

**SCHOOL DISTRICT OF WISCONSIN RAPIDS**  
**CO-CURRICULAR STATEMENT**  
**Adopted by Board: July 13, 1992**  
**April, 1998**

**INTRODUCTION**

The School District of Wisconsin Rapids is happy to have you participate in its co-curricular program. As an integral part of the total school effort and experience, the program is designed to help our students become successful individuals and better citizen students of our school, community, state and nation.

The academic program is our schools' primary mission. However, participation in a well supervised co-curricular program may open the door to definite opportunities and provide additional training and experiences not ordinarily obtainable in the regular curriculum. Your choice in joining an activity indicates awareness on the part of you and your parents of the extended benefits of this part of our educational curriculum.

The intent of this co-curricular policy is to provide you and your parents or guardians with reference to your responsibilities and our expectations for your participation in the Wisconsin Rapids co-curricular program.

**PHILOSOPHY**

Your child's participation in the co-curricular program is a desired part of the total educational program. It takes a committed student to make the extra effort that participation in the normal school program, plus a co-curricular activity, demands. Students who choose to take part in the co-curricular program are using facilities provided for that purpose by the community, and are benefiting from tax funds expressly set aside for these programs. Our expectations are listed in the form of specific rules and regulations for students who take part in co-curricular programs. Because of the voluntary nature of the co-curricular program, students who take part and share the advantages should be prepared to follow the rules associated with it. Those students not willing to comply with all regulations of this co-curricular activities code should not expect to participate.

In this policy you will find eligibility and/or training rules and regulations. These rules and regulations are designed to help the individual student as well as the total co-curricular program. You should expect them to be enforced.

Students should understand that through the co-curricular programs, as well as other programs, the school is serious about teaching that chemical use is not in a person's best interest. The school regards alcohol and other drug use, addiction, or dependency (including tobacco) as behavioral/medical problem and prohibits the use of alcohol and other drugs.

The School District of Wisconsin Rapids' students participating in the co-curricular program are expected to conduct themselves at all times in a positive manner which will bring credit to themselves, their classmates, school, and community.

The opportunity to take part in school activities should be made available to as many students as possible. All students are invited to participate. The exact number of participants shall be determined by the facilities available and the ability to give adequate individual attention to each student. There is no room in school activities or education for discrimination based on race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Coaches, advisors, supervisors and directors realize there is no secret path or shortcut to success. At the same time, the student participant must accept the dedication and hard work that goes into all programs. The success of any activity program is determined by you, the participant, along with the help and cooperation of coaches, advisors, supervisors, directors, administrators and the Board of Education. Students must be willing to follow the rules set down by the Wisconsin Rapids Public Schools and where applicable, the Wisconsin Interscholastic Athletic Association, other related state and national associations, and legal agencies. All employees, by virtue of their employment with the Wisconsin Rapids Public School, are required to enforce this Activities Code.

## **SECTION I – OBJECTIVES**

The Wisconsin Rapids School District Co-Curricular Program:

1. Provides a wide variety of healthy and challenging co-curricular activities for all students.
2. Provides an opportunity for students to learn the value of hard work, the benefits of self discipline, and the job of being part of a team.
3. Provides an opportunity for the development of a positive attitude in all student participants.
4. Provides an opportunity for participant improvement at all times.
5. Emphasizes the importance of the group as well as the individual.
6. Helps the student participant develop respect for rules and regulations, responsibilities, coaches, teammates, advisors, directors and supervisors, and carry this respect into schools, home, and community.
7. Insures that each student participant has the guidance, knowledge of risk, participant rules, and necessary equipment required for a safe and successful program.

## **SECTION II – CODE OF CONDUCT**

1. During the school year and summer months the student participant must refrain from the consumption, distribution, or possession of any amount of alcoholic beverages, tobacco products, or controlled substances. All students will receive an activity code during their first year at the junior high and their first year at the senior high. Students will be expected to sign the code so a copy is on file in the office in the event they wish to participate in an activity.
2. During the activity season, participants should comply with activity guidelines as set out by supervisory organizations, coaches, advisors, and directors.
3. If participants do not meet the supervisory guidelines, as set by the advisor, the advisor may, at their discretion, issue consequences not covered by the code. These could include missing part of a game to removal from the team. This will be done only with administrative approval.
4. Each participant is expected to conduct himself or herself in a positive way at school and in the community, setting that positive example through individual action and effort. Therefore, a participant is not to be a disruptive force in school or in the community.

5. Participants should be continually striving to achieve their full potential in areas of academic performance and academic attendance. In order to participate in public events, the participant must maintain acceptable grades. An acceptable grade for participation in public events in the Wisconsin Rapids Public Schools is defined as a quarterly grade point average of 1.51 or better. Students receiving two (2) quarter grades of F will not be eligible. In exceptional circumstances, or when participation in a co-curricular activity is part of a curricular requirement, a deviation from the standard may be granted with the written approval of the building administrator. Time lines will follow WIAA standards as outlined on page 5, item B.
6. The participant has an obligation to be at school and in classes. The participant who has an unexcused absence the day of an activity is ineligible that day. The application of this penalty may be carried over to the next contest if the unexcused absence is not discovered until later. The participant must be in school for one-half of the day of classes and have an excused absence for the remainder of the day in order to participate in practice, contests, or performances. Administrative approval is required for any absence.
7. All participants are expected to be in school the day following the contest unless injured, excused for medical or dental appointments, or granted an excused absence by the principal or assistant principal.
8. If placed on detention, the participant must fulfill the obligation within 24 hours. If the participant has been suspended out of school, he or she will not be allowed to practice in the activity(s) during the entire suspension. Each out of school suspension shall count as one (1) violation of the Activities Code subject to penalties set forth in section III, Part A.
9. Athletes will not be permitted to practice or draw equipment until their Activity Code Participant Acknowledgement slip, WIAA physical examination card, insurance waiver, and medical consent card are signed and returned to the athletic director or coach. Participants in other activities must sign the Activity Code Participant Acknowledgement slip and the Medical Consent Card and return to their advisor or coach.
10. School Policy determines when an athlete may return to competition following an injury. In the case of surgery or serious injury, a medical release approving the student's athlete's participation in practice and/or competition by a licensed physician, must be obtained by the parent or guardian. Under no conditions can a student athlete participate without a medical doctor's permission following an injury that required medical attention.
11. No participant may change from one activity to another during the same season without the permission of coaches and advisors involved.

Your school is a member of the Wisconsin Interscholastic Athletic Association as well as other associations, and rules and regulations of these associations govern both your participation in athletics and co-curricular activities. Participants must follow all rules and regulation of their organization.

### **YOU ARE NOT ELIGIBLE FOR ATHLETICS:**

- A. If in high school you reach nineteen (19) years of age prior to August 1 or in junior high, if you reach sixteen (16) years of age prior to August 1.
- B. If you did not do acceptable work in the previous grade reporting period or evaluation period, or if you are not presently doing acceptable work. By WIAA standards, student athletes will be declared ineligible for twenty-one (21) consecutive calendar days. The twenty-one calendar day ineligibility period, due to failure to perform acceptable work in previous grade period, will commence on the sixth work day (barring exceptional circumstances) after that period in order to allow Student Services to complete grading procedures. After this period, grades will be reviewed to see if the student athlete has improved his or her academic performance. If the minimum academic standards are met, the student athlete will be declared eligible. Student athletes will be required to practice in order to maintain team status. (Acceptable work/minimum academic standards for the Wisconsin Rapids Public Schools are defined in Number 5, page 4.)
- C. If you have attended more than eight (8) semesters after entering grade 9, or if your seventh and eighth semesters do not follow consecutively.
- D. If you have participated in any sport for all or part of four (4) seasons at the senior high school level.
- E. If you and your parents do not live in the school district in which you attend school unless you have served one year of ineligibility or unless your residence situation has been approved by the WIAA office.
- F. If you do not have on file in your school evidence of having a physical examination administered by a licensed physician, emergency medical consent form, and a signed parent-participant acknowledgement sheet included in the activity code document.
- G. If you have violated your status as an amateur athlete by:
  - a. Accepting any amount of money or any kind of usable merchandise,
  - b. Signing a contract for your services as an athlete,
  - c. Permitting your name, picture, or personal appearance to be used for promoting anything or
  - d. Playing under another name.
- H. If you have at any time received an award of merchandise value, such as a jacket, sweater, watch, billfold, etc., in recognition of your talent or accomplishment as an athlete.

- I. If you participate in a contest other than for your official interscholastic school team while a member of the school team and during the entire school season (start of practice to end of season) of that sport.
- J. If you have played in an all-star contest or similar activity involving participants from more than a given league.
- K. If you participate in any program which can be considered as resembling a school team practicing or competing outside of the designated school season for that sport.
- L. If you let anyone besides your parents pay a fee for a specialized training, like summer camp, or if you are instructed by your school coach outside the season of a sport (except baseball, track, swimming, golf, tennis, softball, cross country, and gymnastics in the summer time only).

**YOU ARE NOT ELIGIBLE FOR ANY CO-CURRICULAR ACTIVITY:**

If you did not do acceptable work in the previous grade reporting period or evaluation period, or if you are not presently doing acceptable work. By district standards, the student participant will be declared ineligible for twenty-one (21) consecutive calendar days. The twenty-one calendar day ineligibility period, due to failure to perform acceptable work in the previous grade period, will commence on the sixth work day (barring exceptional circumstances) after that period in order to allow Student Services to complete grading procedures. After this period, grades will be reviewed to see if the student has improved his or her academic performance. If the minimum academic standards are met, the student will be declared eligible. The student will be required to attend practices or meetings in order to maintain activity status. (Acceptable work/minimum academic standards for the Wisconsin Rapids Public Schools are defined in Number 5, page 4).

Any activity with a grade attached to it, i.e., band, orchestra, chorus, drama, debate, and forensics will not be covered by this code. Activities with non-paid supervisors are also not covered. Students in these activities will receive consequences under existing school rules if an infraction occurs.

Contact your advisor, coach, athletic director, or principal if you have a question on any eligibility rule related to either your school or co-curricular association.

## **SECTION III – VIOLATIONS, PROCEDURES, AND THE APPEAL PROCESS**

### **Part A – Penalties**

The following penalties shall apply for the violation of the activities code in one calendar year:

1. A first offense will result in the following action: If the participant is a member of an activity that has a schedule of 14 contests or more, the participant will be suspended for two (2) successive contests (multi-team contests are considered as one contest). If the participant competes in fewer than 14 contests, the participant will be suspended for one (1) contest. Suspended participants will be required to practice with their squads. If a participant is on an out of school suspension the participant will not be allowed to participate in practice or contests. Advisors of activities with fewer than 4 special events or contests, i.e., FBLA, newspaper, year book, must file a written report of disciplinary action for approval by the building principal. A first offense violation shall be applied to all activities in which the student is involved at the time of the offense. If a student is not involved in any activities at the time of the violation, the student shall be suspended as determined by the building principal from contest(s) of the next activity in which he or she participates.

The participant may be required to meet with a designated faculty member or support group, identified by the administration. The purpose of this meeting will be to evaluate the actions of the participant that led to the current situation. The number of meetings to be held will be determined by the designated faculty member or support group. Refusal to meet with this designated faculty member or support group will be handled the same as a second violation of the code.

2. For a second offense, the participant will be required to miss one-half of the contests or events in the season in which the student participates. Multi-team meets, such as quads, triple-duals, and tournaments, are counted as one contest just as they are on a schedule. Suspended participants will be required to practice with their respective team or group. In the event that a participant is not out for an activity during the season in which he or she violated the code, the participant may not go out for any activity of that season and receive credit toward the fulfillment of the penalty assessed for the violation. All participants must complete the activity season in order to receive credit.
3. A third offense, within one calendar year, will render a participant ineligible for all activities for one calendar year from the date of the third offense. (Example – If a participant violates the code in September, December, and January of the same school year, the participant will be ineligible from January of that school year until January of the next school year.)
4. If a student participates in different activities within a season and is to miss a part or all of a season for a second offense, the school administration shall decide the number of contests and events the student participant will miss using the appropriate number or percentage of contests or events to be missed.

A penalty occurring in one of these categories would have to be served in a like category, i.e., a violation during a sport season would mean the student would serve the penalty during the next athletic season in which they participate.

5. In order to encourage the participant to return to and continue in activities, all penalties served for violations will be negated after one full calendar year if no other violations occur during this time. This provision will begin from the date of the latest violation and continue under the above conditions.
6. No student who quits an activity, or who is dropped from one activity for disciplinary reasons, may be eligible to compete or perform in another activity during that season without the consent of both coaches or advisors whose activities are involved.
7. If a student violates the activities code after the conclusion of a season, but prior to a formal awards presentation, the administration will have the right to hold any award earned by the student until the end of the school year.
8. In each building where a suspension is assessed, the building administrator shall determine, within the established guidelines, the length of the suspension.
9. The administration has the right to address violations not covered by this code, including misdemeanors, felonies, and violations of statutory law, and assess penalties accordingly.
10. Students hindering the investigation of an alleged incident by giving false or misleading information may be subject to receiving the next penalty level.

## **Part B – Procedures for Dealing With Violations**

1. Staff members must report all alleged violations of the code that are brought to their attention to the athletic director and/or the building administrator or duly designated assistant as soon as possible after learning of the violation.
2. The athletic director and/or an assistant principal will investigate and identify penalties for alleged violations of the Activities Code. A fact finding meeting, with the athletic director and/or an assistant principal shall be held to make an initial determination within five (5) calendar days of the report of the alleged incident.
3. If at the initial determination a violation is found to have occurred, the student participant and his or her parent or guardian shall be contacted by the athletic director or assistant principal, informed of the initial determination and possible penalties, and given an opportunity to present their side of the issue at a hearing to be held within one week of the initial determination. Notice of the hearing shall be given to the student and his/her parent or guardian at least three (3) days before the hearing.

4. At the hearing the building administrator shall make a determination as to whether a violation occurred and shall take immediate action to assess and implement the penalty, if any, for the violation of the code. Written notification will be sent to the student and the parent or guardian no later than three (3) school days following the conclusion of the hearing. This notification shall contain a copy of the appeal procedure.
5. Determination of a violation and its associated penalty may be appealed pursuant to the procedure listed in Part C below. The initial determination shall stand pending any appeal.

### **Part C – Appeal Procedures**

Anyone wishing to be heard with respect to a determination made pursuant to this code will adhere to the following appeal procedure:

1. **Building Principal.** The appeal must be presented to the building principal in writing within five (5) school days from the date the determination of the violation is sent by the building administrator. The building principal will act on the appeal within five (5) school days. Notification in writing of the result of the appeal will be sent within the five (5) school day period. These days will translate into calendar days during the summer when school is not in regular session. The individual who has sought the first step in the appeal may appeal from step one and pursuant to steps two and three below.
2. **Superintendent of Schools.** The appeal must be submitted to the superintendent of schools within five (5) calendar days of the date the building principal sends notification of the determination of the initial appeal. The appeal must be submitted in writing. The determination by the superintendent shall be sent in writing within ten (10) calendar days from the date the appeal is received. If the person or persons appealing the first step wish to appeal the determination of the superintendent of schools, they shall follow the procedure set forth in number 3.
3. **Board of Education.** The appeal must be submitted in writing to the Board of Education within five (5) calendar days of the date of the determination of the superintendent of schools. The Board of Education shall consider the appeal in closed session within ten (10) calendar days of receipt of the appeal. The decision of the Board of Education shall be final. Notification of the Board's decision will be in writing within five (5) calendar days of the closed session.

A summary of all alleged activity infractions, including the step, the nature of the infraction, and the penalty shall be compiled annually by the school administrator or the designee.

4. **EEN Student Appeal.** If an Exceptional Education Needs (EEN) student or a student under a Section 504 Plan and the parent or guardian follows the appeal process found in section 3, Part C, the following will take place:

- The penalties associated with the violation will be temporarily withheld, pending the review of the school team to determine if the student's violation/behavior was related to the student's disability. This team will consist of three (3) professional staff determined by the building administrators.
- If the school team determines that the student's violation/behavior was not related to the student's disability, the full penalty will begin immediately. If the school team determines the student's performance was related to the student's disability, the school team will meet with the student's parent/guardian to determine appropriate disposition for the case.

## **SECTION IV – MISCELLANEOUS**

### **Part A – Athletic Insurance/Injury Information**

1. All athletes must be covered by insurance before participating in a sport.
2. Student accident insurance is offered by the school district. Student accident insurance plan forms may be obtained at the appropriate office in each school.
3. If the athlete is covered by personal health insurance (family policy), a waiver slip must be signed by a parent or guardian and be on file at the appropriate school office.
4. All athletes must have a physical examination before participating in a sport. The athlete bears the cost of the physical examination.
5. All injuries must be reported immediately to the coach or advisor in charge who will refer the participant to the trainer, the school nurse, or other appropriate person. The trainer or nurse will, in turn, refer the participant to a doctor if any doubt exists as to the participant's personal safety.
6. The head coach or advisor is responsible for filing an accident report with the nurse.

### **Part B – Care of Equipment**

1. The students should follow directions in the care and cleaning of all school equipment and uniforms. Any questions should be directed to the coach or advisor.
2. The participant must pay for lost or misused items.
3. State law prohibits the giving away of any equipment owned by public institutions.

### **Part C – Travel and Conduct on Trips**

1. Participants must use transportation provided by the school. The only exception is when a parent/guardian requests in writing to have his/her child ride with him/her and assumes all responsibility.
2. Individuals responsible for damage or vandalism to property or buses will be charged for the damages, be held financially responsible, and be subject to discipline by the coach, advisor, or administrator.

## **Part D – Awards**

Activity awards are presented in recognition of the outstanding accomplishments in the activities program. These awards represent hard work and sacrifice, as well as the benefits and pleasure to the individual, and should be displayed with pride and dignity.

### **HIGH SCHOOL AWARDS**

1. Credit for earning a major letter or numeral will be established by the coach or advisor in each activity. Written copies of these criteria will be on file in the office of the athletic director, the building principal, and the central office administration.
2. All awards for each activity are given only on the recommendation of the coach or advisor of that activity.
3. A student must be in good standing at the end of the activity's season to receive his or her award.

## **Part E – Policy Statement on Student Self-Referral for Chemical Abuse**

Student self-referral is the process by which a student or his or her parents seek help for problems resulting from the student's use or abuse of chemicals.

School staff, including coaches, teachers, principals, guidance counselors, and other staff who come in contact with students on a regular basis, may also make referrals to the Alcohol and Other Drug Abuse Prevention Coordinator. Once a referral is made, the following will take place:

1. The AODA coordinator, guidance counselor, or school psychologist will interview the student.
2. Should the interview team feel that there is a need for further evaluation; the student is referred to a certified drug and alcohol counselor.
3. If it is determined that the student does not require further assessment, one of the following will take place:

- The student will meet with their guidance counselor, the number of meetings determined by the student and the counselor. The student will make the necessary appointments in the Student Services Office.
- The student will meet with a support group, the number of meetings determined by the facilitator(s), as available/needed.
- Or if applicable, the student will take part in the Wood County Diversion Program.

A student who self refers, or is referred by a parent or school staff member, is expected to refrain from the use of alcohol or illegal drugs. If the student violates the Activities Code, regardless of referral process, he or she shall be subject to the penalties of the offense which occurred.

**1. PARENT – PARTICIPANT ACKNOWLEDGEMENT AND COMMENTS FOR  
EMERGENCY MEDICAL TREATMENT**

**PARTICIPANT:**

I hereby acknowledge that I have read the Activities Code of Conduct and understand the rules and penalties for infraction of the rules as stated in the Code. I hereby agree to abide by these rules and regulations.

Student Id # \_\_\_\_\_

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*Participant's Signature*

*Grade*

*Date*

**PARENTS:**

We hereby acknowledge, as the parent or guardian of \_\_\_\_\_, that we have read the Activities Code of Conduct and understand the rules and penalties for infraction of the rules as stated in the code.

(Student's name) \_\_\_\_\_ may be given

medical treatment. This treatment is for any emergency (injury or illness) occurring during activities practice or competition when I cannot be reached to give consent.

Unusual health conditions: No \_\_\_\_\_ Yes \_\_\_\_\_ Allergies: No \_\_\_\_\_ Yes \_\_\_\_\_

Describe:

\_\_\_\_\_

Takes medication daily: No \_\_\_\_\_ Yes \_\_\_\_\_ Date of last tetanus shot \_\_\_\_\_

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Parent/Guardian Signature

Date

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**2. ATHLETIC INSURANCE WAIVER**

Being covered by commercial insurance, I do not desire to participate in the student accident insurance plan. I assume full responsibility in case of injury to \_\_\_\_\_ while participating in athletics at Lincoln High School, or Junior High School.

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Parent/Guardian Signature

Date