

# SCHOOL DISTRICT OF JANESVILLE

## Co-Curricular Code for Grades 9-12

### INTRODUCTION

This code will be administered in conjunction with current Board Policy 5234 and Administrative Regulations (5234.1 & 5234.2) regarding regular school attendance and drug and alcohol use/abuse policies.

The School District of Janesville has established both academic standards and standards of behavior that apply to all students. As part of the educational process, each program will focus on standards relating to, but not limited to, appropriate conduct, citizenship and healthy lifestyle. Standards can only be effective if they represent what parents, employers, educators, community members and students believe are important and are possible to achieve. These standards will only be learned when they are continually reinforced through instruction received in all school programs, including co-curricular activities, and in the home.

High personal standards of conduct, citizenship and healthy lifestyles are examples of responsible behavior that best serve succeeding generations. Therefore, by signing this *four-year binding, 12-month-code*, students accept the responsibility to match the privilege of participation with an equal measure of responsible personal behavior.

Participation in any organized co-curricular program is an earned privilege that carries expectations and responsibilities that exceed the norm of regular school attendance. Students who elect to participate are expected to model behaviors that will reflect positively on their school and the community of Janesville. All non WIAA co-curricular activities, which includes school clubs, will be divided into seasons coinciding with fall, winter and spring athletic seasons as defined by the WIAA.

Each coach, faculty advisor, new student and at least one parent or guardian must confirm they have read and agreed to the code prior to their first activity. The purpose of the reading and review of the code is to promote better understanding of the code and the co-curricular programs of the district. Each participant and his/her parent or guardian must agree to the co-curricular rules and regulations. Participants will be required to re-sign their code card from previous years. With their agreement, participants and parents agree to adhere to this code.

The responsibility for administering this code rests with the building administrator or designee.

**STATEMENT OF RISK:**

All co-curricular activities involve some risk. Consequently, participants in any co-curricular activity may be at risk for serious injuries. The School District of Janesville and the Board of Education endeavor to operate co-curricular activities in a safe manner; however, it is impossible to eliminate the risk of injury while participating in a co-curricular activity. Parents, Guardians and student-athletes should consider these risks carefully before deciding to participate in any co-curricular activity.

## **I. INITIAL ELIGIBILITY**

A. The Co-Curricular Code Agreement must be signed by the student and the student's parent or legal guardian stating that each has read and understood the code prior to the 7<sup>th</sup> day of practice or participation.

### **B. ATHLETES ONLY:**

A student may not participate in athletic activities until the following are on file in the high school Athletic Director's office:

1. Written permission of a parent or legal guardian to participate in school athletics.
2. An appropriate physical examination card. The Wisconsin Interscholastic Athletic Association requires a physical examination for one or two years based on the following criteria: (1) Examination taken after April 1 is good for the following TWO SCHOOL YEARS; (2) Examination taken before April 1st is good for the remainder of that SCHOOL YEAR and the following SCHOOL YEAR. Alternate year cards will be used the second year for students who received a two-year examination. Physical examination cards of new enrollees are eligible to be transferred based on the criteria above.
3. The student athlete permission for medical treatment card (red).
4. Athletes must have the SDJ Concussion Agreement signed yearly by the athlete and a parent or guardian.

### **C. AGE: (Student Athletes Only)**

A student athlete must be under nineteen (19) years of age on August 1, which precedes the start of the school year.

### **D. ACADEMICS:**

1. A student receiving one or more failing grade(s), including one incomplete grades, in the latest grade-reporting or academic evaluation period shall be ineligible for competition/performance until receiving no failing grades, but not for less than 5 consecutive scheduled school days and nights. A student may not return to competition until the day following the 5-day ineligibility period. If applicable, when the earliest allowed W.I.A.A. game/meet takes place before the first day of classes, the ineligibility period shall be 7 consecutive calendar days beginning with the earliest allowed competition in that sport.

2. A student receiving more than one failing grade in the latest grade-reporting or academic evaluation period shall be ineligible for interscholastic competition/performance until receiving no failing grades, but not for less than 15 consecutive scheduled school days and nights. A student may not return to competition/performance until the school day following the 15-day ineligibility period. When the earliest allowed W.I.A.A. game/meet is before the first day of classes, the ineligibility period shall be the lesser of: (1) 21 consecutive calendar days beginning with the date of earliest allowed competition/performance or (2) one-third of the maximum number of competitions allowed in that sport (rounded up if one-third results in a fraction).
3. *There will be an interim (mid-quarter) grade report* each quarter. Students receiving more than one failing grade on a mid-term grade report will be ineligible for interscholastic competition/performance for the week (Monday through Saturday) following the grade report. Grade reports and ineligibility will continue until the student athlete receives no more than one failing grade.
4. The ineligibility shall begin on the first scheduled school day following the grade posting date after they have received the final grade report, and communicated to all coaches and advisors.
5. Students must participate in all team/activity meetings and practices during the ineligibility period. However, an academically or personal conduct ineligible student cannot leave school early to accompany his/her team to an athletic contest.
6. A student identified as a student with disabilities (SWD) who does not receive standard ABC grades, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
7. A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including correspondence and virtual courses) at the same or some other school, provided:
  - a. The student's school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings, and
  - b. The student successfully completes not less than the same number of courses which caused ineligibility.

E. ATTENDANCE:

1. All Participants
  - a. A student must be carried on the attendance rolls (for purposes of state aid) as a student in grades 9-12 in his/her school.

- b. No student may practice or play in any competition, contest, etc. unless he/she attended all classes from 11:30 a.m. until the end of the school day of the scheduled contest or unless excused by an administrator. (PARENT EXCUSED ABSCENCES DO NOT WAIVE THIS REQUIREMENT)
- c. Any student who is considered truant for any part of the scheduled school day may not practice or compete in any co-curricular activity on that day.

## 2. Student Athletes Only

- a. A student is eligible only during the first eight semesters of enrollment upon reaching grade 9 and only during the first six semesters of enrollment upon reaching grade 10.
- b. A student must complete eligibility within four school years upon reaching grade 9 and within three school years upon reaching grade 10.
- c. A student may not participate in a sport in more than four different seasons.
- d. A student must discontinue summertime participation in non-school programs prior to the first day of the school's official opening day of practice in the same sport.
- e. A student must be enrolled in his/her seventh and eighth semesters consecutively.
- f. A student must be enrolled in a school by the 17th school day of a semester to be eligible during that semester.
- g. A student cannot become an athlete in a school other than the one in which he/she is carried on the attendance rolls or has completed the SDJ Home School application process.

## II. INJURIES

- A. All injuries must be reported immediately to the coach/advisor in charge of the co-curricular activity.
- B. An injury report must be filed promptly in the office of the Building Athletic Director. If insurance benefits are to be claimed, a report must be turned in to the School District of Janesville Human Resources office.
- C. Students requiring medical attention must obtain a written release from a health care provider before returning to practice, competition, contests or performances, etc.

- D. Student Athletes and Parents must follow the School District of Janesville concussion management plan.

### **III. CARE OF EQUIPMENT (Student)**

- A. It is the responsibility of the student/parent, for the proper care and safekeeping of the equipment issued. Lockers must be secured before and after practice.
- B. Fees for equipment will be added to the student's individual Infinite Campus account. Any missing equipment issued must be paid for by the student or parent, either to the school bookkeeper or fee collectors, prior to competing in another activity.
- C. School-equipment is to be used only for school-related activities.

### **IV. LOCKER AND TRAINING ROOMS (Student Athletes Only)**

- A. The locker room is for players and coaches only.
- B. No "horseplay" shall be permitted in training rooms or locker rooms at any time.
- C. Training rooms and locker rooms are to be kept clean.
- D. Training room facilities are to be used only under the direction and supervision of a coach.
- E. No person may use a cell phone or other device to capture, record, or transfer a representation of a nude or partially nude person in the locker room.
- F. Students shall secure all items in a locked locker. The SDJ is not responsible for lost or stolen items

### **V. PRACTICE, COMPETITION, CONTEST, ETC. ATTENDANCE**

All students are expected to attend all practices and activities unless excused by the head coach or advisor.

### **VI. TRAVEL AND CONDUCT ON TRIPS**

- A. Participants must use the mode of transportation designated by the school to and from the site of the activity or practice. A parent or legal guardian may request an exemption to take his/her student home in his/her private vehicle. This request must be made in person and through written permission. Building Athletic Director, Building Principal & Coaches/Advisors-will have final approval of all requests.

- B. School transportation will leave at predesignated times.
- C. Coaches and advisors may exercise their discretion with respect to:
  - 1. The degree of talking or singing permitted on the way to or from a contest or practice.
  - 2. The consumption of food or drink.
  - 3. Dress.
  - 4. CELL PHONE USE
- D. All students shall conduct themselves in such a way as to reflect positively on themselves, their family and the school.
- E. Students shall be responsible for the cleanliness of all areas used during the event in which food or drink is consumed.

#### **VII. DROPPING OR CHANGING SPORTS (Student Athletes Only)**

Before an athlete may change from one sport to another having the same or overlapping seasons, the agreement of the Building Principal and receiving coach must be obtained. Such agreement must also be obtained if the athlete is cut from one sport for disciplinary reasons and wishes to change to another sport. All equipment from the prior sport must be returned before being cleared for athlete's next sport participation.

#### **VIII. PERSONAL CONDUCT**

Penalties for **athletes** who violate the code must be served in the current or next athletic season in which the athlete participates. Penalties for students participating in **non-WIAA activities** must be served in all activities of that season.

All non WIAA co-curricular activities, which includes school clubs, will be divided into seasons coinciding with fall, winter and spring athletic seasons as defined by the WIAA for all co-curricular activities (competitions, events, performances, meets) will be made available after August 1 for the upcoming school year.

The following types of conduct are determined to be violations of this Co-Curricular Code. Students serving a suspension for a code violation will not be allowed to join a sport or other co-curricular activity after the date of the first practice.

Violations of the Co-Curricular Code shall be cumulative throughout the student's grade 9-12 enrollment. However, if a calendar year elapses after a violation (measured from

the date on which the conduct constituting the violation occurred) without an additional violation, the violation shall not be counted for purposes of assessing any penalty for any subsequent violation. Only one violation during the student's grade 9-12 enrollment may be discounted pursuant to this paragraph.

An accumulation of a total of 4 Class III and Class IV violations in any combination will result in a suspension from all activities for one calendar year.

If a co-curricular activity does not compete, perform, or provide service opportunities, penalties for violation of this code will be applied towards meetings.

Penalties for code violations that carry over from one season to the next must be served in the same category as those in which the student began to serve the penalties.

The penalty imposed for a Class I, a Class II, or a Class III violation may, in the discretion of the building administrator, be delayed as to the student's participation in performances of a play or musical production if the student committing the violation holds a role critical to the production of that play or musical production (such as a lead role in a musical) and the determination of the violation occurs within three weeks before the first performance of the play or musical production. The delay may apply to multiple performances of the same play or musical production. In the event such a delay is applied to a student, that student shall not be eligible to participate in the next major play or musical production.

Any student having a personal conduct code violation will forfeit the privilege of having their name submitted for any special awards or honors during the season in which the code violation was committed and/or served.

A. CLASS I VIOLATION:

A student arrested and/or charged for a violation(s) of the criminal state statutes as determined extremely serious by the Superintendent, Director of Administrative and Human Services, Building Administrator or Building Athletic Director will be assessed a Class I violation. The penalty for this violation is the loss of co-curricular activity eligibility for the remainder of that student's co-curricular activity career. The student is eligible to apply for re-instatement after 1 year through the co-curricular code appeal process, provided the student has completed 100 hours of community service.

B. CLASS II VIOLATION:

The following acts are considered serious. The penalty for such violations will be a loss of eligibility for one calendar year from the date of violation. The student may practice with the team during the season in which he/she will regain eligibility. In addition, violators will be required to perform 50 hours of community service during the year of ineligibility, assigned and monitored by the Building Athletic Director.

1. Hosting gatherings where drinking of alcoholic beverages or use of controlled substances takes place.
2. Selling or distributing alcohol or controlled substances.
3. **Failure of any parent, legal guardian or student to notify the building's Athletic Director of a police-documented violation involving that student within 7 calendar days of the violation.**

If the violation involves drugs or alcohol, a student can have the contest suspension reduced to the equivalent of a Class III second violation by completing the school district's ATODA education program. The student must complete both the education program and 50 hours of community service before regaining eligibility.

C. CLASS III VIOLATIONS:

1. Conduct in violation of criminal state statutes other than Class I. Severity of conduct may cause offense to be considered as a Class II violation, as determined by the Superintendent, Director of Student Services, Director of Administrative and Human Services or Building Athletic Director.
2. Possession, consumption, or use of alcohol or controlled substances.
3. Physical possession or use of tobacco, including any form of E-cigarettes and full compliance of Board Policy 3645: The School District of Janesville wishes to provide a safe and healthy environment for all persons. For purposes of this policy, "tobacco use" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes. Clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Therefore, the use of any tobacco products shall be prohibited in all school district buildings, on school district grounds, and in school district vehicles. Notices to this effect will be posted.

4. Non-prescribed use of anabolic steroids or human growth hormones.

D. PENALTIES FOR CLASS III VIOLATIONS: (IN-ACTIVITY AND OUT-OF-ACTIVITY)

1. Class III Violation (First)

- a. Suspension for 25% of the number of scheduled contests, competitions, performances, activities, or service opportunities in the current activity, or the next activity. (.5 or greater is rounded up: minimum of one activity) The student must also perform 5 hours of community service during the suspension, which will be monitored by the Building Athletic Director to regain eligibility.
- b. If the number of contests, competitions, etc., remaining in the current activity season is less than the number set forth above, the student shall serve the remainder of the suspension during the next sport/activity in which he/she participates. The length of the suspension will be determined by subtracting from 25% the percentage of contests for which the student was suspended, and taking the remaining percentage of the next season's contests.
- c. The student must participate with the group in all practices during the suspension.

2. Class III Violation (Second)

- a. Suspension for the remainder of the current activity in which the student is participating plus one-third of the total number of scheduled contests, competitions, etc. in the next activity in which the student participates. The student must also perform 10 hours of community service during the suspension, which will be assigned and monitored by the Building Athletic Director to regain eligibility.
- b. The student will participate in practice during the remainder of the current activity while under suspension unless the coach/advisor decides otherwise.
- c. The student must participate in practice with the group while suspended for one-third of the total scheduled contests, competitions, etc. in the next activity.

3. Class III Violation (Third and Subsequent)

- a. Suspension from all activities for one calendar year commencing on the date the student is notified of a confirmed violation. The student must also perform 15

hours of community service during the suspension, which will be assigned and monitored by the Building Athletic Director to regain eligibility.

- b. If the calendar year expires during an activity season in which a student desires to participate, the student must participate with the group in practice during that entire season.

E. CLASS IV VIOLATIONS

1. Presence at a gathering where alcohol or drugs are being consumed by persons under the age of 21.
2. Non-prescribed use of creatine/non-prescribed use of anabolic steroids or human growth hormones

With respect to subsection (1), a student shall not be considered in violation if he/she can demonstrate by convincing information that he/she was not aware that alcohol or controlled substances were present or that after becoming aware that alcohol or controlled substances were present, the student disassociated himself/herself from and left the gathering. If a person(s) in possession of alcohol or controlled substance arrives at a gathering being given by a student, that student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave.

F. PENALTIES FOR CLASS IV VIOLATIONS: (IN-ACTIVITY AND OUT-OF-ACTIVITY)

1. Class IV Violation (First)
  - a. Suspension from the next (1) contest, competition, or performance all activities for that current season. In the event the current season has concluded the suspension will occur in the next season in which the student participates.
2. Class IV Violation (Second)
  - a. Suspension for 25% of contests, competitions, etc. in the current activity (or in the next activity, if the current activity has been concluded.)
  - b. The student must participate with the group in all practices during the suspension.
3. Class IV Violation (Third)

- a. Suspension for 33% of contests, competitions, etc. in the current activity (or in the next activity, if the current activity has been concluded). The student must also perform 10 hours of community service during the suspension, which will be assigned and monitored by the Building Athletic Director or designee to regain eligibility.
- b. The student must participate with the group in all practices/meetings during the suspension.

With respect to subsections 2 and 3, penalties for Class IV Violations, if the number of contests, competitions, etc. remaining in the current activity is less than the number of dates suspended, the student shall remain suspended during the next activity until the entire suspension has been served.

4. Class IV Violation (Fourth and Subsequent)

Suspension from all activities for 1 calendar year commencing on the date the student is notified of a confirmed violation. The student must also perform 15 hours of community service during the suspension, which will be assigned and monitored by the Building Athletic Director to regain eligibility. If the calendar year expires during an activity season in which a student desires to participate, the student must participate with the team in practice during that entire season.

## ATHLETICS CHART OF INELIGIBILITY

Total Number of Season Contests/Events	Suspension		
	25%	50%	75%
1	1	1	1
2	1	1	2
3	1	2	2
4	1	2	3
5	1	3	4
6	2	3	5
7	2	4	5
8	2	4	6
9	2	5	7
10	3	5	8
11	3	6	8
12	3	6	9
13	3	7	10
14	4	7	11
15	4	8	11
16	4	8	12
17	4	9	13
18	5	9	14
19	5	10	14
20	5	10	15
21	5	11	16
22	6	11	17
23	6	12	17
24	6	12	18
25	6	13	19
26	7	13	20

\*THIS CART IS INTENDED FOR CALCULATING A NORMAL SUSPENSION PERIOD.

G. SUSPENSION DURING ACADEMIC INELIGIBILITY:

The penalty for the academic ineligibility shall be served first. The student will serve their behavior code suspension when he/she gains academic eligibility.

H. CONDUCT INVOLVING DRUGS OR ALCOHOL

Any student who has been determined to have committed a violation of the Co-Curricular Code involving use, possession, buying or selling of any drug or alcohol shall be required to participate in a district-approved ATODA education program at the expense of the student or his/her parent or legal guardian. The student must enroll in the next available course offered by the school district and attend all classes until completion.

If a student is absent from a class:

1. The student may be immediately dropped from the class.
2. The student must re-enroll in a class, start again from the beginning, and be required to pay the full class fee again.
3. The student becomes immediately ineligible to participate in co-curricular activities until successful completion of the course.

If a student is enrolled in the program and has served the required number of games for the suspension, he/she may regain eligibility by continuing perfect attendance in the program. However, the student is not excused from attending the program to participate in a co-curricular activity.

Failure to complete the program shall cause the student to remain suspended from participation in co-curricular activities, forfeit eligibility for conference or state awards, and prohibit attendance at any awards banquet or ceremony. The course instructor will notify the building athletic director when the student has successfully completed the course.

**IX. VOLUNTARY ADMISSION**

Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco, other controlled substances, or the use of performance enhancers as defined in Class III, 4, is encouraged to seek professional help for this problem. Any student who voluntarily seeks help for drug, tobacco, or alcohol abuse and notifies school administrators that they are seeking/receiving such help shall have all penalties waived under the following conditions:

- A. That student is not under investigation for the violation of this code at the time they request the help.

- B. The student agrees to participate in and complete, a district-approved ATODA education program offered by the school district. The student must enroll in the next class offered by the district.

If the conditions of the voluntary admission procedures are not fulfilled in a timely fashion (21) calendar days from date of notification of violation, the admission will count as a first offense. Waiver of penalties by voluntary admission is limited to one time during a student's high school career.

## **X. INVESTIGATION PROCEDURE**

The building administrator or designee will make determinations as to whether or not violations of the Co-Curricular Code have been committed.

Any student alleged to have engaged in conduct which is in violation of the Co-Curricular Code, will be subject to the following procedures:

- A. Prior to being interviewed, the student shall be advised that:
  - 1. The student may terminate the interview at any time with the consequence that the student's parent or legal guardian shall be contacted and be required to meet with the person conducting the interview, and the student, in order that the interview may be completed.
  - 2. The student's refusal to answer questions pertaining to his/her violation may be used as a basis for a presumption that the student committed the alleged violation.
  - 3. The student will be provided with the list of questions.
- B. The building administrator or designee may obtain information in regard to alleged violations of the Co-Curricular Code in any reasonable manner including an interview of a student alleged to have committed a violation. Interviews with students alleged to have committed a violation of the Co-Curricular Code shall include a list of questions inquiring as to facts pertinent to the alleged incident. Additional questions may be asked at the discretion of the investigator.
- C. A student will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - 1. The student admits the conduct constituting a violation.
  - 2. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student engaged in conduct constituting a violation.

## **XI. NOTIFICATION OF VIOLATION AND PENALTIES**

After determining that a student has committed a code violation, the building administrator or designee shall prepare a letter addressed to the student, the student's parent or legal guardian, the student's coach/advisor, building principal, and athletic director describing the violation and summarizing the penalty to be assessed, penalties which may be assessed for subsequent violations and the procedure for appeal of the determination. The building administrator or designee shall meet with the student and deliver the student's copy of the letter during the meeting. A copy of the letter shall be mailed to the student's parent or legal guardian and a copy delivered to the student's coach/advisor. *The student immediately becomes ineligible for participation upon notification of the administrator's determination of a code violation.*

## **XII. APPEAL PROCEDURE**

A. A student or the student's parent or legal guardian may appeal the determination of the building administrator or designee that a violation of the Co-Curricular Code has occurred by delivering a written notice of intent to appeal to the office of the building administrator by 3:00 p.m. on the third school day subsequent to receipt by the student of written notice of the violation as required in Article XI. The building Athletic Director will schedule the appeal hearing to be held as soon as practical. The appeal shall be heard by a board of three members consisting of:

1. Two (2) Educational Services Center Representatives appointed by the Superintendent
2. A community member who has received training on the code and does not currently have a child in high school. In the event the violation requires use of information which may not lawfully be disclosed to persons other than school district personnel, a third administrator as designated by the superintendent.

The Superintendent's designee shall chair the appeal board and the ruling of a majority of the board shall prevail. The ruling shall be confirmed by letter to the student, the student's parent or legal guardian, building administrator.

B. At the appeal hearing, the building administrator or designee shall be provided with an opportunity to describe the evidence which forms the basis for the determination that a code violation was committed. The student and the student's parent or legal guardian shall be provided with an opportunity to explain the basis for the appeal. Each side will be provided with an opportunity to rebut the position of the other. If, at the appeal hearing, new information is provided which was not available to the building administrator before the violation was determined the building administrator will be given an opportunity to state whether he/she wishes to change the determination. The appeal board shall affirm the determination of the building administrator unless the

appeal board determines that: (1) the determination of the building administrator is not reasonably based upon the available evidence, or (2) the procedure according to which the determination was made was fundamentally unfair to the student or the student's parent or guardian.

- C. Multiple meetings may be held as needed during the appeal process to clarify facts and provide due process. After the initial hearing, additional meetings can be scheduled by the Superintendent or Building Athletic Director only if new information regarding the violation becomes available. The decision of the appeal board in respect to the appeal shall be final.

Effective: 2018-2019 School Year

Revisions: 2017, 2018