



2017-2018

Co-curricular Activities Handbook

School District of Oakfield

Grades 6-12

The School District of Oakfield does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Board Approved on May 8, 2017

SCHOOL DISTRICT OF OAKFIELD STUDENT CO-CURRICULAR CODE OF CONDUCT

Mission

The mission of the School District of Oakfield is to provide students with opportunities to experience and compete in activities that support and enhance their educational experience. The experience will provide a personalized learning environment with equitable participation opportunities for students to develop their leadership potential. In any activity, School District of Oakfield will encourage students to provide a winning effort, exhibit sportsmanship, and demonstrate respect for all.

Code of Conduct

Co-curricular and athletic activities at the Oakfield Middle/High School are considered to be an extension of the student's learning process; participation in co-curricular activities is a privilege and is under the discretion of the School Administrator. The primary purpose of extracurricular activities is to promote growth of citizenship through involvement in participatory activities. It is a privilege to participate in extracurricular activities; therefore, a high level of conduct is required. The expectation of the School District of Oakfield is that coaches/advisors place the same emphasis on growth through learning that they do in the classroom, and that students adhere to the same principles of good conduct, self-improvement, responsibility, dedication, and good citizenship that are required within any educational setting. Behavioral standards applied during the school day will apply during extracurricular activities.

The School District of Oakfield enforces the following Co-Curricular Code of Conduct through its staff, administration, and the Board of Education.

- ❖ The discipline code shall be in effect 12 months of the year and will begin upon the student's completion of 5th grade.
 - The code for the 6th-8th grade that will reset at the completion of 8th grade once all consequences have been served.
- ❖ Violations: The following types of conduct are violations:
 - Use of, buying, selling, distribution and/or possession of tobacco, drugs, alcohol, performance enhancing substances (as defined by the WIAA), or paraphernalia associated with controlled substances. Photos depicting possession or use are also violations.
 - Social Media- acts of inappropriate use of electronic devices, such as sexting, cyber bullying, harassment, hazing, and other acts will be considered code violations.
 - Any athlete found by the criminal justice system to be in violation of federal, state, or local statutes will be considered in violation of this athletic code and will receive consequences as deemed appropriate by a panel consisting of: a head coach, the athletic director, and principal. (excludes traffic violations for speeding)
 - Any other conduct that is unbecoming of an athlete.

PLEASE NOTE: The School District of Oakfield expressly forbids the use and/or possession of drugs and alcohol. Violation of this policy on school premises or at school supported functions will be subject to referral for expulsion.

Consequences

- ❖ **First Violation:**
 - For activities involving contests the length of suspensions shall be determined from the mathematical equivalent of one-fourth (1/4) of the scheduled number of contest rounded to the next whole number. For organizations the length of suspension shall be for one-fourth (1/4) of the scheduled length of the school year for which that organization is active, rounded to the next highest whole number. Suspensions shall be extended into the next activity or school year.

❖ **Second Violation:**

- A second violation shall result in a suspension period equivalent to one-half (1/2) of the scheduled events, or one-half (1/2) of the scheduled length of the school year computed in the same manner as described above in the first violation.

❖ **Third and Subsequent Violations:**

- The student will be ineligible for participation in all co-curricular activities for one calendar year beginning on the date of violation, following the recommendation of Athletic Director and the Principal.
- Anytime a student is found in violation of the Co-Curricular Code of Conduct a letter will be sent home and a phone call made home.

Responsibility Clause

For a first violation only, a student will be given the opportunity to self-refer and demonstrate honesty and responsibility during an investigation of a violation. Demonstration may result in a reduction in the suspension to a maximum of one-half of the stated violation consequence. This will be determined by the Administration and Athletic Director.

- Decisions regarding suspension reductions for self-referral are at the discretion of the Athletic Director and Administration.

Coaches/Advisors Discretion

At their discretion, individual coaches and advisors at their discretion can increase the eligibility requirements with the approval of the Principal and Athletic Director.

Academics

- All students must be passing all classes.
- A student's academic eligibility for fall sports is determined by the grades earned during the final quarter of the previous school year.
- Academic eligibility will be based on weekly checks of student's cumulative grades after three weeks into a quarter. Should a check reveal a student to not be meeting eligibility criteria, a period of probation will be instituted for one week. Should the student not meet eligibility criteria the following week, the student becomes academically ineligible. The period of ineligibility will run from Tuesday to Monday. The student will regain eligibility when a weekly check reveals them to be meeting the criteria. Reinstatement will occur on the Tuesday following such report.
- At the end of the quarter, the quarter grade will be used to determine eligibility.

Academic Inedibility Periods

- At the end of the quarter, any student who does not pass all classes, will be ineligible to participate for the following time periods:

Fall: 21 days from the first day of competition/activity/event or 1/3 of the maximum games/activity/events whichever is less restrictive

Winter and Spring: 15 school days

Reinstatement will occur when a grade check reveal the student to be meeting the eligibility criteria after the said time period.

The official date used for determining academic eligibility at the end of a grading period will be the date when a computer printout of grades is made available to the Athletic Director.

Academically ineligible students may practice at the discretion of the coach.

WIAA Tournament Series

- Any student violating the Co-Curricular Code of Conduct that results in the student being suspended for one or more WIAA tournament competitions will require that the student be immediately disqualified for the remainder of the total tournament series in that sport.

Penalties are Cumulative

Penalties are cumulative through Middle School and High School.

School Suspension

Students serving any type of suspension are ineligible to attend or participate in any co-curricular activity taking place on the date(s) they are actually serving the suspension. This includes a weekend or holiday if a day of suspension directly precedes and follows it.

Absences

Students must be in attendance the entire day of an event in order to participate. In addition, the student must be in attendance the entire day after the event. Failure to attend following an event will result in a suspension from the next scheduled event. If none exists, the suspension will continue into the next activity in which the student participates. Students with pre-excused absences, medical excuses issued by a doctor and extenuating circumstances approved by the Principal and Athletic Director will be exempt from the full day attendance policy.

If a student transfers from another district with a code of conduct suspension that has not been served, it must be served in Oakfield, as decreed by the other school's policy as applicable by the School District of Oakfield.

Reporting Violation Procedures

All violations of the Co-Curricular Student Code of Conduct of the School District of Oakfield shall be reported. This report shall include all circumstances; all persons involved, and shall be presented to the Principal and Athletic Director. Only reports that are received within six months of the incident will be considered.

Communicating the Code to Parents and Students

An annual meeting will be held each summer to present the extracurricular code to all incoming athletes, students and their parents participating in co-curricular events. Additionally, there will be coaches meetings prior to the start of the fall, winter, and spring sports seasons. The student and their parent(s) must attend a meeting prior to the student participating in interscholastic competition. It will be the responsibility of each head coach to explain to his/her team, any modification of the code. Students and their parents must sign extracurricular code of conduct each year.

Coach, Player, Parent Communications

*A minimum wait time of 24 hours after an event before contacting the coach

The pattern of communication that will be followed:

1. Athlete meets with coach
2. Athlete and parent meet with coach
3. Parent and athlete meets with AD
4. Parent meets with Principal and AD
5. Parent meets with District Administrator

Transportation to School Events

Student participant transportation to athletic events and school activities is the responsibility of the School District of Oakfield. For liability reasons, students must travel to and from athletic events and school activities in vehicles approved by the Principal. School buses and school owned vehicles will be used as a rule. Student driven vehicles are not permitted. Students may ride with their own parent if a written note is given to the coach or advisor. Students may not ride with parents other than their own. Transportation permission slips can be found at the Middle High School Office and the District Website.

Student Appeal Procedure

- ❖ Students may appeal the suspension for violation of the Co-Curricular Code of Conduct. They will remain suspended during the time of the appeal process. The following steps will be taken:
 - To appeal, the parent must contact the Athletic Director and or Principal of the school in writing within seven (7) days of written notification of the suspension.
 - The Principal will arrange a meeting with the student, a parent or guardian, and Athletic Director within seven (7) days of receipt of the written appeal.
 - After meeting with the parties, the Principal will render a decision affirming, modifying, or overruling the suspension.
 - The Principal's decision will be provided to the parents in writing within seven (7) school days after the meeting.
 - Should the student and/or his/her parent(s) or guardian(s) disagree with that decision, they may appeal in writing within seven (7) days to the District Superintendent.
 - The Superintendent appeal shall follow the same criteria as with the Principal. If satisfaction is still not reached, then the same procedure will apply requesting a meeting with the Board of Education. The Board's decision will be final.

**SCHOOL DISTRICT OF OAKFIELD
STUDENT CO-CURRICULAR CODE OF CONDUCT**

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I certify that I have read, understand, and agree to abide by all of the information contained in the Co-Curricular Code of Conduct. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

Parent/Guardian's Signature

Date: _____

Student Individual's Signature

Date: _____

Student Individual's Printed Name

This form must be completed and submitted to the Athletic Department/Activity Advisor prior to a student being declared eligible to participate, practice and compete.

