



# **Kimberly High School Co-Curricular Code of Conduct**

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### **Statement of Principle**

The Kimberly Area School District believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. The student who complies with this Code of Conduct demonstrates a desire to dedicate herself/himself to self-improvement, and a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Although co-curricular activities are a valuable part of the total educational experience, participation in co-curricular activities is a privilege, and not a right. As a privilege student participation in co-curricular activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society. We expect students to be a credit to themselves, their family, school, and community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

### **Membership**

The procedure for joining any of the Kimberly Area School District co-curricular activities is as follows:

- A parent/student must complete and submit a signed participation/drug testing agreement form and submit it to Athletic/Activities Director prior to participation.
- Athletes must have a physical by a licensed physician every other year. Each year an athlete must also complete an Athletic Information Card. All information must be submitted to the Athletic Office before the athlete is allowed to participate.
- New students to the district must submit a birth certificate, baptismal record, or immigration papers to the Athletic Director in order to be eligible for athletics prior to participation.
- Parents/Guardians of students involved in athletic programs are required to attend fall, winter or spring informational meetings. Parents/Guardians of students involved in non-athletic programs will meet as arranged by each advisor.

### **Academic Eligibility**

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must satisfy District and DPI requirements defining a full-time student. Additionally, each student must have passed all classes (incomplete classes shall count as F's until complete) and obtained a minimum 1.5 GPA in the most recently completed term. Eligibility may be regained after a student demonstrates passing work in all classes with failing grades from the previous term after the first fifteen (15) scheduled school days into the next term. If after the fifteen day period a student is still receiving a failing grade(s), their grades will be re-checked after five (5) school days. Grades may be checked up to three (3) times following the initial fifteen day period; if a student is not passing after the third grade check they will be ineligible for the remainder of the term. An ineligible student cannot participate in any program's contests during the period of ineligibility (students may practice at the discretion of the coach and athletic director). Children with disabilities who are enrolled in any state-approved Special Education Program and who receive no usual grades for such courses are eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her Individual Education Plan.

Note: For fall sports the ineligibility period will be the lesser of (1) 21 calendar days beginning with the date of the earliest allowed competition in that sport or (2) 1/3 of the maximum number of contests allowed in a sport. ***A student must be academically eligible to participate before they may start serving a code violation.***

### **Attendance**

Unless an absence has been pre-arranged (doctor/dental appointment, etc.) a student must be in school for the entire day to participate in any practice or contest. Students with an unexcused absence on any part of the next school day following an event will be ineligible to participate in the next event for each activity in which the student is involved. (2-04)

### **W.I.A.A.**

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. ([www.wiaawi.org](http://www.wiaawi.org))

### **Student Travel**

A student who travels to an out-of-town activity using district provided transportation must return using district provided transportation. Exceptions to this rule are:

- The parent may make prior arrangements with the Coach/Advisor and Athletic or Activities Director in advance of the trip. Release forms are available from the individual coach and the high school office.
- In case of an emergency, if a parent is present at an out-of-town site, the parent may request the student to return with them. This request must be made in writing by the parent to the coach/advisor in charge.

### **Student Injuries**

- Any student who is injured during a practice or contest must report the injury to the coach/advisor at once.
- If the injury requires medical assistance, the athlete must report the accident to the Athletic Office as soon as the athlete is able to return to school and before returning to competition.
- Should an injury be discovered after the athlete has returned home, the coach/advisor should be contacted at once.
- The team trainer under the supervision of the coach/advisor will handle minor emergency treatments.
- In the event of any serious injury, the nearest emergency medical service will be obtained.

### **Equipment**

One of the values of athletics is to teach responsibility. This applies to the care of athletic equipment as well as other school property. Equipment is a very costly item in our activities budget. It is expected that students will take excellent care of their equipment. Each student is responsible for the school equipment issued. The student is financially responsible for all lost, misplaced or stolen equipment. Each student will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

- No school equipment and/or uniform may be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/or game situations.
- Any student who is found to be in possession of any school equipment from any other competing school will be subject to the provisions of the Co-Curricular Code.
- Students will not be allowed to participate in another sport until he/she has either returned in or paid for all equipment that was issued to them.

### **Publication**

This Code shall be part of the registration materials provided to students and will remain on file with the Kimberly Area School District Board of Education. Copies will be available to all interested parties.

### **Pre-Season Meeting**

This Code shall be distributed to each student during the pre-season or on the first day that he/she reports for a co-curricular activity. Additional standards determined by each coach or advisor shall also be written and distributed to each student at this time. Copies shall be placed on file with the Athletic Director/Activities Director and/or school principal. Students should read all items and ask for clarification by the coach or advisor of any items not understood.

### **Parent Involvement**

Parental attendance at pre-season meetings is required and involvement throughout the season is encouraged.

### **Suspicionless Random Drug Testing**

It is the purpose of this policy to prevent students from participating in co-curricular programs while under the influence of or while having alcohol or drugs in their body and it is further the purpose of this policy to educate, help and direct students away from drug and alcohol use toward a healthy and drug free participation and life style. This trust building program seeks to provide needed help and support for students who have a verified "positive" test.

The co-curricular participant and a parent or guardian must provide written consent for the student to be subjected to random suspicionless drug testing. The student will remain in the pool for random suspicionless drug testing through graduation from high school.

# Code of Conduct

## SPORT/ACTIVITY GROUPINGS

This code is divided into two Groups (I & II) of sports/activities in which students may be involved. The penalties for violation of school district policies and rules vary depending on whether the student is in a Group I or II activity.

**GROUP I ACTIVITIES:** (Refers to all WIAA Sports, Cheerleading, and Dance Team)

**GROUP II ACTIVITIES:** (Refers to all Co-Curricular Activities not mentioned in Group I)

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to, the following:

- A criminal offense or violation of an ordinance having a statutory counterpart.
- Possession, use, sale, **transfer, distribution** or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol), illegal drugs, mood altering substances, anabolic steroids **and other performance enhancing substances** or prescribed medications used in a manner other than that for which it was prescribed.
- Discrimination, harassment, violence, aggression or threatening behavior to others.
- Purchase, use or possession of tobacco products in any form.
- Hosting, sponsoring, organizing or attending a party/gathering at which alcohol or drugs are being used, consumed or offered.
- **Representation of themselves or others, inappropriately or unlawfully on the internet. This would include blog sites, on-line profiles, instant messaging, etc.**
- Vandalism.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of team/activity rules; however, these rules must not be in conflict with the Co-curricular Code and must be approved by the building administration.

### 1. **Disciplinary Procedures**

1. The Athletic Director (for athletics) or Activities Director (for activities) or in their absence an Assistant Principal will meet with the student to determine the validity of any complaint.
2. The student and parent/guardian will be informed in writing of the nature of the accusation, decision, and consequence.
3. The Athletic Director (for athletics) or Activities Director (for activities) will telephone the parent when a suspension is imposed for a violation of the code of conduct.

### 2. **Consequences for Violation to the Co-Curricular Code of Conduct**

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.

In addition, the policies and provisions of the Kimberly High School Student Handbook supersede all code penalties. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. *A student must be academically eligible to participate before they may start serving a code violation.*

### **3. Penalties for Violation of Co-Curricular Code of Conduct**

#### **GROUP I ACTIVITIES**

Students will be suspended from all Group I activities that they are currently involved in at the time of the suspension or their next sport season if they are not currently out for a sport.

##### **A. First Offense**

1. Suspension from participation in 25% of contests scheduled.
2. Student must meet with a member of the Pupil Services Team for an assessment before returning to competition.

##### **B. Second Offense**

1. Suspension from participation in 50% of contests scheduled.
2. Student must obtain an AODA assessment at their own expense from a district approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

##### **C. Third Offense**

1. Suspension from participation in all Group I Activities for one (1) calendar year.

##### **D. Subsequent Offenses**

1. Student will be referred to the *Pupil Services Team* to determine future opportunities to participate.

#### **GROUP II ACTIVITIES**

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

##### **A. First Offense**

1. 20 hours of School Service (BEFORE returning to the activity).
2. Student must meet with a member of the Pupil Services Team for an assessment before returning to the activity.

##### **B. Second Offense**

1. 40 hours of School Service (BEFORE returning to the activity).
2. Student must obtain an AODA assessment at his or her own expense from a district approved agency. The student will only be able to return to the activity after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

##### **C. Third Offense**

1. Suspension in participation from all Group II Activities for one (1) calendar year.

##### **D. Subsequent Offenses**

1. Student will be referred to the *Pupil Services Team* to determine future opportunities to participate.

### **4. Simultaneous Group I/Group II Consequences**

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities (Ex: Football and DECA).

### **5. Special Awards Restriction**

Students who violate the Co-Curricular Code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of season award. This shall include MVP, MIP, captain, all conference, all area, and all state.

### **6. Consequences for Violation of the Suspicionless Random Drug Testing Guidelines**

Students who refuse to be tested: Students will be suspended for a period of one calendar year with no opportunity for a reduction in the penalty. The student must successfully pass a drug test prior to reinstatement.

Students who test positive: Positive results will be counted cumulatively with any other violations of the code for the purpose of determining consequences.

7. **Regarding Establishments**

Point of Clarification:

Presence in bars or attendance at parties where drinking of alcoholic beverages or use of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf courses or bowling alleys where alcoholic beverages are served. Students should avoid placing themselves in situations where their guilt or innocence is questioned.

8. **Hosting A Party**

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it is their first violation, since the party was at their home/property they would be given a violation as their second offense. **NOTE:** A student who hosts a party may not use the honesty penalty reduction.

9. **Severity Clause**

Any student who supplies alcoholic beverages, controlled substances, and/or unlawfully possesses or uses of a weapon will receive at least a one-year suspension from participation in co-curricular activities.

10. **Weddings/Reunions/Etc.**

Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission.

Note: Parental permission does not over-ride the provisions of this code.

11. **Honesty Penalty Reduction**

Students in Group I&II activities who turn themselves in to school authorities and/or their *head* coach or advisor, prior to the school obtaining *any information*, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from all Group I activities and/or 10 hours of school service for Group II activities. *Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self refer under this honesty reduction.* A student will receive this penalty reduction only once during their high school career and it must be used in connection with the *first violation during their high school career.* (Note: *The honesty reduction may not be used to reduce a violation following the two-year no violation clause described in #15.*)

12. **Suspended Students**

Students will be penalized during the season in which they participate. Students in level I activities who break the Code of Conduct outside of their season will begin a penalty from the first day of their next sports season. Students in level II activities will serve the penalties beginning on the day they are suspended.

- Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.
- A student with suspension penalties must begin and end their respective season in order for the suspension to be completed. A student who is involved in both a Group I&II activity and is suspended may not necessarily serve the suspension for both activities simultaneously. The Group II suspension will occur immediately as would the Group I suspension if the student is involved in a sport at present. If the infraction is outside their sports season, the athletic portion of the suspension would begin at the start of the next season.

13. **Unlawful Conduct**

Unlawful Conduct: Any civil or criminal infraction including but not limited to theft, willful damage to property, serious misdemeanors or felonies, that is determined by the Athletic or Activities Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a suspension as prescribed in the Code of Conduct and at the violation level the student is currently at.

14. **Suspension Calculations**

For Group I activities, the length of the disciplinary period shall be determined from the mathematical equivalent of one-fourth (1/4) or one-half (1/2) of the number of scheduled contests (to include the first WIAA playoff contest) rounded to the nearest whole number. The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined above. If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates.

### **15. Penalties Are Cumulative**

Penalties will be cumulative over a student's high school career. A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered their first violation. For example, a student violating the code for the first time at the start of his/her freshman year would start with a clean slate at the start of his/her junior year provided he/she has no further violations prior his/her junior year.

### **16. Process For Determining Violation Of Rules**

- Any complaint/referral concerning a violation shall be made in writing and signed by an adult and/or by a police report and/or by a published newspaper account to the Building Principal, Athletic Director, Activities Director or their designee.
- *If during the course of an investigation the school administration is made aware of additional students who may have been involved in a violation the school administrators will take appropriate action as deemed necessary.*
- The Athletic Director, Activities Director, Assistant Principal, Principal or Advisor, shall investigate the referral and give the student involved an opportunity to present a response.
- Where after an investigation by the appropriate administrator and/or advisor it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty.
- Suspension takes effect at the time that the oral notification is given to the student or written notification is mailed to his/her address of record, whichever is first.
- An attempt will be made by school administration to inform the parents via phone after a decision has been made and the student has been informed of a code violation.
- *Violations of the co-curricular code that are brought to the attention of the school administration after 45 days may be acted upon at the discretion of the school administration.*

### **17. Appeal Process**

Request for Appeal Procedure:

The students, parents, or guardians may request an appeal. The appeal must be directed to the Principal within five (5) school days of the initial decision. The appeal must be in writing and must include the rationale for the appeal. The Principal in his/her discretion will schedule a conference with the parent(s) and student as soon as possible, but no later than five (5) school days after receiving the appeal request. The penalty imposed by the Athletic or Activities Director will be in effect until the principal has rendered a decision.

*If an appeals conference is granted:*

- A student may have representation and the school may as well; however, the school shall not be responsible for providing representative to the student.
- The finding and decision of the *Principal* will be in writing and sent to the student and his/her parent/guardian.
- Further appeals may be granted at the discretion of the district administrator only if the appealing party can present information regarding new evidence or procedural errors.

### **18. Additional Penalty Information**

*The penalties listed are the minimum penalties that will be enforced.* The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Additionally, during a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the Code/Advisor. A violation for activities with a limited schedule of events could result in exclusion from that activity.



**KIMBERLY AREA SCHOOL DISTRICT**

**Kimberly High School  
Co-Curricular Code of Conduct Receipt and  
Authorization for Random Suspicionless Drug Testing**

**This form must be completed and returned to the athletic office prior to participation in any co-curricular activity.**

**Student Section**

I have read and understand the provisions of the Co-Curricular Code of Conduct.

As a student, I understand that my participation in co-curricular activities is a privilege and, therefore, agree to be bound by the Kimberly High School Co-Curricular Code of Conduct. I agree to participate in random suspicionless drug testing and give permission for testing and the release of results to the district concerning the results of said testing in the event I am randomly selected. I understand this agreement is binding through my graduation from high school.

Student Name: (please print clearly) \_\_\_\_\_

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

**Parent Section**

I have read and understand the provisions of the Co-Curricular Code of Conduct.

As a parent, I understand that my son or daughter's participation in co-curricular activities is a privilege and, therefore, agree that they are to be bound by the Kimberly High School Co-Curricular Code of Conduct. I give my permission for my son or daughter to participate in random suspicionless drug testing and give permission for testing and the release of information to the district concerning the results of said testing in the event he or she is randomly selected. I understand this agreement is binding through my son or daughter's graduation from high school.

Parent Name: (please print clearly) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Consent Form received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Record of Participation**

<b>Activity</b>	<b>Year</b>	<b>Activity</b>	<b>Year</b>

Confidential Student Identification Number: \_\_\_\_\_