

**Whitney High School  
Department of Activities**

**The Plan to Be Dynamic.**

**Expectations, Guidelines and Information for Student Activities**



## **ARTICLE I. PHILOSOPHY OF WHITNEY ACTIVITIES**

1. THE VISION. To be the state's most dynamic activities program in the eyes of our families, peers, community, and competitors by always keeping the mission statement as our driving force.
2. THE MISSION STATEMENT. "Work. Family. Life." We will work hard. We will be a family. We will learn life skills.
  - 2.1. Work – In the classroom the student will demonstrate work by completing assignments during the class period, studying and staying on task. In the extracurricular arena, the student will be ready for practice/meetings, demonstrate full effort, not give up, and be prepared.
  - 2.2. Family – In the classroom, the student will treat their teacher and peers with respect, listen when someone is talking, and accept differences. During extracurricular activities, the student will listen to their instructor and develop a relationship with their teammates.
  - 2.3. Life – The student will show life skills by being on time, dressing appropriately, have a positive attitude, attend class, and use appropriate language. Furthermore, the student will attend all practices/meetings, be on time, be responsible if they're going to be late/absent due to verified excused reasons, have a positive attitude, respect their instructor/teammates, and use appropriate language.
3. THE WHITNEY ACTIVITIES CORE BELIEFS. The core beliefs were developed to guide the decisions of the department.
  - 3.1. *Core Value #1 - Standardization of Processes, Protocol, and Forms.* The activities program will focus on establishing standard processes and protocol for all instructors and students. These processes and protocol should be developed and supported by involved parties including the instructors, administration, and school board (if applicable). This development of guidelines will help ensure that all invested parties are treated fairly and that there will be balance between the importance of all groups. In order for these processes to be effective: the teaching staff must be part of the process and be able to ask questions, the teaching staff needs to consistently evaluate and analyze the processes and protocols to continue to strive to be more efficient and effective, and use technology as an aid to expedite processes and procedures.
  - 3.2. *Core Value #2 - Embrace and Support the Concept of being a student first.* Secondary schools consist of three main components: academics, athletics, and activities. Out of these three components, the most important piece is academics. Activities is there to support the academic piece and provide students with avenues of success outside the academic arena. Furthermore, activities is crucial in the development of a positive school culture and pride. As the activities program, we will strive to support all three areas mentioned above. We will firmly believe in the term "student first" and understand the importance of being successful in the classroom. Furthermore, we will make it a priority to maintain positive relationships between the academics and activities.
  - 3.3. *Core Value #3 - Commitment from the Instructors and Students.* Commitment is what transforms a promise into reality. It is the words that speak boldly of your intentions, and the actions that speak louder than words. It is making the time when there is none. Coming through time after time after time, year after year after year. It is being there during the bad times as well as the good times. It is being there when the applauding begins and when the others sit down. It is being there when your strongest opponent publicly criticizes your efforts. It is being there to accept responsibility when everything that could go wrong does go wrong. Commitment to the team and program; you are either in or out, there is no such thing as in between.
  - 3.4. *Core Value #4 - Discipline.* Discipline in adherence to policies, systems, and procedures.
  - 3.5. *Core Value #5 - Strive for Continuous Improvement as an Instructor and Activities Program.* The activities program at Whitney High School will pursue growth and learning. This process will take place to encourage program improvement and success. Through a variety of avenues, the activities program will improve as a whole and strive to improve all instructors and students. This will happen through bringing in guest speakers,

attending clinics, researching and analyzing like programs and current trends, interaction between the coaches and Activities Director and Administration on a regular basis, use of district protocol to evaluate the programs, and evaluating all components of the activities program.

- 3.6. *Core Value #6 - Build a Team and Activities Program.* A team is a group of people that collaborate and interact to reach a common goal. The foundation of any team is belief in the system. Without this, the members of the team perform as individuals; with it, the members become a powerful unit striving to reach a common goal. In the ideal team each member performs his or her function in such a way that it merges with that of other team members to enable the team to reach its goals. Thus, the whole becomes greater than the sum of its parts.

## ***ARTICLE II. GENERAL INFORMATION***

1. **SPORTSMANSHIP.** As the people out front, instructors and students have a unique opportunity to impact the future of activities as our groups participate in competitions and conferences. We are asking each of you to make sportsmanship a personal goal. No contest's outcome is worth an ugly incident due to some spur-of-the-moment action. We realize that in spite of all our efforts, an incident may occur. But, if we have not practiced sportsmanship, we must shoulder the blame of the action. We can create an environment that is conducive to a higher goal than a win-at-all-costs environment. If we are successful in this, we will have attained a more lasting mark than any championship could possibly bring.
2. **VOLUNTARY ATHLETIC CONTRIBUTION (if applicable).** In order to continue to provide the outstanding activities programs at Whitney High School, a voluntary contribution program has been created. This will be used to fund the necessary resources to keep the activities program at its current state. Each student may be asked to contribute prior to the beginning of each year and/or competition season. The money raised will go directly to the designated activity and help hire additional staff, cover travel costs that apply to the entire team, and additional expenses as explained to the parents. If you don't understand the program or have additional questions, please contact the activities department.
3. **TRANSPORTATION.** Transportation to and from events may not be provided by the Rocklin Unified School District. Parents and students are responsible for arranging transportation on an individual basis. Student athletes will be released from class at the designated time and responsible for transporting themselves to and from the visiting school. Students are not required to check out in the front office when being released from school for an activities event. The departure times will be determined by the instructor and/or school for all competitions/conferences/trips/etc.
4. **STUDENT PARTICIPATION.** Student participation in activity contests is a privilege. As part of student activities, you are expected to conduct yourself in an exemplary manner at all times.
5. **APPEARANCE AND BEHAVIOR.** As a member of our team, we want to be proud of your appearance. Students are expected to dress neatly and keep well groomed. The instructor may determine a dress code on the day of a contest, competition, or trip. As student members of one of these groups, you are representing your parents, school, community, and yourself. Students will show respect for all instructors, teachers, officials, spectators, school facilities, equipment and opponents at all times.

## ***ARTICLE III. WHITNEY ACTIVITIES ELIGIBILITY POLICIES***

1. **ELIGIBILITY INFORMATION.** Any student that plans to participate as a member on one of the Whitney must complete the on-line registration process. Failure to complete the necessary items in a timely manner may result in the possibility of the student not being allowed to participate. Some of the notable on-line items include:

- 1.1. Physical examination within the last calendar year (if applicable)
  - 1.2. Verification of medical insurance
  - 1.3. Handbook consent and acknowledgement
  - 1.4. Eligibility and insurance information
  - 1.5. Social media information and expectations
2. **ACADEMIC ELIGIBILITY.** A student is scholastically eligible if the student has a 2.0 GPA with no more than two “NM” on the quarter report card or “NC” on the semester report card. During the grading period the student will have two weeks from the end of the grading period to clear any NM/NC on the report card (except at the end of the spring semester) due to an essential skill assignment or test. Grade changes will not be accepted for assignments other than those classified as essential skills. Students who fall below the 2.0 GPA at any grade reporting period (every nine weeks) will become ineligible to participate in any interscholastic contest. Practice participation will be left up to the discretion of the instructor and Activities Department.
3. **AWARD POLICY.** Students who have completed their entire activities season and are in good standing will be eligible for all special awards, participation awards, and scholar recognition.
4. **EQUIPMENT.** School equipment checked out to a student becomes the responsibility of that person. The student is expected to maintain the equipment in a clean condition and utilize it only for the intent it was issued. Damage to equipment as a result of unauthorized use, or loss of such equipment, will become the financial obligation of the student. Students may not use school owned activity equipment except at meetings, practices, activities, & competitions representing Whitney High School.

#### ***ARTICLE IV. CODE OF CONDUCT***

1. The Board of Trustees encourages all parents to assist us in administering this policy fairly and equitable for all students by mutually cooperating with school personnel during school conferences regarding alleged violations of this policy. In order to develop themselves as students and citizens, and so that they can fulfill their duties in the most appropriate fashion, students must discipline themselves both mentally and emotionally. This is especially true of Rocklin Unified School District students involved in extracurricular programs, for competition is more than contests between individuals representing different schools. It is, as well, a means to learning a way of life which exemplifies the concepts of honesty, fair play, hard work and dedication to standards of the highest caliber relative to personal and team conduct. Moreover, it must be remembered that representing one’s school in an extracurricular activity is a privilege, and not a right.
2. Sportsmanship will be the top priority of student activities. Commitment to fair play, integrity, and a genuine empathy for others must be taught and practiced if we are to make a difference. Extracurricular activities should assist in the development of fellowship and goodwill, and encourage the qualities of good citizenship. It plays an important role in developing a healthy self-image as well as a healthy body. Extracurricular activities also contribute to school/community spirit and pride.
3. Extracurricular activities are a voluntary program. Thus, participation is a privilege and not a right. Along with that privilege comes the responsibility to conform to standards established for the high school activities groups. This privilege may be revoked when the student fails or refuses to comply with the rules. During a student’s high school career within the Rocklin Unified School District, all code of conduct infractions are cumulative.

4. The programs, activities, and participants listed shall be governed by this policy: \_\_\_\_\_
5. Class I Infractions. Academic Eligibility: Failure to maintain academic standards will result in the student being declared ineligible for competition and practice until the publication of grades at the close of the next grading period or until grades for the grading period average a minimum of a 2.0 grade point average (GPA) and 2 no credits/marks (NC/NM) or less. At the end of a grading period, an ineligible student has two weeks to clear any essential skills and receive a grade change for that grading period.
6. Class II Infractions. Behavioral: Class II Behavioral Infractions occur when the student, while at school during a school activity or while going to or from school, commits any of the following acts, which are prohibited by the California State Education Code or Rocklin Unified School District Policy.
7. The following Class II infractions will be assigned consequences by the Administration and **may be** recommended for a panel hearing:
- 7.1. Causes or attempts to cause physical and/or emotional injury to another person. See some examples below:
  - 7.2. Fighting
  - 7.3. Bullying
  - 7.4. Social media
  - 7.5. Habitual truancy (school regulations will be enforced along with possible athletic regulations)
  - 7.6. Commits an obscene act or engages in profanity/vulgarity
  - 7.7. Disrupts school activities or otherwise defies the valid authority of school personnel
  - 7.8. Violation of league sportsmanship standards. The following behavior is unacceptable at all CIF high school contests: Berating your opponent's school or mascot, berating opposing players, obscene cheers or gestures, negative signs, noise makers, complaining about officials' calls (verbal or gestures).
  - 7.9. Commits theft or receives stolen property
  - 7.10. Conduct unbecoming of a student athlete on campus, off campus, or on social media
  - 7.11. 2nd and 3rd offense of the RUSD Academic Integrity policy
8. The following Class II infractions will result in a panel hearing:
- 8.1. Hazing
  - 8.2. Possession of a dangerous object/weapon
  - 8.3. Commits or attempts to commit robbery/extortion
  - 8.4. Vandalism targeted towards another school, student, or group
9. Class III Infractions. Substance Abuse (Drugs/Alcohol): A Class III Infraction occurs when commission of either of the following violation of Education Code Section 48900 (c) and (d) at any time during the school year at school or in the community, when observed by school officials, reported by a parent or guardian, or otherwise proven by investigation. These infractions include possession/use of alcohol and/or possession/use of controlled substances including steroids, other than medically prescribed. Class III infractions automatically go to a panel hearing.
- 9.1. Possession of tobacco, including chewing tobacco, cigarettes, e-cigarettes, vape pens, etc.
  - 9.2. Possession and/or under the influence of drugs.
  - 9.3. Possession of drug and/or tobacco paraphernalia.

9.4. Possession and/or under the influence of alcohol.

9.5. Use of androgenic/anabolic steroids without the written prescription of a fully-licensed physician to treat a medical condition

#### 10.Suspension and/or Removal Procedure

10.1. When a violation of this Code of Conduct and/or the California Education Code occurs the Administration can temporarily exclude a student from participation for a period of up to 5 or more school days to investigate the possible infraction.

10.2. The parents/guardians are to be notified in person or by phone within 24 hours of the temporary exclusion from participation.

10.3. An informal conference with the Administration and the student could possibly occur. The purpose of this meeting is to give the student an opportunity to be heard with respect to the alleged violation.

10.4. Within 5 school days after notice of being temporarily excluded from the team, the student and the student's parents/guardians must be given an opportunity to be present at an eligibility hearing to determine the length of the student's exclusion, the criteria for reinstatement on the team, or if the student will be permanently removed from the team. Time periods for the above procedure may be adjusted if necessary to complete the investigation of the offense; the student in question and his/her parents/guardians will be notified of the adjusted schedule.

11.Removal Hearing - For purposes of the Removal Procedure described above, the hearing panel that will determine whether to permanently remove a student from a team will be composed of three (3) voting school personnel as follows:

11.1. Administrator (one vote)

11.2. School personnel member #1 (one vote)

11.3. School personnel member #2 (one vote)

11.4. Others who may attend and have input:

11.4.1. Instructors/Coaches/advisors (non-voting, provide information only)

11.4.2. Student in question (non-voting, provide information only)

11.4.3. Parents/guardians (non-voting, provide information only)

#### 12.Discipline Parameters

12.1. First offense for a Class II or III infraction - The student may be suspended from 1 to 30 days from extracurricular activities or possible removal from team.

12.2. Second offense for a Class II infraction - The student will be suspended from 10 to 60 days from extracurricular activities or possible removal from team.

12.3. Second offense for a Class III infraction - The student may be suspended from 30 to 60 days from extracurricular activities or possible removal from team.

12.4. Third offense for a Class II or III infraction - Removal from team and Activities Department for one calendar year

12.5. Based on severity of the infraction other consequences may be issued in addition and/or in lieu of suspension and removal from team , including but not limited to:

12.5.1. Letters of apology

12.5.2. Community service

12.5.3. Mandated counseling and/or drug and alcohol assessment

- 12.5.4. Consequences that are issued for an infraction can carry over from one period of competition to another based on the recommendation from the hearing panel. Furthermore, suspensions and/or consequences can carry over from one school year to the next.
  - 12.6. The Administration or Hearing Panel may take into account a student's cooperation, honesty, and attitude when determining consequences.
  - 12.7. Self-Disclosure: Students who voluntarily disclose substance abuse dependency to school personnel/ parents and who involve themselves in an assessment and treatment program will not be penalized under this policy. The recommendations of the assessor will be shared with the principal in order that he/she may monitor adherence to the program.
13. Appeal Procedure - The Administration and/or Hearing Panel is charged with the interpretation and enforcement of this policy. Should a student or a parent/guardian wish to appeal decisions of the Administration or Hearing Panel they have the right to bring this matter to the Principal for resolution. Should the matter remain unresolved to the satisfaction of all concerned, the appeal may be made to the Director of Secondary Instruction.

## ***ARTICLE V. STUDENT & PARENT EXPECTATIONS***

- 1. EXPECTATIONS OF STUDENTS. The following expectations are those ideals that the Activities Department expects from its student. Failure to follow these expectations will result in disciplinary action. Participation in activities is a privilege, not a right. With that privilege come responsibilities and expectations both in and out of the classroom.
  - 1.1. To follow the concepts set forward in the mission statement
  - 1.2. Maintain academic eligibility
  - 1.3. Attendance at meetings, practices and competitions and arriving in a timely manner ready to participate
  - 1.4. Set a positive example on campus and on-line for behavior and conduct
  - 1.5. Demonstrate the values of sportsmanship and respect
- 2. EXPECTATIONS OF PARENTS. The following expectations are those ideals that the Activities Department expects from its fans and parents. Failure to follow these expectations could result in removal (temporary or permanent) from extracurricular activities. The following were taken from "Positive Sports Parenting" written by Recruiting Realities, Inc.
  - 2.1. Make sure your child knows that you love them, you appreciate their efforts, and that you are not disappointed in them.
  - 2.2. Try your best to be completely honest about your child's capability, competitive attitude, sportsmanship, and actual skill level.
  - 2.3. Be helpful but don't "coach" on the way to an competition, on the way home, at breakfast, and so on...
  - 2.4. Teach your child to enjoy the thrills of competition: trying, working, improving their skills, and more.
  - 2.5. Try not to relive your life through your child in a way that creates pressure. Remember, lost as well as won, were frightened, backed off at times, and were not always heroic.
  - 2.6. Don't compare the skill, courage, or attitudes of your child with that of other members of the squad or team.
  - 2.7. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reactions to their tales of woe or heroics they bring home.
  - 2.8. Participate in fundraisers and events.
  - 2.9. Demonstrate sportsmanship and appropriate behavior at all events, contests, and practices.

3. GRIEVANCE PROCEDURE. This process is intended to be a general guideline whereby concerns of alleged unfair treatment of students can be addressed in a timely manner. Legitimate grievances include failure to provide due process in disciplinary action, failure to provide a fair opportunity to compete to make the team, mistreatment of the student, and any violation of an adopted code. Non-legitimate grievances include playing time, not holding the right position/role, strategies used by the instructor, etc. If there is a problem then it is expected that the following process will occur.
  - 3.1. Meeting between the student, parent and instructor. If a resolution cannot be achieved:
  - 3.2. Parent request for a meeting with the Administration.
  - 3.3. Meeting between the student, parent, instructor, and Administration. If a resolution cannot be achieved:
  - 3.4. Written report will be submitted to the site principal by the assistant principal and the student/parent
  - 3.5. Meeting with the instructor, assistant principal, student, parent, principal, and any other individuals deemed necessary will take place. If a resolution cannot be achieved:
  - 3.6. Written appeal shall be submitted to the Director of Secondary Instruction of the Rocklin Unified School District.
4. ADDITIONAL GRIEVANCE INFORMATION. As a school district, we welcome calls and/or conferences with parents and community members at-at-large who have concerns about our policies and practices. Grievances and appeals about our activities policy and regulations must be based on violations of the adopted codes of conduct, expectations, and/or ethics.
5. REPORTING PROCESS. If an incident occurs where a student needs to report an incident or issue (may be anonymously) regarding a coach or student-athlete they can do so by filling out an incident report form available by going to the CONTACT US tab on the website ([www.whtineywildcats.org](http://www.whtineywildcats.org)) and completing the form.