

Whitnall High/Middle School Co-Curricular Code of Conduct

STATEMENT OF PHILOSOPHY

Participation in co-curricular activities is an integral part of the Whitnall High/Middle School (WHS/WMS) curriculum, which is a privilege and should elicit great pride in both the student, and their family. While our number one goal as a school district is to provide a sound academic experience for all of our students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social, and emotional development. By providing a strong co-curricular program, WHS/WMS extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Participation in co-curricular activities comes with high expectations. Those expectations are a commitment from you to follow established rules and codes of conduct. Co-curricular participants who comply with this Code demonstrate a desire to dedicate themselves to self improvement as well as to enhance the best interests of fellow teammates, advisors/coaches, and school. If accepted, this privilege carries certain responsibilities, and this Code presents these responsibilities.

CO-CURRICULAR ELIGIBILITY

Athletic Rules of Eligibility are established by the WIAA. The following co-curricular rules utilize those established by WIAA and are supplemented by the Whitnall School District's (WSD) established Board policies and this Code.

1. **Enrollment** – Students must be full-time students of WHS/WMS.
2. **Age** – Students must be under 19 years old as of August 1st of the school year.
3. **Semesters** - Students participating in high school athletics have only eight total semesters of eligibility that begins upon entering 9th grade.
4. **Participation** – Rosters will be considered as finalized two weeks after the WIAA start date for the sport. Any student wishing to join must have approval from the WSD Activities & Athletics Director (AD) and head advisor(s)/coach(es) to join a team after two weeks into the season. Middle School rosters will be considered finalized come the first competition. Middle School students who wish to join a team after the first competition must have approval from the AD.
5. **WIAA Physical** – A current physical exam form or athletic permission slip to participate in physical extra-curricular activities as determined by a medical provider. The physical exam form must be completed every other year, with April 1st as the earliest day of the examination. All incoming freshmen must have a physical after the April 1st date prior to entering their freshman year. The athletic permission slip serves as the alternate year card on years that a physical exam is not needed.
6. **Parent(s)/Guardian(s) and Student Activities Code Contract** – By electronically signing the athletic or activities permission slip, a contract is formed and obligates the student and parent(s)/guardian(s) to comply with the rules as set forth in this Code and the team standards as determined by the team's head coach. This contract is kept on file in the AD's office and is valid for one calendar year for all WHS/WMS activities (Exception: Concussion sign-off must be completed for each sport participated in).
7. **WIAA Athletic Eligibility Information Bulletin** – By electronically signing the athletic permission slip, athletes and parent(s)/guardian(s) have read and understand the WIAA Guidelines H.S. Athletic Eligibility Information Bulletin Waiver. Middle School participants must sign as well.
8. **Medical Release** – This form allows for the release of medical information to be shared among professionals toward the benefit of the individual student-athlete.
9. **Emergency Card/Form** - An emergency medical form must be completed each year.
10. **Athletic and Activities Fees** - The student/family must pay the appropriate fees as set by the Whitnall School Board of Education for participation on an athletic team or extra-curricular club. These fees are payable in the Athletics Office of the high/middle school or via the family Infinite Campus account. Refunds are only allowed for those sports where a cut policy is used, or at the discretion of WHS/WMS Administration. Refund checks are sent directly to the parent(s)/guardian(s) when refunds are issued.
11. **Annual Code Meeting**—High/Middle School students and their parent(s)/guardian(s) must view the Annual Code Meeting prior to participating in any co-curricular activity.

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12. **Athletic Equipment Checkout** - Each student will have an Athletic Equipment Checkout form on file with their team advisor(s)/coach(es). All participants receiving equipment will be responsible for the equipment issued. No equipment may be worn by a participant outside of the approved school programming unless authorized by the advisor(s)/coach(es). Lost or stolen equipment is the responsibility of the participant to whom it was issued to. Any participant in possession of stolen property from visiting schools will be subject to discipline by Whitnall High/Middle School Administration.
13. **Locks** – All students are encouraged to lock all items in a locker at all times. The Whitnall athletic department does not supply locks and is not responsible for lost or stolen property. All locks must be removed from the locker rooms within two days following the end of each season, and materials left in lockers after the season will be discarded.
14. **Return of Uniforms and/or Equipment** - Students who do not return their equipment or pay their fine(s) will not be allowed to practice or play in any future season until their obligations are met.
15. **Residence** – A student is ineligible to participate in an interscholastic team if they does not reside in the Whitnall School District, unless their residence has been approved by the WIAA, the student is attending Whitnall Schools through Chapter 220, is an approved full-time student through open enrollment, tuition waiver, or an approved full-time student through the foreign exchange program.
16. **Transfer Students** – Students who were not enrolled at WSD at the end of the previous school year are required to comply with all WIAA provisions regarding transfer students.
17. **Activity Conflict Guidelines** – Advisor(s)/Coach(es) and/or activity advisors should carefully check their student rosters to anticipate possible performance conflicts. It may be that a student will have to choose one activity over another rather than be a “part-time performer” in two or more activities. When a student has a conflict because two or more activities are scheduled at the same time, advisor(s)/coach(es) and advisors should work together to avoid the student being “caught in the middle.” The following will apply:
 - a. A performance (i.e. game, meet, contest, play, etc.) has priority over a practice or a rehearsal.
 - b. If a practice occurs at the same time in two activities, the practice time is divided equally between the two activities or the two advisor(s)/coach(es) can reach a practice schedule agreement. Participating in two activities can be difficult, but in cases where advisor(s)/coach(es) can agree, participation is allowed.
 - c. If a performance in one activity conflicts with a performance in another activity, the student is permitted a choice without penalty. The athletic/activities director will arbitrate if disagreement or conflict arises.

Exception: Participation in a conference playoff, championship meet, district, or state tournament activity (including regional and sectional levels) takes priority. If a student chooses not to participate in the conference, district, or state tournament level activity, they will not be permitted to participate in any activity on that date(s).

GOALS

Co-curricular activities are an integral part of our educational curriculum. They provide opportunities for learning experiences difficult to duplicate in other school activities. The goals of Whitnall High/Middle School co-curricular activities are:

1. To develop strong character.
2. To develop leadership skills and responsibility.
3. To show team spirit, encourage others, and contribute to positive morale.
4. To be fair and treat others as one wishes to be treated.
5. To keep commitments to the team(s).
6. To experience a variety of activities and offer an outlet for a wide-variety of students' abilities/interests.
7. To treat all people respectfully.
8. To accept responsibility.
9. To set a good example for teammates, peers, younger students, fans and the school community.
10. To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics.

11. To help student athletes realize that participation in interscholastic athletics is a PRIVILEGE accompanied by high expectations.
12. To generate a sense of pride and unity in co-curricular programs for students, staff, and community.

WIAA GUIDELINES FOR ATHLETIC PARTICIPATION

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standing in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the WIAA in order to compete in any WIAA sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards including, but not limited to, jackets, sweaters, watches, rings, billfolds, balls, etc.
6. An athlete may not permit the use of their name, picture, or personal appearance, as an athlete, in the promotion of any commercial endeavor.
7. An athlete may not play in a contest under a name other than their own.
8. An athlete may not play in a non-school contest at the same time that they are a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer and other nonacademic terms) involving buying, selling, use and/or possession of alcohol, tobacco, nicotine, intoxicants, or other drugs as outlined in Whitnall School Board Policy 5512 and 5530.
10. An athlete may not compete if they become 19 years of age before August 1 of any school year.

Note: A complete list of WIAA guidelines and procedures for review on the WIAA website at: waa.wi.org

RESPONSIBILITY

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are also expected to share in the responsibility for such an opportunity.

Responsibility to You: The most important of these responsibilities is to broaden and develop your strength of character. You owe it to yourself to derive the greatest benefit from your high/middle school experiences, to live a healthy lifestyle, and to respect your health, both physically and mentally, at all times.

Responsibility to your Academic Studies: Your academic studies and your participation in co-curricular activities prepare you for your life as an adult. Co-curricular activities, while very important to the development of young people, are only one facet of life. As a student-athlete, you are a student *first* and athlete second.

Responsibility to Your School: Whenever participating or being involved in co-curricular activities, you are representing your school. Whitnall High/Middle School cannot maintain an expectation of and adherence to excellence unless you do your best in the activity in which you are engaged and are a positive role model. Other students, faculty, and community members are looking to you. They know who you are, what you do, and what WHS/WMS stands for. Make them proud, be an example, and do not do anything to let them, or yourself, down.

Responsibility to your Community: Community funding makes these co-curricular experiences possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. The student body, the community, and other communities judge our schools by your conduct and attitude, both during and outside of your activity. Due to your leadership role, you can contribute significantly to school spirit and community pride. Our

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desire is that our students are a class act and that we are known as a program of character and excellence. Be assured that Whitnall High/Middle School and the surrounding community will be proud of you through your consistent demonstration of these ideals.

Responsibility to Others: As a team member you also bear a heavy responsibility to your family and friends. When you know that you have lived up to all of the training rules, have practiced to the best of your ability everyday, and that you have participated in the activity “all out”, you earn your self-respect and the respect of your family and friends. You make them proud to be a part of what you have accomplished.

Responsibility to Younger Students: The younger students in the Whitnall School District are watching you. They know who you are and what you do. WHS/WMS co-curricular participants are role models for the younger students who form the future of the WHS/WMS co-curricular programs and their successes. Make them proud of being a part of our program(s) by leading through positive examples and an unwavering work ethic.

CODE OF CONDUCT RULES AND VIOLATIONS

As a co-curricular participant, it must be understood that this Code is not designed to be a tool of punishment, but rather a deterrent to you becoming involved in risky and dangerous behaviors. It is also to ensure that you have the best possibilities for success in your activity and to learn the valuable lessons that co-curricular activities can teach. Considering mental and physical well-being are essential to your success, we use this Code as a tool for defining our expectations for that mental and physical well-being. We expect you to be an active part of the solution, not a contributor to the problems.

CODE OF CONDUCT RULES

CO-CURRICULAR CATEGORIES - The co-curricular programs of WHS/WMS are divided into two categories. Students involved in both category activities will be subject to the penalties of both activity groups.

CATEGORY I – Athletics or activities in which there is a schedule of interscholastic contests or school-sponsored events, performances or competitions.*

CATEGORY II – Activities that extend through portions and/or throughout the entire year where there are few, if any, contests, performances, or competitions.*

**Any category I or II co-curricular athletic or activity offered by the district, will fall into one of these two categories. WHS/WMS reserves the right to correct activity category listings due to human error.*

The following rules will apply to any co-curricular participant in either category and will be in effect at all times. Also, each activity advisor(s)/coach(es) has the prerogative to establish and implement additional expectations specific to their particular program. Advisors/coaches are expected to communicate these expectations with the participants and parents/guardians on or before the first day of practice.

Academic: A student is academically ineligible to compete in any co-curricular activity if at the time of a co-curricular grade check it shows one or more F's for high/middle school students. The period of ineligibility is approximately 15 school days and nights for high school and 10 for middle school. Please see the academic eligibility calendar for specific recheck dates. Eligibility is regained after a grade recheck has been completed and communication by the AD has been made indicating clearance for participation. An ineligible student may continue to practice with their team(s).

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Regaining Eligibility: Come the grade recheck date, the AD will inform the advisor(s)/coach(es) if the student is eligible to participate in contests. If the student is not cleared by the AD, the student remains ineligible.

When the earliest allowed WIAA game/meet takes place before the first day of classes, or school is out of session (ex. Fall Sports) at a member school:

If a student is participating in fall co-curricular events, the first grade check goes back to the last all co-curricular check from the previous school year. If the ineligible student would like to regain their eligibility in order to compete at the start of the first competition of the fall season, they will need to complete the same class or equivalent to the DPI required graduation credit they failed in the previous grade check during Summer School. If they pass the Summer School program, they regain their eligibility and are able to participate fully come the fall season. If the student chooses to not participate in Summer School or they fail the Summer School class, they remain ineligible until the first grade recheck. At that time, if the student is eligible, they will be allowed to participate in fall contests.

Attendance: A co-curricular participant must be in attendance the full day in order to be eligible to compete. Exceptions to this rule include school-sponsored activities, family emergencies, doctor/dentist appointments, college visits, and/or others at WHS/WMS Administration's discretion.

Contact with the AD prior to an absence is required for exceptions to this rule. Unexcused absences are not tolerated. A participant suspended or expelled from school shall be barred from participation in, and from attending, co-curricular activities, both home and away, during the suspension/expulsion period.

Any student with a truant absence/s are not eligible to practice and/or participate in any co-curricular programs. See the WHS/WMS Student Handbook for more information on tardies/truancy.

Attendance of Meetings: When a student joins a co-curricular activity, they may be expected to dedicate time specified for meeting(s), such as practice(s), by the advisor(s)/coach(es). If meetings are required, regular attendance of such meeting(s) are required to remain a part of the co-curricular activity. It is the student's responsibility to notify the advisor(s)/coach(es), in advance, of any circumstances that would/may prohibit attendance at such meeting(s) or any other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the co-curricular activity depending upon the nature and/or frequency of the offense.

Dress: Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team. This expectation extends to proper dress during the school day, as outlined in the WHS/WMS Student Handbook.

Privacy: It is the practice of the Whitnall School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. Personal communication devices (PCD) used for the purpose of taking photos or videos are prohibited. If a PCD is found the advisor(s)/coach(es) has the right to confiscate the PCD and turn it over to WHS/WMS Administration. WHS/WMS Administration has the legal right to search the PCD to determine if any violations of the law have occurred. Per Federal law, and in accordance with Whitnall School District Board Policy 5136 - PERSONAL COMMUNICATION DEVICES, PCD with capabilities to record photos or videos are prohibited from being used in locker rooms, changing rooms, or bathrooms at any time.

Transportation: All students participating in co-curricular activities are expected to utilize the school-provided transportation, when available, to and from competitions. Student(s) or

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parent(s)/guardian(s) may not drive them/themselves to competitions when school-provided transportation is available. Students *may* ride home with parent(s)/guardian(s) if the parent(s)/guardian(s) provides in advance the advisor(s)/coach(es) alternate transportation arrangements in writing; however it is the advisor'(s)/coach'(es)' decision to accept or deny a parental written notice. Students are NOT permitted to ride home with another student, sibling, or any other person under the age of 18, *regardless* of whether parental consent is given to do so.

Injury: All co-curricular participants are required to report any injury, however slight, to the advisor(s)/coach(es) at the time it occurs. The advisor(s)/coach(es) will fill out an accident report form. A student requiring medical assistance from a doctor is required to provide a medical release from a physician, prior to returning to the activity. If an injury occurs, which results in a doctor placing physical restrictions to a student's academic school day (i.e. being held out of physical education classes), that student cannot participate in co-curricular activities that place physical demands on their body until they are medically cleared to return to their regular academic programming.

Equipment: Co-curricular participants are responsible for any uniforms and/or equipment issued to them. Each co-curricular participant is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another co-curricular activity until they have returned or paid for all uniforms and equipment that was issued to them in a previous season.

Quitting/Dismissal from Activity: A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement by both the advisor(s)/coach(es) and the AD. Students who earn a school suspension but subsequently quit their current co-curricular activity will serve their respective consequence upon the next co-curricular season they enroll in. Any student who is cut from a co-curricular activity may compete/participate in another activity during that same season.

CODE VIOLATIONS

Code Violations will apply to all co-curricular students on a year-round basis in all locations, including, but not limited to, non-school activities and travel outside of the United States. Violations of the Code will result in consequences defined within. All Code violations will be cumulative beginning with the date of registration for co-curricular activities at Whitnall High/Middle School. Code violations include, but are not limited to, Whitnall School District Board Policies 5500 through 5611.

PENALTIES FOR CODE OF CONDUCT VIOLATIONS

TWO TYPES OF MISBEHAVIOR:

LEVEL 1: Examples include, but are not limited to, reports from staff of behavior concerns and disruptions to the educational environment. Level 1 Types of Misbehavior may be referred to as a Minor Referral and documented in Infinite Campus as such.

LEVEL 2: Examples may include, but are not limited to, conduct which endangers the health or safety of others, behavior in or out of school that could constitute the commission of a crime, including behavior that results in being criminally charged, as defined by state or municipal statutes, or results in a citation. Some examples may include, but are not limited to; municipal citation for AODA, disorderly conduct, theft, bullying, hazing, or harassment. In addition, if a participant engages in, is arrested for, or is charged with felonious criminal behavior

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including a single, first time event where the student has no previous co-curricular violation, the issue may result in permanent suspension from all participation. Level 2 Types of Misbehavior may be referred to as a Major Referral and documented in Infinite Campus as such.

Due to the differences in the nature of activities offered, the same disciplinary measures are not always appropriate for all co-curricular activities. For this reason, the advisor(s)/coach(es), in conjunction with the AD, will modify the penalty to fit the appropriate percentage of suspension. Students who participate in multiple co-curricular activities should understand that in the event of a violation, they are subject to discipline in multiple areas.

- The penalty for that season will be imposed immediately following the violation.
- When calculating the number of contests to be forfeited, any amount that results in a fractional number will be rounded up to the next whole number (per WIAA rules of eligibility).
- The student will be ineligible to compete in all activities during the period of suspension and prior to approval of a reinstatement request.
- During the period of the suspension, the student is required to attend team meetings and practices and must participate in every team/group activity, but may not compete.
- For sporting activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sporting season in which the athlete participates. Numbers of performances may vary yearly. The penalty will be determined using the actual schedule for the current school year. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect.
- In the event that a student has been suspended from participation for an extended period, but will become eligible during an upcoming season or schedule of activities, that student will be allowed to participate in tryouts for that activity.
- If a violation occurs during the postseason WIAA tournament, by WIAA rules, the participant is ineligible for the entire tournament series.
- The Code is in effect year-round. All suspensions will be the same whether the violation occurs while the student is in a sport and/or activity or if it occurs during the off-season. If a student interrupts their education for any reason, the suspension (if not completed) will resume when the student returns to WHS/WMS.

LEVEL 1 MISBEHAVIOR – ALL VIOLATIONS

THIRD SCHOOL YEAR VIOLATION:

CATEGORY I: The student will be ineligible to participate in one practice.

CATEGORY II: The student will be suspended from participation for one week.

FOURTH SCHOOL YEAR VIOLATION:

CATEGORY I: The student will be ineligible to participate in one contest, performance, or competition.

CATEGORY II: The student will be ineligible to participate in one contest, performance, or competition or the student will be suspended from participation for two weeks (10 school days and nights) if there are no contests, performances, or competitions. The student may be eligible on the 11th school day.

FIFTH/SUBSEQUENT SCHOOL YEAR VIOLATIONS:

CATEGORY I: The student will be ineligible to participate in 25% percent of the scheduled contests, performances, competitions for the season.

CATEGORY II: The student will be ineligible to participate in 25% percent of the season, regardless of when the co-curricular season began or the duration of the co-curricular activity.

In the event that a student receives another code violation during their period of ineligibility, in the behavior category, the suspension period resets at the time of the next infraction, regardless of previously served consequence.

LEVEL 2 MISBEHAVIOR

FIRST SCHOOL YEAR VIOLATION:

CATEGORY I: Suspension from participation in 25% of the entire season's contests (scheduled and postseason). The WIAA games/meet maximums will be used to calculate the period of ineligibility. In accordance When calculation of percentages results in a fraction, the number will be rounded up (WIAA rule). The games/meet calculation established by WIAA will be utilized by WSD for all CATEGORY I violations.

CATEGORY II: Suspension from participation in their activity for 25% of the season/school year, regardless of when the co-curricular season began or the duration of the co-curricular activity.

SECOND SCHOOL YEAR VIOLATION:

CATEGORY I: Suspension from participation in 50% of the scheduled contests, performances, or competitions including all provisions listed under first violation.

CATEGORY II: Suspension from participation in their activity for 50% of the season/school year, regardless of when the co-curricular season began or the duration of the co-curricular activity.

THIRD/SUBSEQUENT SCHOOL YEAR VIOLATIONS:

CATEGORIES I AND II: The student will be ineligible to participate in all co-curricular activities for 365 days beginning on the date of violation notice. In the event that a student receives another code violation during their period of ineligibility, the calendar year date will reset to the most recent violation.

Wisconsin Interscholastic Athletic Association (WIAA) Felony Language: Per the WIAA Code of Conduct Handbook, Article VII - Health and Behavior/Compliance, Section 3 - Code of Conduct, Letter C, Number 4 (Page 39), "Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for ALL further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.)."

Chemical Health Violation: A chemical health violation includes; possession, use, buying, selling and/or being under the influence of any drugs, drug paraphernalia, and/or alcohol: (Note: Drugs are defined as tobacco, alcohol, electronic vaping devices, illegal drugs, performance enhancing drugs, or medications without a prescription or use not in accordance with usage directions.)

Presence in a bar or tavern: Being present in a bar/tavern without a student's parent(s)/guardian(s).

Presence at a party or gathering where alcohol or drugs are being illegally consumed: If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall constitute a violation of the code of conduct. **Note: Co-curricular participants should encourage as many peers as possible to leave with them.**

*The intent of the “presence at a party” rule is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family gatherings. However, being in the presence of family members does not excuse any illegal actions by the student (i.e. consumption of alcohol is still not permissible).

Hosts Lose the Most: Consequences for a co-curricular participant are doubled if it is determined that they organized, facilitated, promoted, and/or hosted any gathering or social event where alcohol or drugs were known to be available or used.

Cyber Image Policy: Any identifiable image(s), photo(s), or video(s) which implicates or portrays a co-curricular participant having been in possession, presence, and/or use of an illegal substance, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when/where the image was taken, it shall be a responsibility that the co-curricular participant must assume. It must also be noted that there may be persons who would attempt to implicate a co-curricular participant by portraying images that might be in violation of this code standard. This is our rationale for demanding that our co-curricular participants not place themselves in such environments. It will be at the discretion of the WHS/WMS Administration and AD to determine confirmation of a violation of the Code from such identifiable image(s), photo(s), or video(s).

Any/all violations under **Wisconsin Interscholastic Athletic Association (WIAA) Felony Language, Chemical Health Violation, Presence in a bar or tavern, Presence at a party or gathering where alcohol or drugs are being illegally consumed, Hosts Lose the Most, and Cyber Image Policy** categories are an automatic LEVEL 2 MISBEHAVIOR THIRD VIOLATION

“Contest/Event/Performance” Defined: A contest/event/performance is defined as one regularly scheduled event (game, meet, competition, etc.) within Wisconsin Interscholastic Athletic Association (WIAA) or other organizations’ sanctioned definitions as appropriate. For sports, the first level of state competition will be counted as one contest unless the team qualifies to the next level of competition. In that case, the additional contests will be counted against the suspended member. Multi-team meets or invitations will be counted as one contest.

CODE OF CONDUCT VIOLATIONS REPORTING PROCEDURE

A violation of the Code must be reported to an administrator in the district (including the activities director) within the school year of the alleged violation. The report should indicate the nature, date, and time (if appropriate) of the violation. Alleged violations during the summer months must be reported in writing or by phone to a school administrator or the activities director within the first five (5) school days. The name of the reporting witnesses will be kept confidential when possible.

Self Reporting

Students who have violated the co-curricular code must self-report the infraction to a WHS/WMS Administrator and/or the AD before an investigation is started. A student who self-reports and fully complies with administration may have their penalty for the infraction reduced at the discretion of WHS/WMS Administration and/or the AD.

Honesty Clause

Students questioned by administration are expected to be honest and fully comply with administration. Students that fully comply and are honest when questioned may have their suspension reduced.

AODA (Alcohol & other Drug Abuse) Option

If the student chooses to enroll in a substance use/abuse education program outside of WSD, all potential costs associated with the program(s) will be incurred by the participant's family. To enroll in an approved program, please schedule a meeting with your school counselor in the Pupil Services office to learn more about program(s). Completion of this program may reduce the Level 2 suspension, at the discretion of the AD. Completion must be verified at the discretion of the AD.

CODE OF CONDUCT VIOLATIONS SUSPENSION PROCEDURE

When an alleged violation of the code is reported to the administration, the administrator or their designee shall meet with the student. The student will continue to participate in co-curricular activities until this meeting is held.

1. In the event that the student admits to the allegation of a violation at this meeting, the administrator or activities director shall impose the appropriate penalty for the violation as specified, effective immediately. The student, and their parent(s)/guardian(s), will be given written notice of the violation, and the discipline imposed.
2. In the event that the student denies the alleged violation, the administrator or their designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or their designee shall impose the penalty for the violation as specified, which begins immediately. The student's parent(s)/guardian(s) will be given written notice of the violation, which includes the disciplinary action and appeal process.

APPEAL PROCESS

After a suspension is issued, a student and/or their parent(s)/guardian(s) may formally appeal the decision, in writing, to the WHS/WMS Principal (note: only one appeal to the Principal will be heard). Appeals must be received within 5 days from the post-marking of the suspension letter. A resolution will be provided within 14 days of receiving the appeal request. Suspensions or other consequences must still be served during the appellate process until a resolution is provided. Restitution will not be provided for those who served parts of a consequence but had their suspension appealed.

****DETIMENT TO THE TEAM CLAUSE****

If a student-athlete has repeated academic and/or social violations of this Code, that negatively impact the experience of other members of the co-curricular activity and/or the ability of the advisor(s)/coach(es) to effectively run the program, the head advisor(s)/coach(es), in collaboration with the AD, may apply this clause to remove the offender for the remainder of the co-curricular season that the student is participating. The student would be eligible for that same co-curricular activity the following year, assuming that they meet the minimum standards set forth in this Code.

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Additional rules, procedures, or revisions of existing school rules will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations of students. School Board policies and further information may be found at www.whitnall.com or requested through the Whitnall School District.

Parent/Guardian:

By signing this document, I (print) _____ parent/guardian, indicate that I have knowledge, understanding and agreement to these standards, set forth in order for my son/daughter _____ to be afforded the privilege of representing Whitnall High/Middle School as a participant in a co-curricular activity. I am also aware that any violation on the part of my child, to any of these standards, shall result in the consequences contained within this policy.

Signature:

Date:

Co-Curricular Participant:

By signing this document, I (print) _____ co-curricular participant, indicate that I have knowledge, understanding and agreement to these standards, set forth in order for me to be afforded the privilege of representing Whitnall High/Middle School as a participant in a co-curricular activity. I am also aware that any violation to any of these standards shall result in the consequences contained within this policy.

Signature:

Date:
