

SCHOOL DISTRICT OF LOMIRA
CO-CURRICULAR CODE & OFFENSES POLICY

(Revised April 2014)

Dear Parents and Students:

Students enrolled in Lomira Schools grades 6-12 have the opportunity to participate in the many interscholastic sports and other co-curricular opportunities sponsored by the school. It is the philosophy of the school that these activities are important to the total educational development of participating students by providing opportunities to meet the following objectives:

1. Development of knowledge and interest in sports and a variety of other co-curricular activities.
2. Development of sportsmanship and academic growth through competition and participation.
3. Promotion of good health habits and concern for proper mental/physical conditioning and development.
4. To enable students to develop skills and find areas of endeavor in which to succeed.
5. To encourage social and civic responsibilities through identification with the school's programs.

The school district provides many opportunities for the individual student, but like all opportunities, there are also responsibilities, which each student must be willing to accept. The School District of Lomira has set standards of conduct, which each student is expected to follow. If rules are broken, the offender can expect disciplinary action. Certain major rules, such as those relating to violating state and local laws, smoking, use or possession of alcoholic beverages, electronic cigarettes and controlled substances (but not necessarily limited to these rules) require particular emphasis and uniform response.

I. **RULES OF CONDUCT**

The following shall be the standards of conduct, which must be observed by all students participating in all co-curriculars. Additional rules for each activity or sport shall be enforced in the manner determined appropriate by the advisor or coach.

1. No smoking or possession of tobacco products under any circumstances.
2. Use of or possession with intent to use or sell any alcoholic beverages is prohibited.
3. No use or unlawful possession of a controlled substance. A controlled substance is any illegal drug or other controlled substance enumerated in Wisconsin Statutes References Chapter 125 and Chapter 161 (1994 edition), as may be amended from time to time.
4. Any conduct unbecoming of a student representing the school and the community. This would include (but is not limited to) the violation of any state or local laws.
5. Repeated violation of reasonable standards of conduct necessary to the health or safety of the school community (i.e., repeated dangerous conduct in the locker room or verbal, physical, or sexual harassment of others).
6. Any form of theft or vandalism.
7. All students will be expected to abide by the minimum standards established by state and local laws and by the Wisconsin Interscholastic Athletic Association (WIAA) in addition to the above rules.

All reports of violations must be submitted to the principal in writing and signed by the person making the report. No action will be taken on anonymous reports.

Reports of violations posted on any social networking sites and brought to the attention of the principal, athletic director, advisor or staff member, will be investigated.

The Rules of Conduct for all students involved in co-curriculars apply continuously for the entire time that a student is in grades 7-12. This includes vacation periods and summer (WIAA mandate). Offenses accumulate during the student's high school career. Any student, who chooses to engage in athletics, or other co-curriculars will be subject to the Co-Curricular Code for the duration of his/her participation eligibility. Every student shall observe the training rules and agree to abide by them. His/her signature and that of the parents on the Co-Curricular Signature Sheet shall attest this. These signatures indicated that both the student and parent/guardian agree to support and enforce all aspects of the Co-Curricular Code.

All forms of recognition and awards will be given to the student who has earned the award for a sport or activity, and will not be affected by any suspension period.

II. **DISCIPLINARY ACTION**

In order to ensure fairness in the event of a violation of "major" district rules, and to underscore the seriousness of violations, the board has adopted certain disciplinary responses if these rules are violated. These responses are "automatic" unless the board determines otherwise due to extraordinary or compelling circumstances. The disciplinary actions prescribed by the school board for these major Rules of Conduct are as follows:

1. First Offense:
ATHLETICS: The student may not participate in two (2) interscholastic contests of the team (squad) of which he/she is a member. If the offense happens between sport seasons, this suspension will apply to the first two (2) contests of the next sport in which he/she participates. Prior to the end of the suspension period, the student must submit to the Athletic Director a written request for reinstatement and continue to attend practice sessions of that sport to be eligible for reinstatement. The student must complete the sport season for the suspension to count (students cannot participate in a sport merely to serve a suspension and then quit). Students guilty of drug/alcohol offenses will also be required to participate in the school Student Assistance Program for reinstatement to be completed.

CO-CURRICULARS: Each school organization will administer penalties equivalent to the athletic code suspension guidelines (per written organization policies approved and on file in the high school office). Students must serve applicable penalties in each co-curricular activity to earn reinstatement. Sport and non-sport Co-Curricular Code penalties may be served concurrently. However, academic suspension must be served before Co-Curricular Code violations can be served. Students guilty of drug/alcohol offenses will also be required to participate in the school Student Assistance Program for reinstatement to be completed. Dance Courts fall under the Co-Curricular Code. Students who have a co-curricular violation within the six (6) months to election are not eligible. Students elected to court who violated the co-curricular code will be removed from the court. The six (6) month period begins on the date of the co-curricular suspension notice.

2. Second Offense: A student found to violate a rule a second time within one calendar year of the commission of the first offense will be suspended for one-half of the contests of that season or an equivalent number of contests during the next program participation by the student; if the violation occurs beyond one calendar year of the commission of the first offense, the student will be suspended for three (3)

contests. Students guilty of alcohol/drug related offenses would also be asked to complete an alcohol/drug dependency assessment to determine possible placement (voluntary) in a treatment program for reinstatement to be completed.

3. Third Offense and Subsequent Offenses: In the event of a third offense by a student during his/her co-curricular eligibility in Lomira, the student will be dismissed from any participation in co-curriculars for an entire calendar year (meaning, if the violation occurs on September 15, he/she is not eligible until September 15 of the following year).
4. A student involved in an alcohol/drug abuse program will not be penalized with co-curricular suspension for their involvement in such groups. In other words, seeking treatment/counseling will not be considered a confession of a training violation. However, students observed in possession of alcohol, tobacco, or controlled substances or observed using such items will always be subject to the procedures and penalties outlined in the Co-Curricular Code, regardless of whether or not they are under treatment/counseling.

III. PROCEDURES TO ASCERTAIN VIOLATIONS OF THE RULES OF CONDUCT AND APPROPRIATE DISCIPLINE

A. Forums

1. Co-Curricular Panel

- a. A Co-Curricular Panel initially determines the accuracy of the reported violations of these rules. The Panel acts within three (3) school days of the report of violation when possible. All reports of violations must be submitted to the principal in writing and signed by the person making the report. No action will be taken on anonymous reports.
- b. The Co-Curricular Panel will be appointed as needed by the Athletic Director in instances of athletic violations and by the Student Council Advisor in all other co-curricular violations and shall consist of any three (3) school head coaches designated by the Athletic Director or three (3) school activity advisors. The Athletic Director or Student Council Advisor will be the chairman of the Panel, but not a voting member of it.

2. Co-Curricular Council

- a. The Co-Curricular Council shall consist of:
 - (1) All head coaches of the sports sponsored by the School District of Lomira (except any that served on the Panel involved in the initial review of the alleged violation); or in cases not involving athletics, all co-curricular advisors (except those involved in the initial review of the alleged violation)
 - (2) Athletic Director or Student Council Advisor
 - (3) High School Principal or designee
- b. School Board

If the Co-Curricular Council supports the Panel's decision, the student may then appeal to the school board. The board will identify the relevant provisions set forth in the Co-Curricular Code, and then decide the appeal. Suspension under this code will take effect immediately upon receipt of the board's decision or the expiration of a period for appeal, whichever occurs first.

B. Procedures

1. The Co-Curricular Panel Chairman shall inform the student prior to Panel proceedings of the nature of the alleged violation, and the date, time and location of the subsequent Panel Meeting(s) regarding the alleged violation. The student may attend such meeting(s) except as otherwise directed by the panel. If witnesses are present, the other party may question such witnesses. The panel will proceed in such a manner as facilitates the presentation of all relevant facts. The Panel will preserve a taped record of its non-deliberative proceedings.
2.
 - a. A student dissatisfied with the Panel's decision may appeal the Panel's decision to the Co-Curricular Council by written appeal to the Athletic Director or Student Council Advisor within two (2) school days of receipt of the Panel's written decision. Failure to appeal in writing within two (2) school days means the Co-Curricular Panel's decision is final. The Athletic Director or Student Council Advisor will convene the Co-Curricular Council to review the case within seven (7) school days of receipt of the appeal.
 - b. The Athletic Director or Student Council Advisor will be the chairman. The Co-Curricular Council will review the record preserved by the Panel, and the Code, and issue a written notification of its decision. Because the Co-Curricular Council will only review the record made by the Panel, and the Code, no witnesses will be called unless otherwise directed by the Council after it has reviewed the Panel's record.
3.
 - a. A student dissatisfied with the Council's decision may appeal to the school board provided such appeal is filed with the district administrator in writing two (2) days of receipt of the council's decision. The Board of Education will limit its review to the record preserved by the Panel and Council unless the subsection (b) is applicable. The Board will conduct an appropriate proceeding. Written notice of the Board's decision will be sent to the student/parents within 72 hours of the Board's decision.
 - b. If a student desires to present further facts to the Board, such desire shall be indicated in the written appeal filed with the district administrator with a general description of what the additional facts are and an explanation as to why such facts were not presented to the Panel or Council. In such event, the Panel will be so notified and appropriate witness arrangements made. No new facts beyond those indicated in the appeal will be received.

- C. Adoption of this policy shall not extinguish previous violations or penalties. Except where the Board determines that fairness compels otherwise, a violation under prior district policy shall be considered a prior offense under this policy.

ACADEMIC STANDARDS

One or more F's received by any student as a quarter grade would make that high school student ineligible for a period of fifteen (15) school days and a middle school student ineligible for a period of ten (10) days. A school day is equivalent to a "student day" on the district calendar. The student would be allowed to participate in practice or meetings, but would be ineligible for competition. Dance Courts fall under grade check rules as well. Students must be passing all classes to be eligible for the election to court.

All students in grades 7-12 must comply with all academic eligibility standards listed above. This includes students advancing both within the School District of Lomira and those students transferring into the district from any outside educational program. Students in grades 7-8 should refer to your Student Handbook for additional information.

Students on suspension can regain their eligibility by showing that they are doing passing work in all of their classes on the 15th school day after the end of the previous grading period. Students may become eligible to compete on the day following the suspension. (This is consistent with WIAA procedure.) If a student fails to regain his/her eligibility during the suspension period, they will remain ineligible for another 15 school days, after which they again have the opportunity to regain eligibility if they are passing all of their classes.

Fourth quarter grades will be used to determine eligibility in the fall sports at the beginning of the next school year. If a student receives one or more F's in the fourth quarter, that student will be ineligible for fall competition for the number of days specified by the WIAA Fall Sports Academic Ineligibility standards. This standard will be used only for the first grade check for the fall season. The traditional 15-day grade check will be used thereafter. If a student passes a summer school course that is equivalent to the course in which he/she earned a fourth quarter F, the student will regain athletic eligibility as soon as the grade/credit is officially recorded. This applies to credit earned either at school or through a school approved educational program.

If a student drops, or is removed from a class he/she is failing after the fourth week of the semester, he/she will be immediately penalized with the 15-school-day ineligibility period if they are currently involved in a co-curricular activity. If a student drops a class he/she is failing between sports seasons or co-curricular activities, he/she will be assessed a minimum of two-contest suspension when competition begins. (This suspension is waived if all classes are passed during the grading period prior to the athlete's next sport participation.)

ATTENDANCE

Students must be present in school for four (4) full class periods to be eligible to compete that day. Saturday competition or school-related activities that cause absence from the classroom are exempt. Any classes unexcused will result in a suspension of practice or event the day the student misses class or the date of administrative attendance action. Any suspension (either in or out of school, part day or whole day) results in suspension from practice or event the day of the suspension. Students are required to be in attendance the school day following the previous evening's athletic event and on time. Students not attending school the following day may have consequences for their absence. Unique circumstances will be judged on their own merits by the building principal and will be communicated with the student, parent/guardian, Athletic Director, Student Council Advisor, and appropriate coaches.

TRANSPORTATION

All co-curricular participants are expected to use district transportation to and from the event. Parents may, in certain circumstances, personally transport students home from an event by notifying the coach directly at the event. Exceptions to this rule (i.e. requests to have a student ride with another adult other than their parents) must be approved in writing by the building principal in advance of the event. Permission will only be granted in cases where students are being transported by an approved adult (i.e. another participant's parent, relative, etc.). Students refusing to follow school transportation guidelines may be excluded from participation and may face additional disciplinary action.

PHYSICAL EXAMINATION

In accordance with the WIAA, a student in the School District of Lomira may not practice for or participate in interscholastic athletics until the district's Athletic Director has written evidence on file in the high school office attesting to: (a) parental permission each school year including an acknowledgment of receiving the School District of Lomira Co-Curricular Code & Offenses Policy, and (b) current physical fitness to participate in sports as determined by a licensed physician or Advance Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. Also in accordance with the WIAA, the School District of Lomira determines when an athlete may return to competition following an injury, except where the WIAA Rule Book or WIAA tournament policies apply. The Lomira School District requires a doctor's written permission on file with the Athletic Director for a student to return to athletics.