



**2018-2019**

**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 June 11<sup>th</sup>, 2018



## **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, the School District of Oakfield will encourage students to provide a winning effort, exhibit sportsmanship, and demonstrate respect for all.

**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 5<sup>th</sup> grade.
- The code for 6<sup>th</sup> - 8<sup>th</sup> grade students will reset at the completion of 8<sup>th</sup> grade once all consequences have been served.
- The code for students 9<sup>th</sup> - 12<sup>th</sup> grade will be cumulative through their four years in high school.

### **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 students will be held to a higher standard. The primary purpose of co-curricular activities is to promote growth of citizenship through involvement in participatory activities. It is a privilege to participate in co-curricular 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 co-curricular activities.

### **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.

**The Co-Curricular Code of Conduct is divided into two categories of violations based on the severity of the offense.**

The following is a list of examples of violations that impact participation. **This is not an all-inclusive list.**

### **Category 1 Violations**

- Unsportsmanlike conduct while attending or taking part in school activities
- Misuse of social media- to demean, harass, or excessive use of profanity (**Students are responsible for the content and posts for their own social media accounts**)
- Suspension in or out of school
- Bullying, fighting, hazing, disrespect, academic dishonesty or insubordination
- Conduct unbecoming of a student, athlete, or co-curricular participant

## Consequences for Category 1

- Violations - Participants will be withheld from the next game and the next co-curricular activity.
- In most cases, Category 1 consequences will not be cumulative. However, multiple Category 1 violations can result in a Category 2 suspension.

### **Category 2 Violations:** Category 2 violations are cumulative.

- Use of, buying, selling, distribution and/or possession of tobacco, nicotine products (or other controlled substances) in any form, and or the use or possession of electronic cigarettes, "hookah" pens, Juuls, or vaping devices. Photos depicting possession or use are also violations.
- Use of, buying, selling, distribution and/or possession of drugs, alcohol, performance enhancing substances (as defined by the WIAA), or paraphernalia associated with controlled substances. Photos depicting possession or use are also violations.
- Remaining present at parties where minors are consuming alcohol, tobacco/nicotine (or other aforementioned devices) or other drugs. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illegal activities.
- Deliberately hosting any gathering where minors are consuming alcohol, tobacco/nicotine (or other aforementioned devices) or other drugs, or are partaking in illegal activities.
- Deliberately transporting any person to a gathering where it is known that alcohol, tobacco (or other aforementioned devices), drug use or illegal activities will take place.
- Theft, vandalism, and harassment
- Use or distribution of performance enhancing substances i.e., steroids, or PES.
- Any criminal related activities (other than minor traffic violations)
- Photos obtained depicting presence at gatherings where there are minors consuming alcohol, tobacco nicotine (or other aforementioned devices) or other drugs, or are partaking in illegal activities count as a Category 2 violation. Minors holding any type of illegal substance in a picture will be treated as a violation.

These rules are not meant to include presence in establishments that are primarily eating places, golf course club houses or bowling alleys where alcohol is served. A student must have a legitimate reason for being there. Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, **but may not consume alcohol, tobacco/nicotine (or other aforementioned devices) or other drugs, nor be in possession of alcoholic beverages, tobacco or other drugs even with parental permission.**

## Consequences for Category 2

### **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 contests 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. For any Category 2 Violations, the consequence applies to both athletics and co-curricular organizations simultaneously. Suspensions shall

be extended into the next sport and activity or school year if unable to be completed during a current season/school year.

**Second Violation:**

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

**Third Violation:**

The student will be ineligible for participation in all athletic and co-curricular activities for 365 days beginning on the date of violation.

**Fourth Violation:**

Participant will be suspended from all athletic and co-curricular activities for the remainder of their high school career. Students will not be able to practice or rehearse in any school based activities. Violations are cumulative over the four years of high school.

Any time 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.

**Coaches/Advisors Discretion**

At their discretion, individual coaches and advisors 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 Ineligibility 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.

### **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 co-curricular code to all incoming athletes, student participants 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 a co-curricular code of conduct each year.

### **Coach/Advisor, Participant, Parent Communications**

There is a minimum wait time of 24 hours after an event before contacting the coach/advisor.

#### **The pattern of communication that will be followed:**

1. Participant meets with coach/advisor
2. Participant and parent meet with coach/advisor
3. Parent and participant meet with AD
4. Parent and participant meet with AD and Principal
5. Parent and participant meet with District Administrator

### **Transportation to School Events**

Student participant transportation to co-curricular events and school activities is the responsibility of the School District of Oakfield. For liability reasons, students must travel to and from co-curricular 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. The student will remain ineligible during the time of the appeal process. This is a WIAA rule.

The following steps will be taken:

- During a potential violation the Athletic Director will conduct an investigation.
- To appeal, the parent must contact the Principal of the school in writing within seven (7) days of written notification of the suspension, outlining their reason for appeal and providing new evidence that did not come forth in the initial investigation.
- 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 Administrator.
- The appeal to the District Administrator 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/Activities Director prior to a student being declared eligible to participate, practice and compete.