

Kaukauna High School 2015/2016 Co-Curricular Policy

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Kaukauna Area School District follows all WIAA and FVA rules and regulations for all Athletic and Activity teams and organizations.

All WIAA specific rules can be found on the WIAA website at WIAAWI.org

NON-DISCRIMINATION POLICY

No person will be denied admission to the Kaukauna Area School District Schools, or be denied participation in, denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil services, recreational, or other program or activity because of a person's age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or military service.

CO-CURRICULAR MISSION STATEMENT

The co-curricular program is an integral part of the high school experience. It is a privilege intended to enrich student learning and connectedness to their school, community and each other. Participation in co-curricular activities assists in the physical, social and emotional development of students. Additionally, co-curricular activities provide the opportunity for participants to become their own advocate and work with coaches and advisors to set goals, overcome adversity and work cooperatively to make the experience rewarding.

Co-curricular activities are optional and are not required in order to graduate from Kaukauna High School. Defined in this handbook are additional expectations for participants. This handbook is to be used as an educational tool to encourage participants to make positive choices. It is the responsibility of each student to acknowledge, understand and follow the policies outlined below.

Participant Responsibilities

The privilege of participating in these co-curricular programs is extended to all students who are willing to assume certain responsibilities. Parents/guardians are expected to review all policies in this handbook as well as attend one extra-curricular code meeting with their child.

As a participant, your greatest responsibility is to be a credit to your team/group, school, family and community. Therefore, it is required that you:

- Display high standards of social behavior.
- Follow the co-curricular code of conduct on a year-round basis (365 days per year).
- Display outstanding sportsmanship as a participant and fan.
- Display proper respect for those in authority, including teachers, coaches, and officials.
- Display a spirit of cooperation and sportsmanship.
- Dress appropriately when attending a contest or activity away from home.
- Use language that is appropriate in an educational setting.
- Provide a reasonable level of dedication/commitment to your school, activity, sport, coaches, advisors and teammates.

DEFINITIONS

Academic Probation:

Students will be placed on academic probation if they earn a failing grade in a grading period. While on academic probation, students will be able to practice/compete/perform. Students will have 15 school days to improve any failing grade to a passing grade. On/after the 15th school day, the student is responsible to turn in a grade sheet to the Activities Director with a current grade for each class with all their teacher's signatures. If on/after this 15 day period the student is not passing all of their classes, they will become academically ineligible for 15 school days.

ATODA

Alcohol, Tobacco and Other Drug Abuse

Attendance/Knowing Presence of Violation

Attendance at an event or party, without the participant's parent being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug. Being in the presence of a person illegally using tobacco is a violation herein. A participant has not committed a violation hereunder if he/she leaves the event or party immediately under the circumstances. The participant is expected to make a rational "exiting decision."

Exit Interview

An exit interview with the District Activities Director is a short meeting initiated by the student who has quit or severed ties from an athletic team. The student is expected to explain the reason for their decision and discuss options for future participation.

Grading Period

Any one of 6 grading periods during the school year where grades are officially processed by the school district. These six grading periods include:

1. First Tri Progress Report (week 6)
2. First Tri Final Grade
3. Second Tri Progress Report (week 6)
4. Second Tri Final Grade
5. Third Tri Progress Report (week 6)
6. Third Tri Final Grade

Co-Curricular Activities

Activities that do not have a specific relationship with a class in which a student is or has been enrolled. The student is participating in these activities in order to enrich their school experience. There is no grade or credit attached to these activities that is reflected in their class work. Team sports and student council are examples of these activities.

Plagiarism

Use of another person's published ideas, works or research by presenting them as one's own and not properly crediting the author. This includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source.

"Presence of" Consequences: This relates to a student choosing to be in the "presence of" substances being used illegally. A student who violates the "Presence of" provision of this policy shall serve the same consequence as a student holding or consuming. The following choices suggest what a student would do if he/she finds him- or herself in a situation where alcohol and/or other drugs are being consumed illegally by minors:

1. Leave immediately! An intention to leave is not a defense, nor is being the "designated driver";
2. Stay and risk the loss of eligibility from co-curricular activities.

Honesty Policy (Self-Referral)

Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and, who do not attempt to deceive or mislead school officials may serve 50% of the appropriate suspension from all activities. This reduction is available for first Type I and Type II offenses only. Students who self-refer for a violation not involving a police citation may have their consequence reduced by 50%. Students who self-refer for a violation involving a police citation may have

their consequence reduced by 1 event provided this does not result in eliminating the consequences.

Self-referrals must be made 24 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This guideline will be enforced during the entire calendar year. A message can be left on the Activities Department voice mail at 920-759-6154.

Community Service Reducer

For students who commit their first Type I violation-they will have the option of serving one fewer event suspension (provided the one fewer event does not eliminate the suspension) if they perform 10 hours of approved school/community service before the end of the time of suspension.

TYPE I Violations

Offenses that are considered minor: Non-Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

TYPE II Violations

Offenses that are considered serious: Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

TYPE III Violations

Offenses that are considered extremely serious, such as criminal behaviors.

Voluntary

In reference to a situation when a student voluntarily enters him or herself into a treatment program for an ATODA substance abuse problem. Voluntary means that it is unrelated to a specific ATODA incident and the student has not committed an ATODA code violation.

GENERAL KASD RULES FOR ATHLETIC PARTICIPATION

1. High school athletic opportunities are offered only to 9th-12th grade KASD students.
2. Students may not quit one sport to go out for another after tryouts have been completed and team divisions/cuts have been made in the same season.
3. Students may only participate in one school sponsored sport per season unless mutually agreed upon with both coaches and the District Activities Director.
4. Students who are dropped from one sport for disciplinary reasons, or who quit, shall not be eligible to compete in another sport for that particular season without mutual agreement of the coaches and the District Activities Director.

5. Students are expected to register to try out for a sport prior to the first practice. Once competitions begin, no new participants will be added to the roster. Special circumstances may be taken into consideration. (i.e. recent transfer or student cut from another sport during tryouts). Coaches reserve the right to not accept any new participants to their program once competition has begun.
6. Students may be dropped from an athletic team by the coach or District Activities Director for not being in good standing, such as: repeated or flagrant discipline problems, failure to attend all classes, study halls, and practices, and other reasons detrimental to the team.
7. Students serving an athletic code suspension, who have either been dropped from or quit a team at any part of the season, will be considered as not having completed their suspension and must reserve their full suspension during the next sport they participate in.
8. Any student who quits a team is required to have an exit interview with the District Activities Director before they can try out for another athletic activity in any season
9. Team managers will be treated as students for the purpose of enforcing the co-curricular code consequences.
10. Special Awards Restriction. Students who violate the co-curricular code will NOT be nominated for any special end of the season awards (including MVP, captain, all conference, all area, and all state, etc.) or Fox Valley Association Conference awards during the season of participation or any season in which the suspension is served.
11. Students participating in Interscholastic and Co-Curricular Activities are subject to school and media recognition, via rosters, photography, newspaper articles, the school website, etc.
12. Any student/athlete participating in co-curricular activities who travels to an out-of-town game or contest with a school team or group must return with the team/group. If circumstances require the parent to take the student with them at the conclusion of the event a Travel Release form must be obtained from the office of the District Activities Director or designee. The form must be signed by the District Activities Director and a copy given to the Coach/Advisor, prior to the event.
13. Any student/athlete participating in co-curricular activities who is injured during practice or an event shall report the injury to the coach/advisor at once. If a physician's care is required, the physician must sign a statement that the student/athlete participating in the co-curricular activity is physically fit to resume participation.

14. Each student/athlete participating in co-curricular activities is responsible for the equipment issued to him/her. This equipment must be returned at the end of the season. Failure to return such equipment shall result in appropriate disciplinary action including:
 - a. The Student/Athlete shall be excluded from any continued involvement in co-curricular activities.
 - b. The individual to whom it was issued must pay for lost equipment. All cost associated with the replacement of the uniform or equipment will be the responsibility of the student/athlete.
 - c. Any student possessing school equipment not issued to that student faces disciplinary action which may prevent that student from further involvement in any Kaukauna Area School District student activity.

ELIGIBILITY RULES FOR REGISTRATION FOR SEASONAL SPORTS or CLUB/ACTIVITY

Students planning to participate in a club or activity must abide by Kaukauna Area School District rules and rules established by national or state charters for the activity. Any registration is handled directly with the club advisor. **DO NOT BRING ANY FORMS TO THE DISTRICT ACTIVITIES OFFICE.**

Students planning to participate in high school athletics must abide by the WIAA rules of eligibility as well as those rules established by the Kaukauna Area School District. In addition to the WIAA rules, in order to participate on any athletic team or squad, the following items must be filed in the KHS Athletic Department prior to any participation. **DO NOT GIVE ANY FORMS TO A COACH.**

1. WIAA Physical Card or Alternate Year Card.
2. An athlete will have had a physical examination performed by a licensed physician every other year and on alternative years; an Alternate Year Card will be completed and turned in to the Athletic Secretary.
3. Signed Co-Curricular Policy Agreement by student and Parent/Guardian.
4. Signed concussion information acknowledgement form per Wisconsin Law 172.
5. Pay an athletic participation fee.

ACADEMIC ELIGIBILITY

The student must be enrolled as a full-time student in the Kaukauna Area School District. Incomplete grades shall count as failures until made up.

Ineligible students will be prohibited from competition or performance for 15 scheduled school days during this period of academic ineligibility. In

addition, the student may be prohibited from practice at the discretion of the coach or activities director. Ineligible students may not miss class to attend a practice or an event.

Academic Ineligibility: Students will be considered academically ineligible if they have 2 or more failing grades in a grading period or if they have two consecutive grading periods with a failing grade. Academically ineligible students are allowed to practice but not compete/perform. Academically ineligible students will have 15 school days to regain eligibility. On/after the 15th school day, the student is responsible to turn in a grade sheet to the Activities Director with a current grade for each class with all their teacher's signatures. If on/after this 15 day period the student is not passing all their classes, they will remain academically ineligible for another 15 school days.

Eligibility for any 15-day period shall be determined by the last grade reporting period. Third trimester grades can be made up in summer school.

Grading Periods

1. First Tri Progress Report (week 6)
2. First Tri Final Grade
3. Second Tri Progress Report (week 6)
4. Second Tri Final Grade
5. Third Tri Progress Report (week 6)
6. Third Tri Final Grade

Failing any third trimester courses would lead to an ineligibility period the following fall.

The minimum ineligibility period shall be the lesser of the following (includes grade levels 10-12 only):

- a) 21 consecutive calendar days beginning with the date of earliest competition/performance.
- b) One-third of the maximum number of games/meets/performances allowed (rounded up if one-third results in a fraction).

Attendance

Students appearing as unexcused from class or study hall will be ineligible to practice, perform, or compete in any activity on the day of the unexcused absence.

It is the responsibility of the parent/guardian to notify the Kaukauna High School attendance office (766-6113) by 9:00 A.M. of the day that a student will be absent from school. Prearranged excused absences must have the approval of the Activities Director or Administration. Failure to do so will result in a student being restricted from participating that day. A student may not be excused from any part of the school day retroactively (after 9:00 A.M.

the day of the absence) by anyone for athletic or activity participation purposes.

Co-Curricular Code/Team Meeting

The parent/guardian and student must attend/view the at least one mandatory Co-Curricular Code Meeting each year of participation. There will be an annual athletic code meeting in summer and seasonal squad meetings. Additional code meetings will be available on-line. Students and parents are expected to attend the meeting prior to their selected team sport season.

Dress

Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team. The school dress code is in effect. This includes any activity related to the school program (carwash, send-off, team dinner, parade, etc.)

CODE OF CONDUCT RULES

Any student who, after an inquiry at which the student shall be confronted with an allegation, the basis of the allegation, and given an opportunity to tell his/her side, is found to have violated the Kaukauna High School's Co-Curricular Code of Conduct will be deemed ineligible for a period as described below.

VIOLATION TYPES

Type I Violations: Type I offenses are considered minor violations: non-alcohol, non-tobacco, and other non-drug related. Type I violations could impact student participation. Type I violations are not progressive. Type I violations include but are not limited to violating school rules and conduct not consistent with representing Kaukauna Area School District as a student. Such examples included but not limited to: fighting, cheating, forgery, lying etc.

a. The student will be suspended for 10% of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. During this suspension period a student will be expected to practice with the team/club.

Disclaimer: Depending on the severity of the offense a Type II or Type III consequence may be applied. Severity factors could include but are not limited to: legal charges, property damage, injury etc.

Type II Violations

The following is a list of major violations that impact student participation. This is not an all-inclusive list. TYPE II offenses are cumulative.

TYPE II – Alcohol, Tobacco and Other Drug Related Athletic Code Violations (ATODA)

1. Buying, possessing, use, or being in the presence of misuse of alcohol, tobacco, and other drugs or facsimiles/look-a-likes. This includes e-cigarettes.
2. Misuse or being in the presence of prescription or over the counter medications.

a. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illicit activities. Failure to do so will result in a 25% suspension.

b. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place, is not acceptable, and will result in a 25% suspension penalty whether or not the driver stays at the gathering.

3. Harassing / taunting/ threatening / bullying/cyber-bulling and other inappropriate social media

First TYPE II Violation:

The student will be suspended for **20%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be expected to practice with the team during this suspension. Meeting with Student Services Personnel is required and optional participation in a Student Assistance Program group will be offered.

Second TYPE II Violation:

The student will be suspended for **50%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be expected to practice with the team during this suspension. A student meeting with District Student Services Personnel is required. Also an Alcohol, Tobacco and Other Drug Assessment, recognized by Kaukauna High School, must be completed in addition to the 50% suspension. Proof or certificate of completion of this assessment and follow-up recommendations (if applicable) must be presented to the District Student Services Personnel or District Activities Director.

Third TYPE II Violation:

The third violation results in **100%** suspension from the current (or next sport if out of season) sports/club season competitions, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs

Fourth TYPE II Violations:

The fourth violation results in suspension for the remainder of a student's high school career from any co-curricular activity

Type III Violations

Extremely Serious Violations

The following is a list of extremely serious violations that impact student participation. This is not an all-inclusive list. TYPE III offenses are cumulative.

1. Organizing, hosting or having gatherings where the illegal consumption of alcohol or the illegal use of controlled substance takes place.
2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look -a-like.
3. Use, possession or possession with intent to deliver anabolic steroids, androstydyne or human growth hormones.
4. Possession of a dangerous or concealed weapon
5. Reproducing or distributing school keys
6. *Theft (larceny)*
7. *Vandalism (criminal damage of property)*
8. Hazing/initiations
9. Threatening a staff member
10. Battery or sexual assault
11. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.

a. A student who commits any of these violations will be suspended from athletic/club participation immediately and may be suspended for up to a maximum of three consecutive athletic seasons or the equivalent of one full academic year. The District Activities Director will determine the eligibility for the student to practice with a team.

b. All alcohol or drug violations in TYPE III will require a meeting with the Student Services Personnel and an alcohol and drug assessment, commended by Kaukauna High School. Proof or certificate of completion of this assessment and follow-up recommendations must be presented to the Student Services Personnel or District Activities Director.

c. A second TYPE III violation will cause a student to be ineligible for any co-curricular activity for the remainder of their high school career.

If a Kaukauna Area School District Administrator or District Activities Director has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation.

DISCLAIMER

The KASD administration reserves the right to deny a student's participation in any co-curricular program that is not a requirement of graduation from the school district. A single violation could lead to denial of any participation. Due process will be applied to all cases.

PROCESS FOR DETERMINING VIOLATION(S) OF CODE OF CONDUCT RULES

1. The Activities Director or Associate Principal (for extra-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Assistant Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.
2. The Activities Director or Associate Principal shall notify the student verbally of his/her decision.
3. The Activities Director or Associate Principal shall give the student and custodial parent/legal guardian written notice of his/her decision, and will clearly define the dates of the suspension

HONESTY POLICY (Self-Reporting a Violation)

Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and, who do not attempt to deceive or mislead school officials may serve 50% of the appropriate suspension from all activities. This reduction is available for first Type I and Type II offenses only. Students who self-refer for a violation not involving a police citation may have their consequence reduced by 50%. Students who self-refer for a violation involving a police citation may have their consequence reduced by 1 event provided this does not result in eliminating the consequences.

Self-referrals must be made 24 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year. A message can be left on the Activities Department voice mail at 920-759-6154.

LIMITED SCHEDULE

For those activities with a limited schedule of events, a violation may result in exclusion from that activity. Administrative discretion regarding specific penalties may be applied to situations in which students are participating in only one event. The District expressly reserves the right to impose any penalty it deems appropriate for each individual situation and/or case.

Special circumstances that may affect penalties for violations:

1. If the student is eligible for, and currently in a co-curricular activity, the period of ineligibility will begin immediately upon a violation being established. If the student is not currently in a co-curricular activity, or if the penalty goes beyond the season or time period of the activity, the penalty will be carried over to the student's next co-curricular activity participation.

2. If a student drops out of an activity prior to completion of an ineligibility period, the full penalty or the remainder of the penalty, based on the administration's discretion, will begin when the student seeks to participate in a co-curricular activity.
3. An ineligible student shall attend all practices or rehearsals, but may not "suit up" or perform/participate.
4. If a student violates the Code of Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will begin at the completion of the earlier penalty.
5. Coaches/Advisors have the right to enforce penalties in addition to those imposed by the administrator involved. The administrator will make parents/guardians aware of this possibility.
6. The minimum penalty for violations of the Kaukauna Area School District Co-Curricular Conduct Code, which occur after a school begins WIAA tournament competition, is immediate disqualification of the student for the remainder of the total WIAA tournament series in that sport.

APPEAL PROCEDURE

Per BOE Policy 820

A student (or parent/guardian) may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. An appeal must be filed within 5 days of notification or the decision will stand.

Level One: Make appeal directly to the High School Principal or Designee

- A. Student should submit a letter requesting an appeal. The letter should include the basis for the appeal (procedural, new evidence, unfair application of the code, etc.).
- B. The Principal, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal.

Level Two: Make appeal directly to the Director of Secondary Education or Designee

- A. If the student disagrees with the decision of the Principal, further appeal can be made to the Director of Secondary Education. An appeal must be filed within 5 days of notification or the decision will stand.
- B. The Director of Secondary Education, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal.

Level Three: Make appeal directly to the District Administrator or Designee

- A. If the student disagrees with the decision of the Director of Secondary Education, further appeal can be made to the District Administrator. An appeal must be filed within 5 days of notification or the decision will stand.

- B. The District Administrator, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal. The District Administrator's decision is final.

ACTIVITIES CHART OF INELEGIBILITY

Number of Events	10%	20%	50%	100%
1	1	1	1	1
2	1	1	1	2
3	1	1	2	3
4	1	1	2	4
5	1	1	3	5
6	1	2	3	6
7	1	2	4	7
8	1	2	4	8
9	1	2	5	9
10	1	2	5	10
11	2	3	6	11
12	2	3	6	12
13	2	3	7	13
14	2	3	7	14
15	2	3	8	15
16	2	4	8	16
17	2	4	9	17
18	2	4	9	18
19	2	4	10	19
20	2	4	10	20
21	3	5	11	21
22	3	5	11	22
23	3	5	12	23
24	3	5	12	24
25	3	5	13	25
26	3	6	13	26

EARN REWARDS

of up to **\$1,000**



Talk to your Police/School Liaison Officer or

call Crime Stoppers 24 hours a day **788-9090**

or report online at: www.stopcrimenow.org



QUAD
Communities
Crime Stoppers, Inc.

A Police-Community Effort to Deal With Crime

Most of the information received by Crime Stoppers is via the telephone. An easy number, (820) 788-9090 has been established for Crime Stoppers use. It is manned by Police Officers from 8 a.m. - 4 p.m., Monday through Friday. If your phone call is unable to be answered you may leave a message on the QUAD Communities Crime Stoppers answering machines. The answering machines are on 24 hours, 7 days a week. When a call is received, it is logged with the date, time and brief summary of the caller's information. Callers are furnished with a secret code number which is used in all subsequent transactions. Callers may remain anonymous, with no pressure to reveal their identity and still collect rewards. Tips may also be submitted online at www.stopcrimenow.org