

CARDINAL CODE

EXTRACURRICULAR HANDBOOK

Medical Lake High School believes that students who participate in extracurricular activities will be more prepared to become productive and contributing members of society. A comprehensive activity and athletic program maximizes physical health and wellness, develops critical thinking skills, promotes social-emotional learning and fosters the acquisition of important life skills.

Cardinal Activities & Athletics strive to:

- Promote positive character
- Teach and foster life skills
- Promote high academic standards
- Create a positive atmosphere for students to build quality friendships
- Increase physical health and overall wellness
- Foster competition, resilience and grit
- **Do it the right way.....the Cardinal Way**

Required Paperwork and Fees for Participation in Activities & Athletics at MLHS

1. Must successfully complete all components of online registration
 - a. Current physical (**Athletics only**)
 - b. Emergency information
 - c. Insurance Information
 - d. Concussion Form (**Athletics only**)
 - e. Signed Cardinal Code
 - f. Signed eligibility form
 - g. Signed assumption of risk and release form
2. Must pay the following fees
 - a. \$35 ASB card
 - b. \$20 athletic participation fee for each sport played (**Athletics only**)
3. *Students with outstanding fines/fees will not be permitted to participate until paid*

IMPORTANT NOTE:

Participation in activities and athletics at MLHS is a privilege; not a right. Students participating in these activities must adhere to the following:

- **MLHS Student Handbook**
- **MLHS Cardinal Code**
- **WIAA rules and regulations**

Students are bound to the rules and regulations of the Cardinal Code and WIAA rules and regulations 24/7/365 during their time as a student at MLHS.

MLHS Student-Athlete Expectations

Participating in extracurricular activities during high school can be a very rewarding experience. In order to achieve the best experience possible, students are expected to:

- Conduct themselves with the highest level of respect
- Treat others and the school with the highest level of respect
- Demonstrate positive classroom behavior
- Pass all classes
- Achieve green zone attendance status
- Work hard
- Be coachable
- Be a good teammate
- Strive to be the best they can be
- Win with class and lose with character

Code of Conduct

The following rules and regulations apply to student-athlete participation in Cardinal activities and athletics. There are three important articles that govern participation in extracurricular activities at Medical Lake High School during the time students are enrolled at MLHS. Students are subject to the expectations and guidelines within each of the documents listed below beginning on the date they enroll at Medical Lake High School until they graduate or withdraw from the school.

1. **MLHS Student Handbook**
2. **MLHS Cardinal Code**
3. **WIAA Handbook**

IMPORTANT NOTE:

Student-athletes are subject to WIAA and Cardinal Code guidelines 24/7/365 both inside and outside of school. I.E. If a student-athlete violates the Cardinal Code during summer break, they could face serious extracurricular consequences upon returning to school.

MLHS Coach & Adviser Expectations

At Medical Lake High School, coaches and activity advisers are expected to support the entire interscholastic program and serve as role models for the students they serve. Elements of positive program culture that are important at Medical Lake High School include:

- Promotion of positive character traits and skills
- Promotion of important life skills and healthy habits
- Promotion of high academic standards
- Creation of a positive atmosphere for students to build quality relationships
- Increase of physical health and overall wellness
- Fostering competition, resilience and grit

MLHS Parent/Guardian Expectations

Parents, guardians, family and friends also play a critical role in the overall experience of student-athletes. As your student becomes involved in the extracurricular program at MLHS, they will experience rewarding moments. With proper support and guidance, student-athletes have layers of support at school and at home during their journey of high performance and continuous improvement.

Although it is our goal to have every student-athlete's experience be 100% positive; there will be moments when they students are frustrated with some component of their extracurricular experience.

We hope that in these difficult times that parents/guardians find opportunities to work with their students to help them resolve concerns respectfully and constructively. For instance, encouraging young people to have respectful conversations with their classmates and coaches/advisers is a powerful life skill that will benefit our students down the line.

Resolving Conflicts

When students are unable to resolve their issue(s) with a coach or adviser, it is usually appropriate for parents/guardians to get involved. The following list represents examples that could lead to a necessary conversation between coach/adviser and parent/guardian:

- Mental and/or physical mis-treatment of your student
- Concerns about your child's behavior
- Strategies to help your child improve
- Concerns about a coach or adviser's behavior or management of the program

If this is the case, parents/guardians are expected to schedule an appointment with the coach/adviser to discuss and resolve issues. **Approaching a coach/adviser anytime on game day or during a scheduled activity is typically not the best time to do this.**

It is the expectation that these meetings are compassionate, respectful, open and solution-based. If a meeting with the coach/adviser does not resolve the concern, parents/guardians have the ability to present their concern to the athletic director and then to the principal if necessary.

Inappropriate areas of concern to discuss with Coach or Adviser

- Playing time
- Game or activity strategies
- Other team members

BASIC ELIGIBILITY REQUIREMENTS

***Most of the requirements listed below were created by and are governed by the WIAA. For those requirements, the WIAA rule numbers are provided. Please note that the following list represents the foundational eligibility requirements per the WIAA. The WIAA handbook is available at www.wiaa.com for more information.**

Requirements that do not reference a WIAA rule number fall under the local control of Medical Lake High School.

Age (WIAA 18.4.0)

- Participants shall be under the age of 20 years as of September 1 for fall activities
- Participants shall be under the age of 20 years as of December 1 for winter activities
- Participants shall be under the age of 20 years as of March 1 for spring activities

Physical Examination (WIAA 17.11.0)

- Prior to the first practice for participation in interscholastic activities, a student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination.
- The WIAA indicates that physicals are valid for 24 months but give local control to school districts to have a more restrictive policy on the length of time that physicals are good for.
- Per the latitude of WIAA rule 17.11.5, **MLHS has adopted a policy that physical examinations are valid for (1) calendar year.**
 - A teenager's health and wellness can change significantly in a calendar year; in the spirit of what is best for students and families, MLHS has implemented this policy to ensure that students participating in interscholastic activities have a more accurate physical to ensure their safety, wellbeing and readiness to participate in their selected sport

Student Member of School (WIAA 18.5.0)

- Students must be regular members of the school they represent in order to participate in interscholastic athletic activity. Students are a "regular member" of a school if they are enrolled half time or more, exclusive of interscholastic activities.

Transfer Students (WIAA 18.11.0)

- Students who change enrollment to/from one school district to another shall be considered transfer students. In order to be eligible for varsity competition, transfer students may need to appeal to the District 7 Eligibility Committee. Please see the athletic director for more information.

Attendance:

- Students must be present for the **entire school day** in order ***to practice and compete***. Exceptions will be made for **medical appointments** and other **pre-approved** activities. Pre-approval must come from the athletic director or someone else in the athletic department.
- **If a student-athlete misses just one scheduled class period (without pre-approval or a note from a licensed professional), they will not be allowed to practice or compete that day. The athletic director or principal reserve the authority to make the final call on such decisions.**
- Student-athletes who anticipate being absent, **for legitimate reasons**, and still wish to practice or compete should communicate with the athletic department before the absence(s) and provide appropriate documentation upon returning to school.
- Students are expected to attend all scheduled practices, meetings, and contests for their activity. Missing scheduled practices or team/activity functions may impact playing time.
- Student-athletes should communicate with their coach/adviser in advance if they intend to miss a scheduled team event.

Transportation

- **Travel** to and from contests is a necessary expense and is funded by the school district. While the school encourages teams to travel together, it does appreciate circumstances when it may be necessary or convenient for parent/guardians to transport their own students.
 - With the approval of the coach/adviser, a student may be transported **after** an event by his/her parent or legal guardian **ONLY**. Parent must sign the athlete out with the coach/adviser before leaving.
 - Under very rare circumstances, student-athletes require transportation to an event. With approval from the athletic department, and with proper documentation complete, parent-guardians may be given approval to transport students to an event.

Uniforms and Equipment

- Students are responsible for school-owned and issued equipment. Students are expected to care for such equipment or uniforms for the duration of the season or activity and must return said equipment in the best condition possible.
- If equipment or uniforms are not returned or are damaged upon return, the student and family assume the financial obligation to replace.

Academic Eligibility

To ensure that MLHS students and families understand the WIAA and MLHS academic eligibility rules, we will break them down into two separate categories:

1. Eligibility to begin the 1st and 2nd semester sports seasons without competition restriction
 - a. **Determined by the WIAA**
2. Ability to maintain full eligibility during the semesters without competition restriction
 - a. **Determined by the WIAA and MLHS**

1. Academic Eligibility to begin 1st and Second Semester Sports Seasons (WIAA Rule 18.7.4)

- Students entering grades 10-12, shall have passed the minimum number of classes in the most recently completed semester, **as listed in WIAA Rule 18.7.4**, in order to be eligible for competition when school begins again in the fall and to continue to have full competition eligibility when second semester begins.
 - ***At Medical Lake High School, this would be the equivalent of passing 5 out of 6 classes***
- Students entering 9th grade are not required to meet the previous semester rule for fall sports eligibility but are required to meet the previous semester rule to have full competition eligibility for second semester and beyond.
 - ***At Medical Lake High School, this would be the equivalent of passing 5 out of 6 classes***

Academic Suspension Period

- **WIAA Rule 18.7.6**
 - A student in grades 10-12 who failed to meet the requirement of WIAA rule 18.7.4 shall be placed on academic suspension. The student shall be ineligible for competition during such suspension but may still practice with the team.
 - 1st Semester Academic Suspension Period
 - Begins officially on the first day of school and continues through the 4th Saturday in September
 - 2nd Semester Academic Suspension Period
 - First 5 weeks of the semester
 - ***Students are permitted to practice with their team while under academic suspension.***

2. Academic Eligibility for all sports and activities during each semester's observed grade checks

- Students must be passing all classes during observed grade checks in order to compete in activities and sports at MLHS.
- While the WIAA indicates that students may have one failing grade, the WIAA gives individual districts the latitude to have an academic policy that is more restrictive. In that light, Medical Lake High School has adopted a policy that requires students to be passing all classes at observed grade checks in order to compete.
- MLHS is aware of the important role that extracurricular activities play in the development of students. Having said that, Medical Lake High School is equally committed to the philosophy that academics are the primary purpose of school and that should be the top priority.
- **Academic interventions will be available to support students with academic progress. These interventions are referenced below as part of the MLHS "Grade Check Procedures".**

MLHS Academic Progress Grade Check Procedures

- The activity/athletic department will check grades weekly via Skyward. Weekly grade check dates will be predetermined and noted on the MLHS calendar for public view.
- Grade checks will be conducted every Wednesday throughout the school year.
- The first 3 weekly grade checks of each semester will not count against a student's eligibility.
- Beginning on the 4th Wednesday of each semester, and continuing every Wednesday through the rest of the semester, grade checks count and could impact a student's competition eligibility.
- **If a student-athlete has 1 or more "F" grades on the weekly grade check, he/she will be deemed academically ineligible to participate in competition for one calendar week (Wednesday-Tuesday).**
 - **Students can regain full eligibility, without competition restriction, for the current week with signed documentation that they are passing the class or classes that were failing when the grade check was ran.**

- If a student has one or more failing grades during a grade check, they will meet promptly with a member of the activity-athletic department. At this meeting, an academic plan of action will be created.
 - **Step 1**- Mandatory meeting between student and teacher
 - **Step 2**- Student and teacher work together to identify the necessary course of action for the student to improve their grade
 - **Step 3**- Once the grade is at passing, teacher signs documentation indicating the grade is at passing and the student submits such documentation to the athletic department to regain full competition eligibility

- Student-athletes, coaches and parents/guardians will be informed promptly if a student-athlete is ineligible.

- Extenuating circumstances may allow MLHS administration to determine academic eligibility provided such circumstances fall within WIAA academic eligibility requirements.

Activity-Athletic Participation and Competition

Medical Lake School District recognizes the importance of providing developmentally appropriate extracurricular experiences for their students.

Most programs at Medical Lake High School have multiple teams to provide an appropriate and safe competitive opportunity for student-athletes. When a program has the need for multiple teams, competitive tryouts will be conducted to determine placement of student-athletes. All students will be given a fair and equal opportunity to tryout.

Coaches and advisers are responsible to establish and announce guidelines for their tryout procedures. Students who are cut may be directed into other programs, when available, to continue to build skills in other sports or activities.

Varsity Level Competition

Medical Lake High School expects varsity teams to compete against opponents at the highest level possible. In order to accomplish this, coaches are responsible for placing individuals on the appropriate teams and determining playing time accordingly.

At the varsity level, the most skilled, talented and producing members may carry the major burden of the contest. While this may be true, all members of the team must be prepared to compete at a high level and could be called on at any time.

Sub-Varsity Level Competition

Medical Lake High School expects sub varsity teams to compete against opponents at a high level as well. While competition at the sub varsity level is important, it is equally vital that participation for student-athletes at this level serve as an opportunity for students to learn and practice the sport and conditioning skills that will be needed for varsity competition.

At the sub-varsity levels (JV, C, etc....), members of the coaching staff will make a strong effort to play eligible team members for as much time as possible. In most cases, athletes at this level will see playing time but such playing time is not generally equal. Coaches at this level recognize that athletes need in-game experiences to foster their skills.

Awards and Lettering

An award is a symbol of accomplishment, good sportsmanship and finishing something you start. In order to qualify for an award, students must meet the qualifications set forth by the head coach/advisor of the sport/activity.

Awards shall be presented only to participants who complete the entire season (this does not apply to participants who are unable to complete a season due to illness, injury, or other unavoidable circumstances).

If a student-athlete quits the activity or team or is removed for disciplinary reasons, they automatically forfeit any awards he/she would have received.

Sub-Varsity Awards:

- The school shall provide a certificate of completion to any student who completes an activity or sport.

Varsity Awards:

- The school shall provide a certificate of completion to any student who completes an activity or sport.
- The school shall provide an “ML” letter patch when a student-athlete successfully completes their first varsity season in a sport or activity.
- The school shall provide a custom, sport-specific patch each time a student-athlete successfully completes a varsity season in a sport or activity.
- The school shall provide varsity-specific sport awards for MVP, team captain and a Coaches Award. Such awards will be determined by the head coach.

Special Notes:

- A senior who has participated in 3 consecutive years of service for a given sport or activity shall receive a varsity-level award.
- Students serving as team managers may earn a letter at the discretion of the coach.
- A coach/advisor has the right to recommend any student-athlete for a varsity award if they believe such recommendation has rationale. A coach would submit such a request to the athletic director for discussion.

ILLEGAL SUBSTANCES

Any possession, use, or distribution of banned and/or illegal substances is a serious matter and will negatively impact a student's eligibility.

Students are subject to MLHS Cardinal Code and/or WIAA violations if they choose to put themselves in places, such as a party or other gathering, where the products below are present and illegal actions may be taking place. This applies to all students (regardless of the quantity), whether in the US or in a foreign country.

- Vapes
- Tobacco products and delivering devices
- Nicotine products and delivering devices
- Alcohol
- Marijuana and/or THC
- Controlled and Illegal Substances
- Legend Drugs
- Anabolic Steroids
- Other harmful substances

*****Simply put, do not put yourself in a position that could jeopardize your activity or sport eligibility. Please make smart, safe and healthy choices.***

VIOLATIONS

VAPES, TOBACCO, ALCOHOL AND OTHER RELATED PRODUCTS

** A student shall not possess, use, transmit, sell, or distribute tobacco AND/OR alcohol products or delivering devices. This includes Vapes.*

First Offense

14 calendar day suspension from competition

- Mandatory student & guardian intervention meeting with school administration
- Suspension from competition begins when athlete is eligible to compete
- Student is not removed from the team
- Student may still practice with team
- Student may attend game as a fan and sit in the stands
- Student **may not** wear the uniform or travel with team

Second Offense

- Student removed from activity or team for the remainder of the current sport/activity season
- Mandatory meeting with school administration
- Completion of District-Approved Intervention Program prior to participation in another activity or sport season.

AND

- 14 calendar day suspension from competition during the next sport/activity season that student chooses to participate in.
 - Student will start new season and practice with team
 - 14 day suspension from competition will begin when student-athlete has met the WIAA practice requirements for that sport season.
 - Student may attend games as a fan and sit in the stands
 - Student **may not** wear the uniform or travel with the team

Third Offense

- Student removed from team for the remainder of the current sport/activity season
- Mandatory meeting with school administration
- Completion of District-Approved Intervention Program
- One calendar year suspension from participation in activities/sports at MLHS

Fourth Offense

- Student removed from team for the remainder of the current sport/activity season
- Ineligible for activity/sport participation at MLHS for remainder of enrollment at MLHS

MARIJUANA, LEGEND DRUGS AND CONTROLLED SUBSTANCES

** A student shall not possess, consume, transmit, sell, or distribute marijuana, legend drugs, or any other controlled substances.*

First Offense

- Student removed from team/activity for the remainder of the current sport/activity season
- Mandatory meeting with school administration
- Completion of District-Approved Intervention Program prior to participation in another activity or sport season.

AND

- 14 calendar day suspension from competition during the next sport/activity season that student chooses to participate in.
 - Student will start new season and practice with team
 - 14 day suspension from competition will begin when student-athlete has met the WIAA practice requirements for that sport season.
 - Student may attend games as a fan and sit in the stands
 - Student **may not** wear the uniform or travel with the team

Second Offense

- Removed from team for current activity or sport season
- Mandatory meeting with school administration
- Completion of District-Approved Intervention Program
- One calendar year suspension from participation in activities/sports at MLHS

Third Offense

- Removed from team for current activity or sport season
- Ineligible for activity/sport participation at MLHS for remainder of enrollment.

Violations of the Activity Code

Student-athletes have incredible opportunities to represent Medical Lake High School. In that light, students who choose to participate are entrusted to do the right thing and make good decisions.

In the school setting, student-athletes are also role models. In that light, violations of the activity code in relation to drug, alcohol, or tobacco could exclude a student from activity or team awards.

Violation of the activity code may result in discipline by the coach, athletic director and/or school administration. It could also lead to school discipline, suspension or expulsion.

Discipline and Grievance Procedure

Any student that is denied the opportunity to participate in school activities until the completion of the discipline may:

Step 1: Request a meeting with the building administrator to grieve the discipline.

Step 2: Within two (2) business days notice, present a written/oral grievance to the Superintendent of the district, or his/her designee.

Step 3: Within two (2) business days notice, present a written/oral grievance to the Board of Directors at the Board's next regular meeting. The Board shall notify the student, parent, or guardian of its response within ten (10) business days after the meeting.

***Any discipline action shall continue during the grievance procedure.**