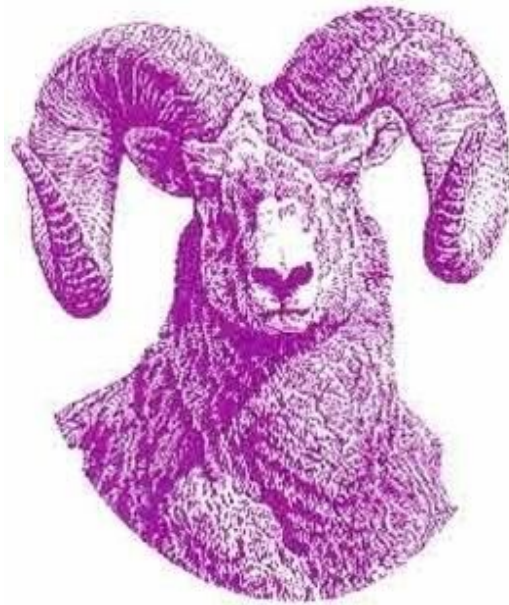


CODE OF ETHICS
OF
GLENROCK MIDDLE SCHOOL
FOR
EXTRA CURRICULAR ACTIVITIES

Adopted December 1992
Revised May 2017



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The following information concerning activities will be strictly observed by all coaches, unless, an exception is approved by the Principal.

GENERAL GUIDELINES

Before interscholastic competition begins there will be a scheduled meeting between parents, participants, and coaches/sponsors for each activity to explain team/school rules, regulations, and expectations.

1. Practice sessions for each activity are not to exceed two (2) hours per student.
2. There will be no practice on Sundays or legal holidays unless prior permission is granted by the Activities Director. Practice is allowed during school vacations but may not be required.
3. No participant may be excused for practice before school is dismissed.
4. Students must always be under the supervision of a faculty member unless exceptions are approved by the Principal.
5. A student must be in school the entire day in order to participate in practice or an activity that day. An exception will be made only if the student has permission beforehand from the Principal. If a student is absent the day of, or Friday before a scheduled competition. The student must bring to the coach a signed statement from their parent that permission is given to participate. It is recommended that the coach or sponsor call the parent regarding the absence.
6. Shoplifting, theft, or malicious destruction of any school or individual's property is not to be tolerated.

First Offense: The individual will be dismissed from the squad immediately.

7. A display of unsportsmanlike conduct toward an opponent, teammate, official, or fan, or the use of profanity during a practice or contest will result in counseling by the head coach and possible suspension. Profanity or disrespect directed at a coach will be handled on a case-by-case basis and may result in suspension or dismissal.
8. Unexcused absences from scheduled practice or contest will result in:
 - a. Suspension for one contest following the first violation.
 - b. Suspension for remainder of the season following the second violation.The decision regarding an unexpected absence will be made by the Head Coach or Sponsor with consultation from the Activities Director.
9. Violations requiring administrative action as established in the rules and regulations for students in Glenrock Middle School will entail:
 - a. Activities participants are expected to display good citizenship and acceptable behavior at all times. If a participant is involved in a disciplinary problem that is serious enough to cause in-school suspension for ½ day or more, or suspension from school, he/she will not participate in the next contest.
 - b. If an activities participant has an "F" in any two (2) classes, the participant will be placed on probation for one week. Students will have one probationary period for each sports season. If the student does not meet these eligibility requirements at the end of the probationary period, the student is ineligible to participate in the next contest. The coach will confer with the student and notify the parents.
 - c. If an activities participant becomes ineligible, due to academics or citizenship, a second time in the same activity, the participant will be ineligible to participate in the next contest. A conference with the parents, school personnel and student can be scheduled at the request of the parents.
 - d. If an activities participant becomes ineligible, due to academics or citizenship, a third time in the same activity, the student will be removed from the activity. (For all steps of the eligibility code, counseling may be required.)

10. Any civil or criminal law infraction or conduct by a student participant that is determined by the head coach or sponsor and school administration to be detrimental to the program, school or school district will result in counseling by the head coach and a school administrator with possible suspension or dismissal.
11. The rules and regulations in this code shall apply to any violation, on and off school premises during the season of participation.
12. Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the head coach or sponsor of the alleged violation, and the student will have an opportunity to explain or justify the action. If, after such conference, the head coach or sponsor is satisfied that a suspension is justified, the student and parents shall be notified through a personal conference and in writing.
13. Responsibility for materials, uniforms, and equipment – Each student is financially responsible for any materials, uniforms, and/or equipment which is checked out to him/her. When any item is lost or misplaced, the head coach or sponsor of the activity should be notified at once so that a search can be made. If the item does not turn up, the student to whom it was checked out will be required to pay its replacement cost. Students found guilty of vandalism or destruction of school property will also be held financially responsible for replacement of destroyed property. If individual responsibility cannot be determined, the budget of the activity or sport will be assessed for the cost of the loss or damage.

II. EXPENSES AND TRAVEL

1. All trips will be by school-provided transportation. All participants will travel with the school transportation to an event. Releasing participants to parents will be discouraged unless need it shown and is approved before time by the head coach or sponsor. Participants will then be released only to their own parents, and in cases of emergencies, to other parents with prior approval. Individual participants will not be excused to get ready for trips prior to the designated time. Participants on activity trips will not be counted absent, will be allowed to make up work missed, but should be encouraged to make up work beforehand.
2. The head coach or sponsor will ride with participants to and from trips and be with them at all times on trips. The head coach or an assistant coach shall remain until participants clear the building after practices or contests. Teams and coaches will return from all activities as soon as possible at the completion of the event.. At least two school employees will ride with participants to and from events unless prior approval is given by the Activities Director and/or Principal.
3. School-provided transportation is to be left clean and in the same physical condition as when it was checked out with the head coach or sponsor being held responsible.
4. Dress Code:
 - a. No changing of clothes on the bus will be allowed during any activity trip.
 - b. Students are expected to dress for trips in an appropriate manner. Jeans and t-shirts with holes in them are considered inappropriate. With the exception of track, uniforms should not be worn while traveling to the competition.
 - c. Exceptions will be made on a case-by-case basis by the Principal and Activities Director.
5. Only coaches, sponsors, and students are allowed to ride buses on activity trips.

III. TRAINING RULES, PHYSICAL EXAMINATIONS, PHYSICIANS CARE

1. All athletes must have a physical examination by a physician. No athlete may practice or compete until a physical examination form for the current school year (after May 1st) is on file in the school office.

2. Head coaches or sponsors shall write specific training rules, rules of behavior, and other items that pertain to an individual activity and the students involved, which will be added to the basic activity handbook. The training rules and rules of conduct should be formulated by participants. These training rules and rules of conduct must be in agreement with the Activities Director's Handbook, and additions must be submitted to the Activities Director before practice begins.
3. Participants may not practice or compete when under a doctor's care unless the doctor gives a written release. Parents of injured participants are to be notified of the nature and extent of injuries. In the event of a serious injury, during practice or actual participation, the participant should be taken to a doctor and the parents notified as soon as possible.
4. Students may not be given any drug or medicine, including Tylenol or aspirin, by a coach or sponsor.

IV. STUDENTS EXPECTATIONS AND ELIGIBILITY

The staff and teachers of Glenrock Middle School believe academics to be of maximum importance for Middle School students. Therefore, we have eligibility rules for all activities. This eligibility policy is in force to benefit the student, not eliminate participants. To be eligible to participate in Glenrock Middle School extracurricular activities a student can't have an incomplete in two or more classes. At the beginning of each sport a new eligibility cycle will start.

ELIGIBILITY STEPS FOR EXTRACURRICULAR ACTIVITIES

1. Each Wednesday morning an eligibility report is emailed to the activities director.
2. Activities participants are expected to display good citizenship and acceptable behavior at all times. Students are expected to display appropriate behavior at all times. Students will not be allowed to participate in any contests when they are serving a suspension (in-school or out-of-school).
3. If an activities participant has an "F" in any two (2) classes, the participant will be placed on probation for one week. Students will have one probationary period for each sports season. If the student does not meet these eligibility requirements at the end of the probationary period, the student is ineligible to participate in the next contest. The coach will confer with the student and notify the parents.
4. If an activities participant becomes ineligible, due to academics or citizenship, a second time in the same activity, the participant will be ineligible to participate in the next contest. A conference with the parents, school personnel and student can be scheduled at the request of the parents.
5. If an activities participant becomes ineligible, due to academics or citizenship, a third time in the same activity, the student will be removed from the activity. (For all steps of the eligibility code, counseling may be required.)
6. The use or possession of alcohol, tobacco, vapor or e cigs, and drugs is prohibited. Violation of this rule will result in:
 - a. First Offense: Suspension for the remainder of the season.
 - b. Any further violations will result in suspension from any further extracurricular activities that school year.
 - c. Participants who are in attendance at parties where drugs, tobacco, alcohol, vape or e cigs are present, will be treated in the same manner as those in parts a. and b. of this regulation.
7. Good school attendance is important and required of student participants. If a student has any unexcused absences (truant from school, skip practice, etc.) he/she will not be allowed to participate in the next competition.

ACTIVITY TRIP GUIDELINES

The driver's responsibility is the safe transportation of students. The sponsor's responsibility is to maintain order and discipline so that the driver is not distracted from driving duties. Rules of conduct are expected to be the same for activity trips as for regular bus transportation. (Board Policies EEACC and EEACC-R). If the driver is distracted by excess noise or observation of inappropriate behavior, the driver is to tell the sponsor, and the sponsor is to take appropriate action.

Eating on the bus is permitted if the sponsor determines a need for such. Sponsors are to see that all litter, and refuse is cleaned from the bus upon returning from the activity.

Activity drivers will make the bus available to the sponsor and students at the sponsor's request. Activity drivers can leave the activity with the bus, if the bus is not needed by the sponsor, after checking with the sponsor and getting permission. Activity drivers are expected to communicate to the sponsor where they can be reached during the activity.

During inclement weather the driver and the sponsor should jointly decide whether to proceed or to stay, based upon available data, such as from the Highway Patrol. The ultimate decision, however, rests with the driver. The transportation director and the Activities Director will also be consulted on any changes of travel plans due to weather.

V. EXPECTATIONS FOR PARENTS

The job of the parent of a child involved in school activities is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your child say, "My parents really helped and I was lucky in that respect."

Active children need their parents, so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there who needs a lot of understanding, especially when his/her world turns bad. If he/she is comfortable with you-win or lose-he/she is on his/her way to maximum achievement and enjoyment.

1. Make sure your child knows that-win or lose, scared or heroic-you love him/her appreciate his/her efforts, and are not disappointed in him/her. This will allow him/her to do his best without a fear of failure. Be the person in his/her life he/she can look to for constant positive enforcement.
2. Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, his/her sportsmanship, and his/her actual skill level.
3. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride.
4. Try to support the individuals as well as the coach and team throughout the entire season at home and away games. You can help by aiding in the skill development of your son/daughter during the off season. Be a positive fan at events. Use good sportsmanship at all times. Teach him/her to enjoy the thrill of competition, to be "out there trying" to be working to improve his/her sports attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun. Be helpful but don't coach your athlete on the way to the contest, on the way back or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction. Don't compete with the coach, the coach must be the authority figure for the team during the season.
5. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership. Communication with the coach about positive situations as well as the negative. Please

follow the communication model when it is needed. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

6. Make a point of understanding courage, and the fact that is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.
7. Try to make it to a practice session during the season. By doing this it will enable you to understand some concepts of the game and where your son/daughter stands among the rest of the team.

Numbers 1, 2, 3, 4, 5, & 6 reprinted from The Young Athlete by Bill Burgess

VI. ACTIVITIES COMPLAINT PROCEDURE

The following is the activities complaint procedure to follow with all problems that arise. Remember, care enough to first contact the person with whom you have the problem. You owe it to the individual to tell them if you are going over his/her head. Initial contacts should be done in a respectful, professional manner, and in the appropriate place and time. Consideration should be given for rational thought to occur. A mediated conference will be held when requested by a coach, sponsor, parent or student. Procedures for this conference follows:

1. Volunteer Coaches-Coaches Aides
2. Assistant Coaches
3. Head Coaches, Sponsors
4. Activities Director
5. Principals
6. Superintendent
7. School Board

MEDIATED CONFERENCE PROCEDURES

- A. Purpose: To resolve conflicts through the use of better communication.
- B. Process and Preparation
 1. Party or parties request meeting
 2. Basic information is gathered
 3. Pre-meeting with school personnel may be held
- C. Conference with a Mediator from the School District
 1. Informal and confidential
 2. Conference Style: Each party presents views and hears opposing arguments. No derogatory statements or profanity is allowed when presenting views.
 3. Mediator may meet with each party privately.
 4. Negotiation and compromise, communications improved, emphasis on child and solutions.
- D. Role of Mediator
 1. Impartial negotiator, facilitator or communication
 2. Guides process, maintains order of conference informally
 3. Attempts to soothe feelings, find areas of agreement, suggests options and possible compromise; does not impose own views on parties or make decisions for them.
- E. Outcome of Process

1. Agreement, written by the mediator, expressing ideas of parties, signed by each party.
2. Signature indicates willingness to abide by agreement, stake in outcome, commitment to its success.

VII. SUPERVISION AND DIRECTION

Supervision and direction of the athletic/activity program shall be vested in the Principal through the Activities Director and subject to review by the Superintendent and the School Board. Coaches and sponsors are required to attend all meetings, practices, games, meets, etc., scheduled in their assignment unless prior approval is arranged through the Activities Director with notification to the Principal. Exceptions can be made concerning family or personal illnesses by contacting the head coach or Activities Director.

F. Coaches/Sponsors responsibilities are:

1. Monitoring participants' behavior
2. Informing the Activities Director of all incidents and disciplinary actions. The Activities Director will inform other administration.
3. Ordering uniforms, training supplies, equipment, and maintaining inventories of equipment and facilities.
4. Following all guidelines in their job description in this Code and School Board Policy.
5. Encouraging their students to have good attendance, do well academically, and show respect for other studies and staff members at all times.
6. Verifying the Code of Ethics forms are complete and returned before the first scheduled event.
7. Verifying that emergency treatment forms are returned and taken on each activity trip.
8. Verifying that physicals are on file before the practice.