

Extra - Curricular Opportunities and Athletics

Athletic/Extra-Curricular Student Handbook

Athletic Department Philosophy

The Athletic Department Philosophy of Wood Memorial Junior High School and Wood Memorial High School will be consistent with the educational philosophy of the total educational program of the East Gibson School Corporation. Students, who have the interest, should have the opportunity to participate in competitive interscholastic athletics, provided that such activities do not interfere with the student's educational development. The athletic program will provide a wide range of sports and give equal consideration to both boys and girls programs. The main purpose of the total athletic program will be to help prepare the students to meet the challenges of our democratic society.

Athletic Code-of-Conduct (Extra-Curricular)

Participation in the Athletic Program and Extra – Curricular activities at Wood Memorial Junior High School and Wood Memorial High School is an important part of the total educational program and is a very enjoyable and rewarding experience. Participation in athletics and/or extra-curricular activities at Wood Memorial Junior High School and Wood Memorial High School is a privilege and not a right; a student is expected to set a good example as a student, as a citizen, and as an athlete to other students, parents, and community members in our school district and in other communities. This responsibility extends to conduct and appearance on and off the playing/performance field throughout the calendar year. Students who quit a sport during the season must remain out for the remainder of the season; however, they are permitted to try out again next school year.

This Athletic Code of Conduct (Extra-Curricular) is adopted for all Wood Memorial Junior High School and Wood Memorial High School interscholastic sports and extra-curricular activities, will be in effect for the entire calendar year, and will create uniformity of disciplinary action throughout the athletic and extra-curricular programs. This Code pertains to all student athletes, managers, cheerleaders, and members of extra-curricular activities (clubs) in grades 7 through 12.

All students who choose to participate in extracurricular activities at Wood Memorial High School and Wood Memorial Junior High School shall abide by the following rules and any other rules as disseminated by their coach or sponsor. These rules of conduct shall begin with a student's entry into the Wood Memorial High School and Wood Memorial Junior High School program and continue until said association has concluded. Participants and their parent, or guardian, shall be required to review and sign off on the extracurricular code of conduct each year. This action in no way indicates that these rules are anything other than a full career.

Further, students choosing to participate in extracurricular activities at Wood Memorial High School and Wood Memorial Junior High School are expected to adhere to all guidelines established for student behavior, including ensuring the consistent adherence to high moral and ethical character levels expected of our students. Students and parents may

reference the student handbook for more information.

The student shall receive a copy of the Athletic and Performance Code of Conduct Handbook prior to the start of their respective season.

1. The Wood Memorial athlete/extra-curricular activity member agrees to abstain at all times during the calendar year from the use of tobacco, alcohol, illegal drugs, unlawful use of prescription drugs, and any illegal or criminal activity that is incompatible with the goals and standards of the East Gibson School Corporation, and will be subject to the penalties outlined below. Under this code there are four circumstances, which a student can be subject to the penalties established in this code:

- Notification by a verified police report or court action
- Determination of a positive result from saliva, urine, breathalyzer, or blood test
- Direct observation of a violation by a member of the school staff
- Any other method of proof deemed reliable by the school administration

A violation of the identified code of conduct and performance code will carry with it one of a three tiered consequence process.

First Offense

The extra-curricular participant shall be suspended for a minimum of 20% of the contests/events scheduled for that season. A fraction of .5 or above will be rounded up. Only those contests/events that count toward the wins and losses for an athletic season are considered toward the penalty for athletes, and no combination of junior varsity and varsity contests for any one given day may count for more than one event, even if there are multi-teams in the event. If the suspension falls near enough to the end of a season so that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next season in which the extra-curricular student participates. The carry- over penalty will be based on a percent of the penalty served and the number of contests/events scheduled in the next extra-curricular season.

If the student violates the code-of-conduct while out of season, s/he will begin the penalty during the next extracurricular season in which s/he participates. If a student is caught using a combination of the above stated substances in one occasion, this constitutes not only the first infraction, but also the second and will fall under the penalty for the second offense.

If a student is academically ineligible at the time of the infraction, s/he will still miss 20% of the season's scheduled contests. (e.g. of regular season games (20) missing 4 games when the extracurricular participant becomes eligible).

Second Offense

The second offense constitutes removal from the extracurricular competition/participation for the entire extracurricular season. If the second offense occurs between extracurricular seasons, the student will be removed from participation. An example is removal from competition of the current extracurricular season – remaining % of next extracurricular season. (Example: 60% at the end of fall sports and

40% at the start of the winter season). The student will also forfeit all rights to any awards for the extracurricular season.

Third Offense

The third offense constitutes removal from the extracurricular activity for 365 days. The student will forfeit all rights to any awards for the extracurricular season in which s/he is currently participating.

Students violating this policy will not be allowed to circumvent the penalties. Attempts to circumvent additional penalties applied by a coach/sponsor by going out for a sport or extracurricular activity in which the student does not normally participate will be reported to the athletic director and principal by the coach/sponsor of the activity in which the student does not normally participate (e.g. if have not previously played sports, cannot count toward penalty).

Note: Additional penalties maybe assigned by the extra – curricular sponsor and / or coach.

2. Felony or misdemeanor - Possible suspension up to one (1) year. Each individual case will be reviewed by the Administration and the Athletic director and will be acted upon.
3. A student athlete/extra-curricular activity member shall display exemplary attitude, behavior and citizenship throughout the school year; the determination of whether the student athlete/extra-curricular activity member has failed to maintain that standard of behavior and attitude shall rest on the judgment of the coach/sponsor after consultation with the principal and athletic director. (Discipline by coach/sponsor.)
4. The conduct of all phases of participation in inter-scholastic/extra-curricular activity including practice sessions, trips to and from athletic contests, and residence away from home or participation in athletic contests and participating in the contest/event itself, shall be in accordance to the rules and dictates of the coach/sponsor and Wood Memorial Junior High School and Wood Memorial High School. Insubordination, abusive or critical language toward anyone, fighting, lack of full cooperation, and lack of maximum effort are all examples of misconduct, which are strictly prohibited. (Discipline by coach/sponsor and/or athletic director/principal.)
5. Due Process
No penalty will be assessed without affording the student an opportunity for an informal hearing.
At the hearing, the student is entitled to:
 - a. A written or oral statement of the charges against him/her.
 - b. A summary of the evidence against him/her, and
 - c. An opportunity to explain his/her conduct.

Guidelines for Imposing Discipline

1. The coach/sponsor, the principal and athletic director should meet with the student and parents, if the parents desire, and explain, at one session, the nature of the infraction; the coach/sponsor and athletic director and principal should receive and consider any explanation, defense, or mitigation offered by the student or parents. The coach/sponsor, Athletic director and principal should weigh all the information and

assess the appropriate penalty. The principal/assistant principal will be responsible to finalize the decision.

2. Students suspended for school related actions are not permitted to participate in any athletics/extra-curricular activities during their suspension.

Academic Requirements

Each coach and extra-curricular sponsor will work with the athletic director and principal to make sure each student is meeting the required academic guidelines, with a focus for each student – athlete to be passing in every class in order to be eligible to participate in ECA activities at Wood Memorial Junior High School and Wood Memorial High School. If an athlete/extra-curricular activity member becomes ineligible he/she may practice at the discretion of the coach/sponsor, but will be unable to dress/participate for any contests/events during that time. Students involved in non – athletic ECA activities may not participate in any ECA event during the identified period. It is highly recommended that each coach, ECA sponsor, and parent pay particularly close attention to the academic progress of students involved in ECA activities.

School Attendance

Student-athletes and students who participate on extra-curricular groups/clubs at Wood Memorial are ineligible for participation in athletics that day if they are absent from school the entire day due to illness. Students who have not signed in at the high school/junior high school office by 11:30am because of illness or unexcused absence may not participate in after school activities the same day, unless permission is granted by the principal. In this instance a certified note...I.e...doctors...may be required. For weekend or non-school day participation, the athlete/e.c. member is eligible for participation after an absence the day prior only if that has been an excused absence.

If an athlete has missed five consecutive days due to injury, or illness, he/she must present written verification from a physician stating that they are again physically fit to participate. No exceptions – An IHSSA rule.

Awards (Varsity Letter) in Each Sport

The athletic director, in conjunction with the Wood Memorial Athletic Council, will identify the awards to be presented for the individual sport. The identified awards will include parameters for earning a Varsity Letter. A review of awards will be conducted on an annual basis.

Athletic General Rules and Policies

1. Eligibility: An athlete must meet all the eligibility requirements of the Indiana High School Athletic Association as well as Wood Memorial Junior High School and Wood Memorial High School. The rules will be posted in the locker room area. Also, the rules are on the detachable part at the bottom of the physical certificate form.
 - a. Age: Athletes whose 20th birthday occurs before the date of state finals in their sport shall be ineligible for interscholastic competition.
 - b. Scholarship:
 1. High school students: To be eligible scholastically, athletes must have received

- passing grades at the end of the last grading period (semester grades take precedence) in at least five (5) solid subjects.
2. Junior High students: To be eligible scholastically, athletes must have received passing grades at the end of the last grading period (semester grades take precedence) in at least five (5) solid subjects.
 3. Equipment: The athlete is responsible for all equipment issued to them. Therefore, the athlete must pay for any athletic equipment that is lost or damaged. School owned athletic equipment should be worn only for contests unless special instructions are given by the coach and is to be turned in after completion of final contest. Failure to do so will create ineligibility from next season's sport until items are in.
 4. Insurance: Each athlete is responsible for providing his/her insurance coverage. This must be attested to in writing by the parent or legal guardian. No student will be allowed to participate without medical insurance. The athlete and his/her legal guardian will be given a "Student Athlete Insurance Voucher" for this purpose. The form must be signed by the athlete and his/her parent or legal guardian and filed with the athletic director before the student will be allowed to participate in practices or games.
 5. Transportation: All athletes are required to travel to and from away events on school provided transportation. Any exception to this will need to be made with the head coach prior to the date of the event. If parents wish to take their child home or have another adult transport their child, a note signed by the parent is required and should be given to the coach. Students will not be permitted to ride home with anyone other than an authorized adult.

Bullying

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student, with intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regards to this type of student activity.

A student or parent who is aware of a possible bullying situation should contact the principal and/or assistant principal/administrative assistant to provide available information. Building administration will investigate such claim(s) in compliance with their established process. If due diligence identifies a situation in which bullying may well exist the authorities will be notified.

Wood Memorial High School and Junior High School shall not tolerate any bullying on school grounds or at any school activity and/or school function, on or off campus.

Reference Indiana Codes: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Hazing

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with

the educational goals of the school and the school district and are prohibited at all times.

1. No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
2. No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for the act.
5. This policy applies to hazing behavior that occurs on, or off school property and during and after school hours.
6. The school/school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other school district employee, contractor, or volunteer who is found to have violated this policy.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures:

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district and/or building official.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district and/or human rights officer or to the superintendent.

Teachers, administrators, other school district employees, as well as contractors and volunteers, shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint, or report of hazing, will not affect the complainant, or report's future employment, grades, or work assignments.

School Action

Upon receipt of a complaint or report of hazing, the school/school district shall undertake or authorize an investigation by school/school district officials, or a third party designated by the school/school district.

The school/school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school/school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School/school district action taken for violation of this policy will be consistent with other school policies and applicable agreements, as well as be in conjunction with the laws of the state of Indiana.

Reprisal

The school/school district will take appropriate action against any student, teacher, administrator, or other employee of the school/school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Dissemination of Policy

This policy shall appear in the school's student handbook and in each school building's staff

handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

IC 35-42-2-2. Criminal recklessness, element of hazing, liability barred for good faith report or judicial participation

- (a) A person who recklessly, knowingly, or intentionally performs an act that creates a substantial risk of bodily injury to another person commits criminal recklessness. Except as provided in subsection (b), criminal recklessness is a Class B misdemeanor.
- (b) The offense of criminal recklessness as defined in subsection (a) is:
 - (1) a Level 6 felony if:
 - (A) It is committed while armed with a deadly weapon; or
 - (B) The person committed aggressive driving (as defined in IC 9-21-8-55) that results in serious bodily injury to another person; or
 - (2) a Level 5 felony if:
 - (A) It is committed by shooting a firearm into an inhabited dwelling or other building or place where people are likely to gather; or
 - (B) The person committed aggressive driving (as defined in IC 9-21-8-55) that results in the death of another person. As added by Acts 1976 P.L. 1487, SEC. 2. Amended by Acts 1977, P.L. 340, SEC. 31; Acts 1981, P.L. 300, SEC. 1; P.L. 323-1987, SEC. 1; P.L. 216-1996, SEC. 17; P.L. 1-2003, SEC. 94; P.L. 75-2006, SEC. 3; P.L. 158-2013, SEC. 423.

IC 35-42-2-2.5 Hazing; good faith reporting

- (a) As used in this section, “hazing” means forcing or requiring another person:
 - (1) With or without the consent of the other person; and
 - (2) As a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.
- (b) A person who knowingly or intentionally performs hazing commits a Class B misdemeanor. However, the offense is a Level 6 felony if it results in serious bodily injury to another person, and a Level 5 felony if it is committed by means of a deadly weapon.
- (c) A person, other than a person who has committed an offense under this section or a delinquent act that would be an offense under this section if the violator were an adult, who:
 - (1) Makes a report of hazing in good faith;
 - (2) Participates in good faith in a judicial proceeding resulting from a report of hazing;
 - (3) Employs a reporting or participating person described in subdivision (1) or (2); or
 - (4) Supervises a reporting or participating person described in subdivision (1) or (2);

Is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.

- (d) A person described in subsection c (1) or c (2) is presumed to act in good faith.
- (e) A person described in subsection c (1) or c (2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:
 - (1) An offense under this section; or
 - (2) A delinquent act that would be an offense under this section if the offender were an adult.

Parent Meetings

Each coach and extra-curricular club/team sponsor should hold a parent meeting prior to the first contest of the season. Each participant should be represented at this meeting. Failure to do so will result in ineligibility for that student/student-athlete until his/her parent either: a. attends the scheduled meeting or b. has a private documented meeting with the coach. At that meeting, all team rules should be reviewed, including emphasis on the chain-of-command for complaints and concerns, problems need to be solved at the lowest level possible of the chain. Further, the coach/e.c. sponsor will review the school guidelines and policy around Bullying and Hazing. Parents will be required to sign an agreement indicating their child will abide by these, as well as all school guidelines, as a requirement for participating. A student/student-athlete will not be allowed to participate in any team/club activities, including meetings, fund raisers, conditioning events, practices, nor contests until such the agreement has been completed and turned in to the athletic director/athletic office. The athletic/extra-curricular code of conduct should be reviewed with the parents as well. Ignorance of our rules will not be allowed as an excuse for anyone participating in athletics and/or extra-curricular organizations. The athletic director will attend each varsity meeting to explain the 24-hour rule to eliminate confrontations following contests.

24-Hour Civility Rule

Athletics can be an emotional experience for athletes, coaches, parents, and relatives. In order to remove emotion from this setting, there is to be no contact between parents/guardians/relatives and the coach or administrator immediately following a contest. Calmer heads need to prevail on behalf of our student-athletes. Failure to follow this rule may limit the offending party's ability to attend athletic contests involving Wood Memorial athletic teams. Everyone is expected to serve as a role model.

EAST GIBSON SCHOOL CORPORATION CONCUSSION AND HEAD INJURY POLICY

As of July 1, 2012 a new law "Student Athletes: Concussions and Head Injuries" (IC 20-34-7) will take effect.

The East Gibson School Corporation will distribute information sheets to inform and educate East Gibson School Corporation coaches, physical education teachers, students, student athletes, and parents of a student and a student athlete concerning the nature and risk of concussion and head injury including the risks of continuing to play after a concussion or head injury. The East Gibson School Corporation will require that each year, before beginning practice for an

interscholastic, intramural sport, or physical education class, a grade 5 -12 student, student athlete and the student's and student athlete's parents must be given an information sheet, and both the student and the parent must sign and return the Concussion Acknowledgement and Signature Form to the student athlete's coach or student's physical education teacher. WMJH/WMHS student athlete's coach or physical education teacher will give the acknowledgement to the athletic office for filing. Elementary student athlete's coach or physical education teacher will give the acknowledgement to the Principal's Office for filing.

A grade 5-12 student or athlete who is suspected of sustaining a concussion or head injury in a practice, a game, or physical education class, shall be removed from play at the time of the injury. The student or student athlete who has been removed from play may not return to play until the student or student athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries; and receives a written clearance to return to play from the health care provider who evaluated the student athlete; and not less than twenty-four (24) hours have passed since the student athlete was removed from play.

Prior to coaching, all football coaches and assistant football coaches shall complete an approved certified coaching education that includes concussion awareness, equipment fitting, proper technique, and heat emergency preparedness. A coach shall complete a course not less than once during a two (2) year period. However, if the coach receives notice from the organizing entity that new information has been added to the course before the end of the two (2) year period, the coach must complete instruction and successfully complete a test concerning the new information. Certificates of completion shall be kept on file in the high school athletic office.

All other East Gibson School Corporation coaches and physical education teachers will be required to participate in the CDC (Centers for Disease Control and Prevention) online concussion training, completing a concussion certification course. Each school year, prior to any practices, games, or physical education classes, every EGSC coach and physical education teacher must turn in the concussion training certificate of completion to the elementary/high school athletic office for filing.

The East Gibson School Corporation will post the "Student Athletes: Concussion and Head Injuries Law" (IC-20-34-7), Senate Enrolled Act (SEA) 234, Student Fact Sheet, Parent Fact Sheet, IDOE's FAQ, Concussion Acknowledgement and Signature Form, and the Concussion Evaluation and Release to Play Form for Licensed Health Care Providers forms on the Corporation website. All forms will also be available in the school offices.