

Book	Standard Operating Procedure
Section	Student Conduct & Discipline - Athletics & Activities Code of Conduct
Title	Code of Conduct
Number	5371 - Standard Operating Procedures
Status	Active
Adopted	May 28, 2019

I. Purpose: To align and ensure that all employee efforts meet the requirements related to the Athletics and Activities Code of Conduct and are followed precisely and consistently.

To inform students who participate in the Natrona County School District (NCSD) athletics, activities or co-curricular clubs do so with the understanding that they must follow all Wyoming High School Activities Association (WHSAA) rules and NCSD policies, regulations and guidelines with higher standards and expectations than those relating to the general student community.

II. Authority: Associate Superintendent of Curriculum and Instruction or designee.

III. Terms and Conditions:

The following SOP standard operating procedure applies:

1. To secondary (grades 6-12) students who participate in the following WHSAA sanctioned activities and sports: Alpine Ski, Basketball, Cheer, Dance, Cross Country Running, Future Farmers of America (FFA), Football, Golf, Marching Band, Nordic Ski, Speech and Debate, Soccer, Swimming and Diving, Tennis, Track (Indoor and Outdoor), Volleyball and Wrestling.

2. To students (including Virtual Education, Home School and Private School students) upon the student's enrollment in Natrona County School District grades 6<sup>th</sup> – 12<sup>th</sup> grade.
3. For secondary students while participating in summer school, summer marching band or any summer Natrona County School District affiliated and/or organized activity, camp, clinic, event, practice (etc.) that has been identified as a responsibility of NCSD.
4. For secondary students, this is in effect during the entire NCSD academic school year. In addition, when NCSD or WHSAA designates fall preseason start-up dates.

### **Administrator Responsibilities-Head Principal and/or Designee**

1. Annually, and prior to the first official day of the season, train coaches, sponsors and support staff on their roles and responsibilities in prevention, reporting and enforcement of Athletics & Activities Code of Conduct violations.
2. Annually, and prior to the start date of all activities and sports listed above, the head principal or designee (i.e. athletic director/administrator, athletic & activities facilitator, coach or sponsor) will schedule meetings with the students and their parent(s) or guardian(s) to inform them of the regulations, guidelines, behavior expectations and consequences listed in the Code of Conduct for students participating in activities and sports.
3. Annually, and prior to the first official day of classes with students, train all staff on their roles and responsibilities in prevention, reporting and enforcement of Athletics & Activities Code of Conduct violations.
4. Immediately document, enforce and monitor all reports of student Code of Conduct violations.
5. After a student receives a first or second Code of Conduct violation in the same academic year within one (1) school day and not to exceed five (5) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal or designee.
6. After a student receives a third (3rd) Code of Conduct violation in the same academic year:
  - a. Within five (5) school days and not to exceed ten (10) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal or designee.

- b. Within five (5) school days and not to exceed fifteen (15) school days, a hearing will occur with the following participants: student, parent/guardian, building principal and/or designee, District Athletics & Activities Director, Associate Superintendent of C&I and/or designee. As part of the hearing, the intervention plan must be successfully completed for the student to participate in any future sports or activities.
7. Intervention options for Code of Conduct violations are, but not limited to, the following options:
  - a. NCS D principal, school counselors, social workers or psychologists
  - b. Programming support (e.g. Ripple Effects, social-emotional curriculum, corrective behavioral software program)
  - c. Counseling Support (e.g. Central Wyoming Counseling Center CWCC)
  - d. Community Resources (e.g. Mercer Family Resource Center)
  - e. Administratively approved outside service providers
8. The head principal has the authority to apply a comparable alternate intervention if circumstances are presented when initial assigned intervention or service provider is not available or discontinued.
9. Teach, apply and monitor exclusion requirements for students with Code of Conduct violations in the regular classroom setting, alternative disciplinary settings (e.g. Refocus Room, In-school Suspension (ISS), Safe School Suspension Lab (SSSL), out of school suspension or on a stipulated agreement.
10. Document and monitor exclusion dates and intervention assignments given to students with Code of Conduct violations in Infinite Campus under Behavior and Flags tab.
  - a. In Behavior Tab, create behavior incident (this entry is completed by the designated behavior entry personnel per site who has access to the Behavior Tab in Infinite Campus).
    - i. Under Title, name the description of the incident in the Incident Detail Information screen
    - ii. Under Context Description, enter "Code of Conduct Violation #?"
    - iii. Under Events Detail, select the category of behavior violation from the drop-down menu (Code of Conduct is not represented due to the fact the the Code of Conduct

is a violation as the result a behavior infraction. Behavior and Code of Conduct consequences should be a result of infraction.)

- iv. In the Details box, describe behavior consequences, Code of Conduct exclusions and intervention expectations.
    - b. In Flags Tab, create a flag (this entry is completed by the Athletic/Activities Facilitator and/or Athletics/Activities Administrator at each school site).
      - i. Under Flags drop-down menu, select Code of Conduct
      - ii. Select a start date for the flag which would correspond to the date of the behavior infraction. A flag will now be visible next to the student's name. (Do not select an end date at this point.)
      - iii. Under User Warning, enter "Code of Conduct #?," and a description of intervention requirements.
      - iv. Once the student has completed the exclusion(s) from the activity and completed their intervention, return to the Flags tab, select previously created flag and enter the end date. The flag will now automatically be removed.
    - c. To track all Code of Conduct violations, go to Ad Hoc Report in IC Menu, select Data Export, click on R\_AthleticCoordinator-School and District. Run Code of Conduct adhoc by selecting \*student Code of Conduct Violations.
11. Following a Code of Conduct violation, administrator will communicate, document, apply behavior consequences and enforce exclusion step with intervention assignment under the student's Behavior Tab and the Athletics Tab in Infinite Campus.
12. Immediately after the last day of the fourth (4th) quarter, reset Code of Conduct violations for all secondary students who have completed the assigned Code of Conduct intervention and exclusion(s) prior to the completion of the fourth (4th) quarter of the current academic year.
13. Students who have not completed the assigned Code of Conduct intervention or exclusion prior to the completion of the fourth (4th) quarter of the current academic year will remain excluded from out-of-town camps, out-of-town summer clinics and/or out-of-town

conferences until the assigned Code of Conduct intervention and exclusion are completed in the new academic year. At the end of each academic year, track, monitor and analyze the Code of Conduct data to help with decision making around reducing future violations in the new academic year.

14. Notify local law enforcement whenever school personnel confiscate alcohol products, illicit controlled substances, tobacco products, suspected stolen merchandise or are in violation of any Municipal State or Federal codes. The penalty administered by the Justice System may be different and in addition to the penalties outlined in School Board Policies and Administrative Regulations.
15. Enforce, student(s) must ride with the team to an out of town single day or multiple day competition on NCS D transportation in order to participate in a **contest, game, meet, event** or **contest day**. An exception to this requirement may be granted by the head principal or designee for rare and extenuating circumstances, i.e. attending a family funeral, medical emergencies, required medical procedures/appointments, required academic testing/appointments or family life changing event. An exception will not be granted because of a discipline or Code of Conduct exclusion.
16. The head principal or designee utilizes a process to monitor the completion of all documents required by NCS D and WHSAA before a student is allowed to participate in the activities and sports listed in the Code of Conduct (e.g. sports physical, consent to participate, Code of Conduct, Student Parent Handbook, safety meeting and insurance requirements, transfer documentation, homeschool documentation, virtual education documentation, team rosters, etc.)

### **Coach and Sponsor Responsibilities**

1. Annually, and prior to the beginning of each activity and sport season, a scheduled and documented meeting(s) occurs with student/participant and parents/guardians in order to inform and teach students and parents/guardians about the regulations, guidelines, behavior expectations and consequences listed in the athletics and activities Code of Conduct.
2. Annually, and prior to the beginning of each activity and sport season, a scheduled and documented meeting(s) to train assistant coaches/sponsors, aides and all volunteers on their roles and

responsibilities in reporting, documenting and enforcing student Code of Conduct violations.

3. Within one (1) school day, report to the head principal or designee a Code of Conduct violation.
4. Analyze the Code of Conduct data collected in order to help with decision making around reducing future violations. Teach and support behavior consequences listed in the Student Conduct and Discipline Administrative Regulation 5370 and Athletics & Activities Code of Conduct Administrative Regulation 5371.
5. Do not allow student(s) to participate in activities or sports who have not completed the assigned Code of Conduct exclusion step or intervention. Approval for a student to resume participation in a competition must come from the head principal or designee.
6. Enforce that students must ride with the team to an out of town single or multi-day competition on NCSA transportation in order to participate in the **contest, game, contest day, meet or event**. An exception may only be granted by the head principal or designee.
7. The head coach or sponsor will work with the head principal and/or designee to utilize a process to monitor the completion of all documentation required by NCSA and WHSAA before a student is allowed to participate in the activities and sports listed in the Code of Conduct.