

**WISCONSIN RAPIDS PUBLIC SCHOOLS**

**CO-CURRICULAR ACTIVITIES**  
**CODE OF CONDUCT**

**LINCOLN HIGH SCHOOL**  
**WISCONSIN RAPIDS AREA MIDDLE SCHOOL**

**(GRADES 6 THRU 12)**

**Reviewed and Approved by the Board of Education**  
**May 13, 2019**

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## **NOTICE: STUDENT NON-DISCRIMINATION & ANTIHARASSMENT**

The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws.

The District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. The District prohibits all forms of discrimination and harassment.

The District encourages all students, as well as third parties, to promptly report incidents of discrimination or harassment to a teacher, administrator, supervisor, or other District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall forward the complaint to the District's designated Compliance Officer without undue delay, but not later than two (2) business days. The District's designated Compliance Officer is the Director of Human Resources. Complaints should be submitted to:

WRPS Director of Human Resources  
510 Peach Street  
Wisconsin Rapids, WI 54494

To review Board Policy 411 concerning Student Non-Discrimination and Anti-Harassment, go to [www.wrps.org](http://www.wrps.org) and click on School Board Policy 411.

# **I. Goals of Co-Curricular Activity Participation**

The following informational sections contain the minimum requirements for every 6-12 WRPS student to be eligible for participation in district-sponsored, co-curricular activities. In order to participate in any co-curricular activity, a signed Code of Conduct form must be on file in the athletic office/school office and entered on a student's electronic school record. The Co-Curricular Code of Conduct will be signed by students and parents before participation in a student's initial co-curricular activity for grades 6-8 and then for grades 9-12. The Co-Curricular Code is in effect throughout a student's grades 6-12 career.

The co-curricular activity program is an important part of the educational experience, but participation is a privilege, not a right. It provides opportunities for learning experiences difficult to duplicate in traditional school activities. Co-curricular participation has the following major objectives:

1. To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities;
2. To help students learn good habits of health, hygiene, and safety;
3. To provide activities that help promote school unity;
4. To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful;
5. To provide students with opportunities for competition;
6. To provide students with opportunities to place the unit, team squad, class and school above personal desires.

# **II. Definition of Co-Curricular Activities**

Co-Curricular activities include any school related activity that is offered outside of academic class requirements. Co-Curricular activities are divided into five distinct categories. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations which regulate participation.

## **Category 1 – Athletics**

All interscholastic athletics are governed by the Wisconsin Rapids Public Schools' co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated and non-profit organization located in Stevens Point, Wisconsin. Most private and public high schools in the State of Wisconsin offering interscholastic athletic programs are members. All WIAA and other pertinent conference, national and state governing regulations as published will apply and are available upon request.

### **Girls' Sports**

Cross Country  
Golf  
Swimming  
Tennis  
Volleyball  
Basketball  
Gymnastics  
Ice Hockey  
Softball  
Soccer  
Track

### **Boys' Sports**

Cross Country  
Football  
Soccer  
Basketball  
Ice Hockey  
Swimming  
Wrestling  
Baseball  
Golf  
Tennis  
Track

## **Category 2 – Competitive Activities**

Activities that are competitive in nature are governed by the same code requirements as interscholastic athletics. Activities included under Category 2, but not limited to the following are:

Cheer & Stunt/Coed	Curling Club	Dance/Girls
Power Lifting Club/Coed	Figure Skating Team	Mock Trial
Archery/Trapshooting	Visual Arts Classic	FCCLA
Chess Club	DECA	FBLA
Forensics	Math League	Pro Start Cooking
Skills USA	Educators Rising	French Concour Oral
HOSA		

## **Category 3 – Leadership & Public Recognition Activities**

This category includes those activities that have, as their membership, representatives elected or appointed to positions of leadership and/or public recognition. There generally will be an application or nomination process established by the building administration for these activities. Students in this category are expected to be representative of the values, expectations and ideas espoused by the school and school district.

Students participating in any Category 3 activities will be expected to comply with the academic rules, attendance rules, and social behavior and conduct rules listed as part of the Co-Curricular Code. In order to be eligible to participate, students must be in good standing, exhibit proper school behavior, and have no school violations. Students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or the building administration. All eligibility determinations will be made by the advisor in consultation with the building administration.

Activities included under Category 3, but not limited to the following are:

National Honor Society	Class Officers	FFA
School Musical	Badger Boys/Girls	Bloodstone
Commencement Speakers	Key Club	Student Council
Letterwinners Club	Drama Club	Ambassadors
Courts (Homecoming, Prom, Winter, etc.)	Art Honor Society	Link Crew
Cool 2 Be Kind	Team Managers, Statisticians, Videographers, etc	

## **Category 4 – Music/Class Related Activities**

This activity area is governed by the relationship between classroom enrollment and the requirements for performance as an aspect of grading by the instructor. Behaviors under this category remain under the direction of the building principal and the supervision of the individual classroom instructor. All students participating in the respective activities will adhere to school board policies, school rules, and classroom rules. All eligibility determinations will be made by the advisor with the building administration.

Activities included under Category 4, but not limited to the following are:

Marching Band	Choir	Jazz Ensemble
Pep Band	Yearbook	Mariachi Band
Acappella Choir	Chamber Singers/Vocal Jazz	Ethnic Ensemble
Orchestra	Symphonic Band	Wind Ensemble
Show Choir		

### **Category 5 – Intramural and Interest Clubs**

Interest clubs are defined as those clubs generated by student or staff interest. Students participate on a voluntary basis and are not involved in public performance.

The Co-Curricular Code does not affect student participation in intramurals or interest clubs. Intramurals and interest clubs will be governed by School Board policies, school rules and regulations, and the written intramural or interest club rules. In cases where disciplinary situations may arise, the advisor will confer with the building administrator to determine appropriate actions.

Activities included under Category 5, but not limited to the following are:

French	Spanish	German
Bucket Bombers	Running Club	GSA
Book Club	Computer Club	Engineering Club
Art Club	Knitting Club	Calligraphy Club
Middle School Intramural Sports		

### **Coach/Advisor Rules & the Co-Curricular Code of Conduct**

Parent(s)/guardian(s) and participants in co-curricular programs should note that the coach, advisor, teacher, etc. may establish policies germane to his/her respective program. This may include more stringent rules and resulting penalties assessed in addition to Co-Curricular Code provisions. Furthermore, after consult and review with school administration, it shall be the coach's/advisor's prerogative to suspend any participant from an activity or program if they consider the student to be a demoralizing influence or a detriment to that program and its participants.

## **III. Eligibility Rules**

- A. Wisconsin Interscholastic Athletic Association (WIAA), Wisconsin Valley Conference (WVC), and the Great Northern Conference (GNC) Rules of Eligibility (These rules apply only to Category 1 programs.)
  - a. Students participating in interscholastic athletics must abide by the specific rules of eligibility as stipulated by the WIAA, WVC and the GNC. (See the current WIAA handbook online at [wiaawi.org](http://wiaawi.org) or the WVC at [wisconsinvalleyconference.org](http://wisconsinvalleyconference.org) or the GNC at [greatnorthernconference.org](http://greatnorthernconference.org)).
- B. Interscholastic Athletic Age Requirement (Applies only to Category 1 programs)
  - a. A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1st of any given school year. (Middle School/Junior High: 6th grade - 13, 7th grade -14 and 8th grade - 15.)
- C. Interscholastic Athletic Physical Examination Requirement (Applies only to Category 1 programs)
  - a. A physical examination taken April 1 and thereafter is valid for the following two school years.
  - b. A physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.
- D. Mandatory paperwork to compete in athletics (Applies only to Category 1 and some Category 2 programs)
  - a. A concussion education acknowledgement form must be signed by parents and athletes before any participation in practice or competition at the start of every sports season.
  - b. A consent to treat form must be submitted at the start of every sports season.
  - c. A WIAA Rules of Eligibility Form must be signed by parents and athletes of grade 9-12 before any participation in practice or competition once per school year.

- E. Academic Rules - Academic eligibility requirements shall commence upon initial enrollment in the first activity/sport.
  - a. A student must satisfy WRPS and Wisconsin Department of Public Instruction requirements defining a full time student.
  - b. Only full time WRPS students in grades 9-12 may participate in District co-curricular programs. (Full-time status will be determined by the Registrar, Principal and/or the Athletic Director.)
  - c. In grades 6-8, only full-time WRPS students and students in private schools within our district who are current members of the WIAA may participate in District co-curricular programs.
  - d. A student becomes a ninth grader the day after his/her last day of eighth grade.
- F. Students are eligible for participation in a co-curricular program if they have received no more than one (1) grade of “F” or one (1) grade of “Incomplete” from the previous progress report or semester/term official grading period.
  - a. For grades 6-12, there are 6 periods of evaluation upon which academic eligibility is based.
  - b. The evaluation periods in the semester/term are summative in nature and are not separate mini-grading periods. The next semester/term evaluation period restarts calculations and are also summative in nature.

**ACADEMIC ELIGIBILITY OVERVIEW**

<b>EVENT</b>	<b>INELIGIBILITY</b>	<b>SPRF TO TEACHERS</b>	<b>ELIGIBLE</b>	<b>STILL INELIGIBLE</b>
Progress Report 1	8 scheduled school days	7th day	Play 9th day	5 more days
Term 1 Final Grade	15 scheduled school days	14th day	Play 16th day	5 more days
Progress Report 3	8 scheduled school days	7th	Play 9th	5 more days
Term 2 Final Grade	15 scheduled school days	14th day	Play 16th day	5 more days
Progress Report 5	8 scheduled school days	7th day	Play 9th day	5 more days
Term 3 Final Grade (to Fall)	21 calendar days	20th day	Play 22nd day	5 more days

- c. Each time a 6<sup>th</sup> -12<sup>th</sup> grader still has 2 or more “F’s” or “Incompletes” after an initial ineligibility period, he/she must wait another full 5 scheduled school days before taking another Student Progress Report Form (SPRF) to teachers. The SPRF may be circulated on the 6th day in these situations.
- G. Academic Ineligibility/Eligibility Procedures (From Terms 1 & 2 - For the Winter/Spring)
  - a. Students who receive more than 1 “F” or 1 “Incomplete” from Terms 1 & 2 official grading period are ruled ineligible. Co-curricular ineligibility begins the day after grades are posted by the registrar. An ineligible student becomes eligible according to the aforementioned and they no longer have two (2) or more “F’s”, “Incompletes”, or one of each.
  - b. It is the responsibility of the ineligible student to initiate a Student Progress Report Form (SPRF) which must be filled out by each of the student’s teachers. (These forms are available in the Athletic Office.) See Academic Eligibility Overview Chart for timelines.
  - c. A Student Progress Report Form, completed and signed by an ineligible student’s classroom teachers, must be returned to the Student Services Office before the end of the ineligibility period.

- d. Eligibility, if successfully reinstated, will begin on the scheduled formal school day according to the overview charts. If the SPRF shows that a student is still ineligible after 8 or 15 days (respective of progress report or end of term) then the student must wait five (5) consecutive scheduled school days to once again submit an SPRF to his or her classroom teacher(s).
- H. Academic Ineligibility/Eligibility Procedures (From Term 3 - For Fall)
- a. The minimum ineligibility period for the Fall shall be the lesser of A.) 21 consecutive calendar days beginning with the date of the earliest competition, meet or performance, or B.) One-third of the maximum number of games, meets, or performances allowed by the WIAA (rounded up if one-third results in a fraction). See Academic Eligibility Overview Chart for timeline.
  - b. Summer School - Students may erase ineligibility for a second semester grade ("F") by retaking and passing that specific course during the summer school term. A maximum of one credit may be earned during the summer term.
- I. Eligibility Points of Interest
- a. There are no WRPS or WIAA restrictions on practicing while ineligible; however, advisors, coaches or administrators may wish to limit some aspects of practice participation involvement until grades are acceptable. Students who are academically ineligible are not eligible for early dismissal from classes for travel to contests/competitions.
  - b. Athletes who are ineligible during the WIAA Tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at WIAA tournaments.
  - c. An athlete must be academically eligible in order to serve any Code violation suspension. If an athlete becomes academically ineligible while serving a Code violation, suspension for any events remaining of the Code suspension will be applied after academic eligibility is regained.
  - d. If a student falsifies a recorded grade and/or the signature of a teacher on a Student Progress Report Form, he/she will be subject to a Code of Conduct violation for "conduct unbecoming an athlete."
- J. Attendance Rules
- a. All student participants in co-curricular programs must be in school ALL DAY in order to participate in a contest/event. Prior arrangements and/or approval must be made through the building administrator and/or athletic director's office for special circumstances.
  - b. Failure to be in attendance as stated will result in non-participation in all co-curricular events that day.
  - c. Exceptions to this attendance rule will include the following
    - i. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, exercising of voting rights, or for other unusual or extenuating circumstances/family emergencies as cleared with the principal and/or athletic director in advance. Hunting or fishing is not an exception.
    - ii. Absences in an activity that is related to a classroom grade.
    - iii. A participant who misses school on a Friday may participate on the weekend per approval by the building administrator or athletic director.
  - d. If a student is truant on days other than the day of a contest/event, he/she may be withheld from one contest or event for each truancy. (The term, truancy, refers to an unexcused absence for two or more class periods in a school day.)
  - e. All students must be in attendance by 11:00 a.m. for the remainder of the school day in order to practice.
- K. Suspension
- a. Students suspended out of school during a season will be ineligible to participate in practices and events during the period of suspension. Events missed during the days of suspension will not count toward penalties being served for a Code violation penalty.

- b. Out of School Suspension from school is an automatic Code of Conduct violation and penalties will be applied per the Code status of the individual involved.
- L. Failure to Complete a Season
  - a. A student who is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that same season.
  - b. A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coaches or advisors involved. (This does not apply if the activity meets all year or if a student is cut from a team.)

#### **IV. Social Behavior and Conduct Rules**

- A. A student is covered by the Code of Conduct from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her co-curricular activity career. (Grades 6-8 career and Grades 9-12 career)
- B. Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students are expected to follow the curfews established by the coach/advisor of each activity.
- C. Eligibility may be regulated by school wide discipline structures. A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive or undesirable (gross insubordination, endangerment of health and safety, etc.)
- D. The coach/advisor shall define the consequences for inappropriate student conduct in writing prior to the start of the season. Consequences may include suspension from participation. These consequences must be approved by the building administration and kept on file with the Athletic Director. Consequences established by a coach/advisor cannot supersede the provisions of the WRPS co-curricular code.
- E. Application of the WRPS Co-Curricular Code
  - a. Duration of Code Violations: Violations of the Co-Curricular Code will be cumulative during a Grades 6-8 career and a Grades 9-12 career. Penalties from 8<sup>th</sup> grade that have not been served will be transferred to 9<sup>th</sup> grade.
  - b. Honesty Clause: Any student who voluntarily turns himself/herself in for a first violation of the Code shall have the penalty reduced by ½ the original penalty contests of the penalty specified in the Code. (This only applies if an individual was not already identified, ticketed, etc. by any authorities.)
  - c. Examples of Prohibited Conduct: Rules are established for the best interests of the participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season. A participant must refrain from any conduct at any time that would reflect unfavorably on him or herself or the school.
  - d. In each situation, WRPS reserves the right to consider the totality of the circumstances and render a judgment regarding (1) whether a particular action/inaction is an infraction under the Code; (2) the degree (major/minor) of the violation; and (3) an appropriate penalty.
- F. Major Rule/Conduct Infractions
  - a. The following is a list of representative major infractions but is not a comprehensive list of all possible offenses. In each situation, a student will receive a minimum of a 1<sup>st</sup> level Code penalty. WRPS retains the right to consider the totality of the circumstances and impose a penalty that may exceed a 1<sup>st</sup> level Code violation.
    - i. Out of school suspension.
    - ii. Use, possession, buying, distributing, or selling of controlled substances, unauthorized prescription drugs, street drugs and Performance Enhancing Substances (PES).



- iii. Use, possession, buying or selling of alcoholic beverages, tobacco/nicotine, e-cigarettes in any form.
- iv. Possession or use of drug paraphernalia.
- v. Hazing, harassment, initiations, discrimination, transmission of inappropriate pictures online, cyber bullying online
- vi. Possession of a dangerous or concealed weapon on school grounds.
- vii. Falsifying grades or teachers' signature on any report or document.
- viii. Vandalism and/or criminal damage of property.
- ix. Threatening a staff member.
- x. Battery or sexual assault.
- xi. Charged with a local, state, or federal violation(s) which may or may not include a citation or arrest; may include a criminal offense or violation of an ordinance having a statutory counterpart.
- xii. Hosting a party or gathering where illegal activities are held which may include underage consumption of alcohol, illegal use of controlled substances, contributing to the delinquency of minors, not cooperating with law enforcement, etc.
- xiii. Damage to any school property, property while under school supervision, damage to property of employees and students of the school district and damage to school buses.
- xiv. Threats to personal safety, assaults, and conduct that interferes with or during school activities or bussing.
- xv. Flagrant misbehavior in school, on school grounds or on buses that is disrespectful and defiant toward school or bus personnel.
- xvi. Any athlete convicted of a felony (or other crime as determined by the Administration) will be suspended from participation (practice and competition) for a minimum of one calendar year. Restriction from participation shall be effective from the date of the crime.
- xvii. Unacceptable conduct contrary to the ideals, principles, and standards of Wisconsin Rapids Public Schools, the Wisconsin Valley Conference, the Great Northern Conference, the WIAA and any applicable conference affiliations.

G. Minor Rule/Conduct Infractions.

- a. The following is a list of representative minor infractions but is not a comprehensive list of all possible offenses.
  - i. Failure to attend all practices and contests unless excused by the coach or the advisor.
  - ii. Failure to maintain practice hours and/or rules designated by the coach or advisor. These rules will be distributed in writing to every participant. These rules will be discussed by the coach or advisor. These rules will be on file with the Principal and Athletic Director at the beginning of the season or activity.
  - iii. Failure to treat coaches, advisors, faculty and staff with respect.
  - iv. Equipment abuse, loss and tardy or improper return, or possession of equipment out of season.
    - v. Inappropriate use of the Internet, personal electronic and digital devices, on or off campus. This includes Acceptable Use Policy (AUP) violations.
  - vi. Profanity or obscene gestures.
  - vii. Unsportsmanlike conduct.
  - viii. *Academic Dishonesty*, cheating and/or plagiarism.
  - ix. Repeated inappropriate classroom conduct/disruption.
  - x. Repeated/Multiple in-school suspensions.
  - xi. Excessive classroom tardiness.
  - xii. Bus misconduct resulting in a bus suspension.
  - xiii. Truancy/Unexcused Absences.

- xiv. If placed on detention, the participant must fulfill the obligation within 2 school days.

## V. Guidelines for Minimum Penalties (Categories 1 & 2)

Failure to abide by established rules may result in withdrawal of the privilege to participate. The percentage of suspension from an activity will be based upon each school's total regular season scheduled events for each specific activity. The activities that allow for multiple-school meets at the high school level (soccer, tennis, volleyball and wrestling) are regarded as single event dates. Scrimmages will not count as part of a suspension.

**WRPS expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.** Code violations are cumulative throughout a student career (grades 6-8 career and then grades 9-12 career). NOTES: 1.) A student has 4 strikes and out at their grades 6-8 career and then again at their grades 9-12 career. 2.) There is no statute of limitations on reporting Co-Curricular Code violations. However, it will be at the discretion of the administration on whether to take action on reports that are not made in a timely manner.

### A. Consequences for Major Rule Code Violations:

- a. First Major Violation: (In grades 6-8 and/or 9-12 careers)
  - i. A first major violation of the Code will result in a suspension from competition for a period of 20% of the contests ...based upon each school's total regular season scheduled events for each specific activity. (See Appendix A)
    1. Any remaining percentage of that suspension not served shall be recalculated and applied toward the next activity in which a student participates in and completes. Any fraction of a competition will be rounded upward. (See Appendix A)
    2. If a suspension carries over into the WIAA tournament series, the athlete will miss the entire tournament series. This clause pertains to team tournaments as well as the individual tournament series. (A WIAA tournament event series missed will count as ONE event toward the penalty to be served.)
    3. Any student serving a penalty during an activity must remain in the sport in order for the penalty to be completed. If a student quits the activity, the penalty will carry over to the next season or activity in which the student participates.
- b. Second Major Violation: (In grades 6-8 and/or 9-12 careers)
  - i. A second major violation of the Code will result in suspension from competition for a period of 50% of the contests based upon each school's total regular season scheduled events for each specific activity. (See Appendix A)
    1. All other sanctions listed under the first violation will be served before a second violation suspension begins.
    2. Unserved suspension time will be recalculated for the next season/activity participated in and as applicable; and WIAA series applications will be similar to those listed under first violations.
- c. Third Major Violation: (In grades 6-8 and/or 9-12 careers)
  - i. A third major violation of the Code will result in suspension from competition for one calendar year from the date of the third violation. All other sanctions may be served simultaneously during this one year suspension.
- d. Fourth Major Violation: (In grades 6-8 and/or 9-12 careers)
  - i. A fourth major violation of the Code will result in loss of eligibility for activities in Categories 1 & 2 for the entirety/remainder of a grades 6-8 career and/or 9-12 career.
  - ii. A fourth major violation of the Code during a student's 8th grade year will result in a one calendar year suspension from all activities.
- e. Notes about Violations:
  - i. A student who is academically ineligible must serve this penalty and regain eligibility status before serving other code violation penalties.

- ii. A student found to be involved in the use or abuse of alcohol and controlled substances, including steroids, performance enhancers, etc. will receive sanctions and also be referred to Student Services and the School Resource Officer.
  - iii. Students who are reported for Co-Curricular Code violations will be sanctioned, if the violation is substantiated, to a reasonable degree by the athletic director and/or administration.
  - iv. See Appendix A – CHART OF INELIGIBILITY for the calculation of normal suspension periods.
  - v. Students who have received a code violation from a police issued referral and/or citation may request an appeals hearing within five days of the ticket being dismissed or found not guilty.
- B. Consequences for Minor Rule Violations
- a. The consequence for minor rule violations will be decided upon by the coach(s)/advisor(s) through a joint consultation that includes the Athletic Director and/or administration. (Consequences may include a Code violation ruling.)

## **VI. Enforcement of Activity Code Rules**

- A. Investigation
- a. Coaches, advisors, teachers and/or administrators must report violations of the Code of Conduct at any time they become aware of the violation. Law enforcement agencies may report alleged violations of the Code of Conduct at any time they become aware of the violation. The report of the incident may be written or verbal. In this case, investigation of the event must be immediate with no statute of limitations.
  - b. Any student or person from the public may notify school authorities regarding alleged rule violations in writing in the form of a signed letter to the Athletic Director or administration. A violation must be reported within 28 days from the alleged violations(s).
- B. Upon receiving a report that a violation may have occurred:
- a. A member(s) of the administration or designee will interview the accused participant. If the participant admits to a violation, a suspension/Code penalty will be rendered and explained clearly to the student. A written letter will be sent to the parent/guardian.
  - b. When a suspension is rendered, it shall begin the day the decision is rendered to the student. The decision to suspend a student from participation will be implemented immediately and will remain in force until completed or until overturned through the appeal process. If a student disagrees with the judgment/penalty they may appeal the judgment/penalty by following the appeals procedure. (See Section D)
- C. Enforcement
- a. All co-curricular activities that a student is involved with will be subject to the enforcement of a penalty.
  - b. If the student is not out for a sport at the time of a violation, the penalty will affect the next sport season the student successfully completes.
  - c. If the student is currently not participating in a non-athletic co-curricular event at the time of a violation, a penalty may be enforced in the next subsequent activity in which they normally participate per the discretion of the advisor *in consultation with administration*.
    - i. All violations will be documented in the student's file. The number of violations automatically corresponds to the penalty level in all activities.
    - ii. Any student serving a penalty during a sport or activity must remain active and finish in good standing in the sport or activity in order for the penalty to be successfully served.

- d. During a student's first offense suspension, the advisor/coach of an activity may:
  - i. Eliminate the student from some practices/meetings/events
  - ii. Prohibit the student from travelling to away events
- e. Students suspended from a competitive contest that required student-subsidized travel will forfeit all personal funds paid in advance of the competition.

#### D. Appeal Procedure

- a. Requesting an Appeal
  - i. An athlete, his/her parent(s) or guardians may appeal an Activities Code suspension by requesting in writing, of the building Principal, a hearing of the Appeal Committee. This request must be received by the building Principal within five (5) school days from the date of the suspension notification. Penalties will be served during the appeal process. Appeals do not stop the penalty phase of a Code violation.
- b. The Appeal Committee
  - i. The role of the committee is restricted to reviewing the facts of the alleged violation of the Code and determining whether or not a violation occurred.
  - ii. The Appeal Committee for each case will be selected by the Athletic Director and a building administrator. The Appeal Committee will meet to hear the appeal within five (5) school days of receipt of the request. The Appeal Committee will be made up of the following individuals:
    - 1. Chairperson – Principal (non-voting except for tie breaks)
    - 2. Athletic Director or Administrator (from a different school building than the appealing student)
    - 3. Two Coaches/Advisors not associated with the athlete/participant as a coach or advisor
- c. Appeal Hearing Procedures
  - i. The student, his/her parent/custodial guardian, and/or a legal representative may attend the appeal hearing.
  - ii. During the appeal hearing,
    - 1. The chairperson will review the procedures to be followed, and answer any questions that will clarify those procedures;
    - 2. The person who issued the Code violations will provide:
      - a. A summary of the overall situation, in the context of how/where the violation took place
      - b. The specific charges against the student
      - c. A description of the incident using witness information to substantiate the violation
      - d. The nature of the disciplinary measures taken as a result of the violation
  - iii. The student or his/her representative(s) may ask questions necessary to bring out facts or to clarify points of dispute.
  - iv. The student or his/her representative(s) may present his/her involvement using witness information if needed to bring out facts and/or to serve as a defense.
  - v. The parties may ask questions of any person relevant to the appeal hearing.
  - vi. The Appeal Committee members may ask questions of the person who issued the charges, the student or any witness.
  - vii. Each party summarizes his/her position for the members of the Appeals Committee.
  - viii. Within five (5) school days of the hearing, a decision will be made regarding the appeal. Such a decision will make findings of facts and communicate such to the student and his/her parents in writing.

- E. Further Appeal
  - a. If further appeal is requested based on the findings and decision of the Appeals Committee, the suspension may be appealed directly to the Personnel Committee of the Board of Education by filing a written request to the Superintendent of Schools within five (5) school days after receiving the Appeal Committee's decision.
  - b. Within ten (10) school days after receiving this request, the Personnel Committee of the Board of Education will review the findings of the Appeal Committee hearing but does not conduct a hearing. The Personnel Committee may affirm, reverse, or modify the decision of the Appeal Committee. Within five (5) school days, the decision of the Personnel Committee will be given to the student and his/her parent(s) in writing. The decision of the Personnel Committee is final and not subject to Board review.

## **VII. Miscellaneous**

- A. Equipment/Supplies
  - a. All students will be furnished equipment/supplies as applicable at the start of sports seasons. It is the responsibility of each student to make sure that uniforms are maintained in a state of proper cleanliness and repair. If, during the season, a student should lose any equipment/supplies, or ruin equipment/supplies by misuse, the student will pay for lost or ruined equipment/supplies before being issued any new items. At the end of an activity the student will turn in all gear that was issued. Anything not turned in must be paid for. Parents will be notified of the debt.
- B. Travel
  - a. The student must travel to and from out-of-town events via transportation arranged by the coach or advisor. A student who travels via other transportation will not participate in the event.
  - b. Exceptions may be made in advance with approval from the building administrator/athletic director via permission documentation by parents, coach/advisor and the athletic director/school advisor.
- C. Poor Standing Criteria - A student will be considered as being in poor standing if one or more of the following criteria is met:
  - a. The student was declared ineligible based on academic standards.
  - b. The student quit the activity before the season was over.
  - c. A student who has served a suspension during the season of the original violation is ineligible to receive any conference awards for that season.
  - d. A student may not be awarded a letter if they do not finish the season in good standing. The season is completed at the conclusion of the awards banquet.
    - i. Coaches/Advisors are to submit a list of letter-winners and their fulfilled letter qualifications to the Athletic Director or administration for confirmation before any awards are announced. Any student whose suspension is initiated in an ongoing season will not be eligible to receive the designation of either Captain or Most Valuable Player for that season.
    - ii. Letter criteria for each activity will be handed out to the student and parent by the head coach/advisor prior to the season.
  - e. A coach or advisor MAY RECALL an award if the student's conduct warrants such action. This decision is subject to the appeal procedure in Section V.D., but only as to whether the conduct occurred.

## **VIII. Dissemination**

- A. Preseason Meeting
  - a. This Code shall be distributed to each student at a preseason meeting or on the first day a student reports for a co-curricular activity. The Co-Curricular Code will also be available on the WRPS website in lieu of distributing paper copies.

- b. Additional standards determined by each coach or advisor shall also be written and distributed to each student at the same time. A copy shall be placed on file with the athletic director and/or school principal.
  - c. Students and parents should read all items and ask for clarification by the coach or advisor of any items not understood. Participation by the student in the activity/sport is a representation by the student and parent/guardian that they read and understand the Code.
- B. Parent Involvement
- a. Parental and student attendance at the preseason meeting is expected and involvement throughout the season is encouraged.
- C. Integrity of the Code
- a. The responsibility for adhering to the Code of Conduct lies with the student, his/her parents, the coaches/advisors, and the school administration.
- D. Future Code Changes
- a. The Co-Curricular Code of Conduct will be reviewed yearly by secondary administration. Any proposed changes will be reviewed by the Board of Education.
  - b. All students and parents who sign the Co-Curricular Code of Conduct acknowledge that their signatures commit the student to abide by all future changes to the Co-Curricular Code of Conduct.
  - c. The most current version of the Co-Curricular Code of Conduct will be posted on each school's individual website.

**PARENT/STUDENT AGREEMENT TO ABIDE BY THE CO-CURRICULAR CODE**

1. I agree to abide by the Co-Curricular Code of Conduct and realize any violation on my part will result in the restrictions and penalties set forth in the Code. I will also have the integrity to inform my coach, advisor, athletic director or administration if I violate the Code in the future.

**Date:** \_\_\_\_\_

**Grade in School:** \_\_\_\_\_

**Student: (print name)** \_\_\_\_\_

**Parent/Guardian: (print name)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

2. As a parent(s)/guardian(s) of a student participating in WRPS co-curricular programs, I/we support our child's agreement to abide by all of the rules as stated in the Code of Conduct.
3. We have read and understand the WRPS Co-Curricular Code of Conduct. If we need clarification we will contact the Athletic Office of Wisconsin Rapids Area Middle School or Lincoln High School.

**ASSUMPTION OF RISK STATEMENT**

I understand that participating in co-curricular activities may cause genuine risks to anyone who engages in them. Because of the potential dangers of participation, I recognize the importance of following the coaches' or advisors' instructions regarding playing techniques, training and other activity/sport rules and agree to obey such instructions.

In consideration of Wisconsin Rapids Public Schools permitting me to try out for a sport, team or other co-curricular event and to engage in all activities related to this sport, team or co-curricular event, I hereby assume all the risks associated with participation and agree to hold Wisconsin Rapids Public Schools harmless from any liability which may arise in connection with my participation in sport, team or other co-curricular events. I do voluntarily choose to participate in WRPS sports, team or other co-curricular events in spite of inherent risks.

My signature below indicates that I have read this statement, understand it completely, and agree to be bound by its terms.

**Date:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Appendix A – CHART OF INELIGIBILITY**

<b>Total Number of Season Contests/Events</b>	<b>Suspension</b>	<b>Suspension</b>
	<b>20%</b>	<b>50%</b>
1	1	1
2	1	1
3	1	2
4	1	2
5	1	3
6	2	3
7	2	4
8	2	4
9	2	5
10	2	5
11	3	6
12	3	6
13	3	7
14	3	7
15	3	8
16	4	8
17	4	9
18	4	9
19	4	10
20	4	11
21	5	11
22	5	11
23	5	12
24	5	12
25	5	13
26	6	13

\*THIS CHART IS INTENDED FOR CALCULATING A NORMAL SUSPENSION PERIOD.  
 (For a first or second Code violation.)