona. Parental assistance is also requested in enforcing this activities code so that a fair and healthy environment will exist for all students.

While spectators, at any extra/cocurricular events either at Altoona or any other site, parents are expected to display sportsmanlike behavior. An individual or group who willfully interferes with or interrupts the proper order or management of a school sponsored extra/cocurricular event by an act of violence, disorderly conduct, threatening language, or unsportsmanlike conduct toward coaches, players, or officials, or disobeys board policies or administrative rules may be removed from the event and may be prohibited from further attendance for a period of up to six weeks. Individuals prohibited from attendance may follow the established grievance procedure.

A. General Requirements

All students, and their parents/guardians, involved in or planning on being involved in any school-sponsored activities shall fulfill the following:

1. Be subject to the provisions of this activities code which is in effect for an entire calendar year from the date it is signed.
2. Be informed of the contents of this activities code.
3. Have on file an activities code/emergency code form signed by the student and his/her parent/guardian.
4. Physical card, signed by a licensed physician, attesting to the student's physical ability to participate. Physical cards are valid for two years unless the student has suffered a significant injury in that time.

B. Academic Eligibility

1. A student is required to take a minimum of 30 hours (six classes) of course work.
2. A student shall become academically ineligible by earning a NC in one or more classes during his/her latest nine-week period.
3. A student who earns one (1) failing grade during the previous grading period will be ineligible for one (1) contest if the number of scheduled contests or performances is ten (10) or fewer during a season, or two (2) contests/performances if the number of scheduled contests/performances is more than ten (10) during a season. A student will be eligible for participation contingent upon the student filing a weekly academic progress report with the coach/advisor or the activity indicating passing grades in all classes. If the academic progress report does not indicate passing grades, the student will be ineligible for the entire following week, Monday through Saturday.

To remain eligible, on the 20th day of the current grading quarter, the student will be required to have a form signed by all of his/her teachers indicating that he/she is passing all courses at that point of the 9-week grading period. If the student is not passing all classes, he/she will become ineligible for the remainder of the quarter and may not practice or compete.

The academic ineligibility requirement does not apply to incoming freshmen at the start of the fall season.

WIAA standards of academic eligibility will be applied for students with two (2) or more NC's.

4. General Provisions: In all cases (except the fall), the suspension for academic ineligibility will begin on the day after the activities director has received the official NC list.

Students who are academically ineligible may practice at the discretion of the coach/advisor during the initial period of ineligibility.

Students who are academically ineligible may be allowed to participate in graded activities at the discretion of the advisor.

Students who are ineligible will be allowed to be with the team in street clothes during home competitions. The student will not be allowed to travel or in any way participate with their team at any away competitions.

5. A student who is enrolled in any state-approved special needs program, including pupils with disabilities or 504 Plan and who receives alternative evaluation for such course, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her I.E.P. or E.P.

C. Attendance

1. Students must be in school and participate in class the entire day to be eligible for the day's performance/competition/practice/meeting.
2. A student who is ill or absent for part or all of the day will be ineligible for the day's performance/competition/practice/meeting. Students are not allowed to miss any classes because they arrived home late in the evening from an activity the night before.
3. Students with medical appointments or family emergencies may participate in the day's activity if their absence is excused by the principal or the activities director. Written verification from a physician or dentist may be required.
4. If a student is suspended (after- or out-of-school), the suspension will include any performance, competition, practice, or meeting that occurs that day.
5. Students with detention must serve their detention on the assigned day and prior to any practice/performance/competition/meeting being held that designated day.
6. Attendance at practice is mandatory unless the school or the coach has excused the participant prior to practice. The consequence for missing practice will be left to the discretion of the coach/advisor. If a scheduling conflict arises with a student who is involved in two (2) activities taking place simultaneously, the game/performance will take precedence over a practice.
6. No student shall miss a performance without the consent of the coach/advisor. The consequence(s) will be at the discretion of the coach/advisor.

7. If a scheduling conflict occurs, each participant will have the option to choose which activity to participate in. The participant must provide written notification informing the coaches/advisors involved, of their absence due to the conflict. The notification must be handed to the coach/advisor no less than five (5) school days prior to the conflict. If the proper notification is followed, coaches and advisors will not penalize the student for their choice. Failure to promptly notify the coach/advisor may result in a penalty, to be determined by the coach/advisor.

General Disciplinary Procedures for Both Performance and Non-Performance or Single Performance Organizations

All violations of the activities code in the Altoona school district are cumulative throughout a student's school career. However, the total number of violations a student has will be reduced by one (1) for each full calendar year the student is violation free. For example, a student with three violations would have his/her total reduced to two (2) violations if he/she were violation free for one (1) calendar year following the date of the last reported violation.

The minimum penalty for acts outlined in the WIAA Handbook, Section 2 of the Code of Conduct, which result in a student being suspended for one (1) or more WIAA tournament competitions, is immediate disqualification of the student for the remainder of the total tournament series in that sport.

A student who transfers from any school, whether or not a member school, with status of ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school.

D. Code of Conduct

1. The student must refrain from use, distribution (including but not limited to buying or selling) or possession of any amount of alcoholic beverage, tobacco or tobacco related products, or controlled substances/paraphernalia (including any substances similar in appearance, packaging, and used as a substitute; that is look-alike).
2. Attendance at gatherings where alcohol or other controlled substances are being used is prohibited unless the student is supervised by his/her parent/guardian. Exceptions to this expectation are as follows:
 - a. If a student attends a gathering and leaves immediately when he/she becomes aware of the use of alcohol or controlled substances.
 - b. Attendance at an establishment licensed to sell alcoholic beverages in addition to food, at a recreational service (including but not limited to restaurant, bowling alley, etc.)
 - c. Attendance at family gatherings or work/employment gatherings where alcoholic beverages are available to adults only and the student does not consume.

Disciplinary Action for AODA Violations

Step 1: Violator will be suspended from athletic competition for 25% of the regular season's scheduled contests in that sport (rounded up). The violator must undergo an initial AODA screening performed by an AODA specialist. This may involve an expense on the part of the student athlete. The violator and parent/guardian will be required to submit documentation of completion of an online chemical health educational program in order to restore the eligibility of the violator.

Step 2: Violator will be suspended from athletic competition for 50% of the regular season schedule contests in that sport (rounded up). The violator must undergo, at his/her expense, an AODA Assessment performed by a community/ based health organization/AODA treatment agency, along with any recommendations for treatment or education program prescribed by the assessors to confront the behaviors of use/abuse. The violator will provide the athletic director written certificate of compliance with recommendations in order to restore eligibility. If less than 50% of the contests remain on the schedule, the remainder of the suspension will carry over into the contests of the next sport in which the violator participates.

Step 3: The violator will be suspended for one calendar year. The violator must undergo, at his/her expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for treatment or education program prescribed by the assessors to confront the continued behaviors of use/abuse. The violator will provide the athletic director written certification of compliance with recommendations in order to restore eligibility.

3. The student must refrain from socially unacceptable behavior that is discrediting in nature to the ideals, principles, and standards of the community/school.
 - a. If **convicted of criminal behavior** as defined by state or federal statutes, or community ordinances such as:
 - 1) Theft
 - 2) Burglary
 - 3) Assault
 - 4) Battery
 - 5) Vandalism
 - 6) Possession or use of a weapon as defined in the student handbook
 - 7) Under the influence of, and/or possession of a controlled substance and/or paraphernalia on school grounds, school transportation, and/or school event
 - 8) Sex offenses
 - 9) Bomb threats
 - 10) Graffiti
 - 11) Use and/or possession of explosive devices including illegal fireworks
 - 12) Criminal disorderly conduct

- 13) Hazing (any act whether physical, emotional, mental or psychological that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person);
- b. **Non-criminal behavior** such as, *but not limited to*:
 - 1) Obscene language
 - 2) Fighting
 - 3) Insubordination
 - 4) Other acts that show a disregard for health, welfare, safety and/or property of others
 - 5) Displays of poor sportsmanship, swearing or abusive language during activities
 - 6) Violations of school policy
 - 7) Willful disobedience of rules established by the coach/advisor of a particular activity
4. Altoona High School expects students to be respectful, helpful and truthful when questioned by administration in regard to an investigation involving the competitive activities code. If a student is deemed to be lying and/or, in any way, impeding the investigation, school consequences may be invoked, as well as any competitive activities code consequence that may be incurred by the student.

Disciplinary Action for Single or Non-Performance Activities for Criminal/Non-Criminal Violation

Non-Performance Activities:

Art Club
Science Club
Spanish Club
National Honor Society
Students Against Destructive Decisions (SADD)
Student Council
Etc.

If a student is involved in performance and non-performance activities, the suspension will be served at the next scheduled performance activity.

Single Performance Activities:

Distributive Education Clubs of America (DECA)
Destination Imagination
Theatre Festival (drama)
Etc.

Note: All of these students are required to complete the code signing process. All staff sponsors must be aware of the code signing process for their students.

First Offense: The student will satisfactorily perform 15 hours of community service and the student will meet with the guidance counselor and his/her parents regarding the community service to be performed in three (3) weeks. For a first offense only, a student may turn himself/herself in to the activities director or other school official. If this self-admission occurs prior to the beginning of an investigation of that student by the activities director, the number of community service hours will be reduced to eight (8).

Second Offense: The student will satisfactorily perform 20 hours of community service and the student will meet with the guidance counselor and his/her parents. If the self-admission occurs prior to the beginning of the investigation, the number of community service hours will be reduced to 15. The community service is to be completed in four (4) weeks unless previously arranged.

Third Offense: The student will be suspended for one entire calendar year from the activity. If necessary, referral to a social agency for a drug/alcohol use assessment will be recommended.

All community service hours will be scheduled by the activities department and these will be hours in addition to any hours required for graduation. This community service obligation must be completed in two (2) weeks or less unless other arrangements have been made. Not fulfilling the community service requirement will result in missing another performance. If the student fails to meet his/her obligation, he/she will be ineligible to be involved in any activity/single performance until the community service hours are completed. Students in single-performance activities are required to participate in practice but will remain ineligible for performance until all community service hours have been satisfactorily fulfilled.

Disciplinary Action for Performance Organizations for Criminal/Non-Criminal Violation

football	wrestling	cheerleading
volleyball	track	dance team
hockey	cross country	softball
forensics	drama	tennis
basketball	baseball	
off campus performing musical groups		

Consequences:

Note: Discipline action steps may be skipped or repeated depending on the severity of the offense.

First Offense: The student will be suspended for 10% or at least one competition of the season's contests that he/she was to have performed. Students will be required to participate in all practices during the suspension.

Second Offense: The student will be suspended for 20% of the season's contests. Students will be required to participate in all practices during the suspension

Third Offense: The student will be suspended for 50% of the season's contests that he/she was to have performed. The student will also meet with the school counselor and his/her parents. Students will be required to participate in all practices during the suspension.

Fourth Offense: The student will be suspended for an entire calendar year and will meet with the guidance counselor and his/her parents.

Fifth Offense: The penalty will be left to the discretion of the principal and the activities director with the minimum penalty being, suspension for an entire calendar year and the maximum being, suspension for the remainder of the student's career.

All suspensions in performance activities will carry over to the next season in which the student participates.

Finally, a student who transfers to another WIAA school with a code of conduct suspension that has not been served must serve the mandated suspension, as decreed by the previous school. The athletic directors and/or designee of both schools must mutually agree upon any modification of the suspension.

E. Electronic Transmissions

Student-athletes are responsible for information contained in written or electronic transmission (e-mail, text message, etc.) and any information posted on a public domain (internet, chat rooms, Facebook, YouTube, MySpace, etc.). Student athletes are not precluded from participation in such online social network sites, however, any student-athlete that is identified on a social networking site which depicts illegal or inappropriate behavior may be considered in violation of the athletic code.

Since there is no way to establish a timeframe for when, or location of where, the image was taken, it shall be a responsibility that the student-athlete must assume. It must be noted that there may be persons who would attempt to implicate a student-athlete by taking such images to place them in a situation where they might be in violation of this code standard. This is our rationale for requiring that our student-athletes not place themselves in such environments.

F. Additional Rules by Coaches/Advisors

Nothing in this document shall be deemed as to limit a coach or advisor from establishing additional rules concerning student conduct during the season. Any rules established by the coach or advisor must be in writing and handed out to the student, their parents, and the activities director prior to the established starting date for the activity. Student cooperation with and conformance to any rules designed by the coach or advisor are required to maintain eligibility in that specific activity. These rules must be in accordance with the activities code and all other district policies.

It shall be the coach's/advisor's prerogative to suspend any student from a squad whom they consider a demoralizing influence or a detriment to the objectives of the activity. If a request

is initiated by the advisor/coach, approval by the activities director and principal will be necessary for the suspension if an in-season-cut is to occur.

G. Enforcement and Challenges Procedure

1. Violations of the activities code will be based on the following:
 - a. Violations reported to the school by law enforcement officials with corroborating evidence
 - b. Violations reported by teaching or coaching staff members, parents, students or members of the community.
 - c. Self-Admission
2. Reports of violations must occur within 14-calendar days of the violation unless the conduct has involved law enforcement.
3. Reports of violations must be in writing, signed and dated. Reports of violations must be presented to the principal or activities director and may be on the Activities Code Violation Form.
4. Upon receiving a report of a violation, the principal, assistant principal/dean of students, or activities director shall conduct an investigation, as soon as feasibly possible. The investigation will include an interview with the student to determine whether or not the student has violated the activities code.
5. After the initial investigation, if it appears a violation may have occurred, a parent or guardian will be contacted.
6. If after the investigation, the principal, assistant principal/dean of students, or activities director has determined that the student has violated the activities code, the student and parents or guardians shall be notified of the violation by letter. Consequences will begin at the earliest opportunity if self-admission occurs.
7. Parents or guardians will be informed that if they are dissatisfied with the determination, a challenge or complaint may be taken to the superintendent. The student and parents or guardians must put their challenge or complaint in writing within seven (7) calendar days of the date of the notification. Untimely challenges or complaints will be dismissed.
8. Parents or guardians may request a meeting with the superintendent to discuss the challenge or complaint. After a review of the documents and a meeting with the student and parents or guardians, the superintendent shall affirm or reject the decision, and notify the parties by letter. The superintendent's decision will be final.

9. If consequences have not yet been imposed, they will begin at the earliest opportunity.
10. The activities director will keep a record of all violations.
11. The Activities Code is not subject to policy JFA – Due Process Policy which is included in the Student Handbook.

H. No Quit Policy

Members of performance organizations are expected to remain in their activities once they commit to the organization. If they quit, they will not be allowed to join a different performance organization that season. However, a new participant to an activity will be given a two-week grace period. Quitting an activity, after the two-week period, will result in suspension from joining other performance organizations for the rest of that season. Exceptions include the following:

1. Failure to continue because of injury or illness.
2. Coach/advisor consents due to unforeseen personal problems.

I. Equipment

One of the values taught through participation in school-sponsored activities is that of responsibility. This applies to the care of school equipment and property. The school district hopes that every student will take pride in the facilities and equipment the Altoona taxpayers have provided.

The school attempts to provide the students of Altoona with the best and safest equipment money can buy, so it is expected that each student to take excellent care of all equipment.

The original equipment issued any student must be returned at the end of the activity. The student will be held financially responsible for any lost, misplaced, or deliberately mutilated equipment and will be ineligible from further participation in all activities until all equipment is returned or paid for.

J. Transportation

Transportation is provided for all activities. Students are expected to ride to and from an activity on school-provided transportation. If a student is not riding this form of transportation, he/she may ride only with his/her parents/legal guardians and only if the parents/guardians meet the following conditions:

1. Parents must fill out a request to transport their son/daughter, stating the reason they wish to transport their son/daughter.
2. The request must be signed by the principal or activities director prior to leaving for the event, if possible.
3. The request must be given to the coach/advisor prior to the event or handed in by the parents/guardians at the event.

4. Emergencies are an exception to this procedure.

Students will be expected to find transportation within 15 minutes of the end of practice or 15 minutes from the time they call for a ride following a game. Failure to comply with this rule will result in the following consequences: the first occurrence will result in a warning to the student and parent, all following occurrences will result in a one game suspension.

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Effective: 2012/13 season