

# SCHOOL DISTRICT OF CRANDON

## *Co-Curricular Activities Code*

### *2024-2025*



**MISSION:**

To empower and inspire lifelong learners in a safe school community.

**VISION:**

Learning Without Limits  
Achievement for ALL

**VALUES:**

Peace, Respect, Integrity, Dedicated, Excellence

It is the policy of the School District of Crandon that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by S. 118.13, Wis. Stat. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1965 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

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# **CO-CURRICULAR** **ACTIVITIES CODE**

## **INTRODUCTION**

In order for an organization to function smoothly, it must be governed by a code of clearly defined regulations. This code applies to all students participating in board- approved extra-curricular activities. Revisions are done annually to this Co-Curricular Activities Code based on stakeholder input, administrative review, and school board recommendations.

In order to develop an understanding of the expectations and code of conduct expected, as our students become participants in school-sponsored activities, parents/guardians are required to attend an Co-Curricular Activities Code meeting prior to participation by their student. Regardless of meeting, parents/guardians are expected to review the code with their student. After this review is completed, both the parent/guardian and the participant are required to sign the Co-Curricular Participation Agreement and return it to either the Activities Director or the Activities Secretary in the MS/HS office. The act of affixing the signatures of the participant and the parent/guardian to the activity code establishes a contract between them and the school district.

## **CO-CURRICULAR ACTIVITIES LISTING**

When referring to co-curricular activities, the following activities, at the middle school and high school levels, are intended, and therefore, subjected to this co-curricular activities code in its entirety.

Athletics: Baseball, Basketball, Football, Cross Country, Golf, Softball, Track & Field, Volleyball, and Wrestling.

Additionally, the co-curricular programs listed below are also expected to adhere to this co-curricular code of conduct in all respects aside from the completion of a physical exam.

Non-Athletic Programs/Activities: Pep Band, Drama, Forensics, Leadership Council, National Honor Society, Spanish Honor Society, Psi Alpha Honor Society, and Student Senate.

School-sponsored activities, such as prom and homecoming, also have a series of expectations in terms of either attendance at the event/activity or participation in the event (i.e. eligibility for prom court), such criterion is outlined in the annual School District of Crandon Board of Education approved student handbook.

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### **National or State Rules (WIAA, Forensics, Debate, Badger Boys, etc.)**

Students participating in interscholastic activities must also abide by specific rules of eligibility as stipulated by governing organizations, WIAA, NIAAA, NLC, etc. It is understood by participants and parents/guardians that by signing the agreement enclosed in this Co-Curricular Activity Code are also aiding to by the rules and regulations set forth by the partnering organizations that are affiliated with the activity/sport.

Copies of these rules are available from the Activities Director.

## **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES**

The School District of Crandon sponsors and encourages student participation in co-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. The value of co-curricular activities is recognized as important to the educational process.

It is the position of the School District of Crandon that involvement in co-curricular activities is a privilege with accompanying responsibilities and expectations. It is the interest of the school and community that equitable standards for participation be established and administered.

It is also recognized that there are various categories of co-curricular involvement. Consequently, standards for participation are to be equitably established and carefully defined with regard to the type of activity. These standards should include consideration of academic performance, personal behavior, and mood-altering chemical involvement.

It is the belief of the School District of Crandon that adherence to the standards established in this document will promote the growth of a responsible, adaptive member of the community.

## **GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION**

Co-curricular programming is an integral part of the educational curriculum, as our co-curricular opportunities enhance our educational programming through the development of well-rounded students. These learning experiences, whether physical, academic, social, etc., difficult to duplicate in regular school activities but essential for students to explore and take part in co-curricular participation has the following major objectives:

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To help students learn good habits of health, sanitation, and safety.
- To provide activities that help to create school unity.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride

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- in the organization, respect for the rights of others and the will to be successful.
- To provide students with opportunities for competition and collaboration.
  - To allow for personal growth, but also to function as part of a unit, team, squad, class, etc.

## **ACTIVITY DEPARTMENT REGULATIONS**

### **Pre-Participation Parental Co-Curricular Activities Code Meeting**

A student will not be allowed to participate in practice or games until the student's parent/guardian attends a required orientation.

The Coaches/advisors, the Activities Director, and administration will be responsible for conducting this orientation. The Director/Coach/Advisor will:

1. Review and explain the activity's code and rules of eligibility.
2. Explain the procedure of physical examinations and insurance.
3. Explain the rules regarding distribution, maintenance, and return of athletic/activity equipment.
4. Acknowledge the possibility of injury or death as a result of participation in activities.

### **Explanation of the Code to Participants**

The Co-Curricular Activities Code will be explained to each squad by the head coach/advisor prior to the first day of organized practices.

Participants will sign and adhere to the Co-Curricular Activities Code for every activity in which they participate. The Co-Curricular Activity Code meeting is required for all participants each sport/activity season.

### **Required Documentation**

Participants must turn in the following completed and signed forms prior to the first practice/meeting attended:

1. Physical Examination Card (athletics only)
  - Must pass the physical examination
  - Physical exams are good for 2 years
2. Emergency Medical/Informed Consent Form
3. Athletic-Activity Code Agreement

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#### **School Attendance and Tardies**

Students must not only be in attendance at school for the full school day, but must be in their assigned classes unless out on a pass, on the day of the activity or practice in order to participate. Tardiness to class can be dealt with in a disciplinary manner to be determined by the building principal, athletic director, or Coach. Penalties will be applied on the day the coach or office becomes aware of unexcused absences if possible. Some situations will merit additional investigation; therefore, penalties will be issued as soon as enough information has been collected to determine an outcome.

Exceptions may be granted for family emergencies or prearranged absences; appointments and other absences will not be accepted, as students **MUST** be in attendance on competition/event/activity dates, so please plan accordingly. Medical or legal appointments will require official written verification of the time and location of the appointment. Approval for absences will not be given for unnecessary amounts of time missed for these appointments.

In the event the activity falls on a Saturday, the participant is expected to be in attendance at school on the school day prior to the event. Should school not be held the day prior due to inclement weather or a professional development day, eligibility to participate will be determined on a circumstantial basis by the Activities Director and administration.

Students participating in co-curriculars are expected to conduct themselves in a model that represents the school and themselves in a role model capacity. Therefore, participants are expected to be on time to classes.

#### **Participation after quitting, dropping, or cut from an activity**

Quitting or dropping - mutual consent of coaches/advisor and the Activities Director

Cut - may compete in another activity during that season

Students are not allowed to change activities if under suspension for athletic/activity rules violation or if a suspension for rules violation is pending. A change in participation will be communicated to parents/guardians by either the coach/advisor, Activities Director, or administration pending the circumstances for the elimination of participation.

#### **Out-of-Town Travel**

All participants must travel to and from out-of-town school activities by school-provided transportation only.

Exceptions must be pre-arranged with the administration. If parents/guardians are present at the out-of-town site, the parent/guardian may request permission from the coach via the completion of the Request for Alternative Transportation form with the School District in order for the student to be approved and released to receive alternative transportation. This process is

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vital in terms of its execution, as safety is our top priority. The coaches/advisors are responsible for the participants at the time of participation during the activity; this includes transportation to and from events/activities. Coaches/advisors will work with the Activities Director regarding logistics and regulations related to lodging, transportation, and food to provide a positive experience while still being financially responsible to the district.

#### **Injuries**

Any student who is injured during an activity or contest shall report the injury to the coach/director as soon as possible. The school district and third-party personnel will follow protocol based on the situation and condition of the injury.

#### **Equipment/Materials/Uniforms & Attire**

Regardless of whether or not the equipment, materials, and uniforms are fundraised for, purchased by the school district, or donated to the school district, all equipment, materials, and uniforms become the property of the School District of Crandon. Exceptions related to personalized appeal may be made at the discretion of the Activities Director in collaboration with administration.

Expectations in regards to using school property, materials, and uniforms include:

- All students are to be responsible for the school property issued to them.
- Each student is responsible for immediately turning in equipment-within one week of completing the activity/season.
- Consequences for late turn-in, lost, or misplaced equipment may include, but are not limited to, financial liability, withholding of individual awards, and/or disciplinary action to be taken by either the school district or through partnership with outside organizations (i.e. law enforcement).
- A student cannot receive any school-issued uniform or equipment if they have an outstanding uniform-equipment bill.
- Senior athletes have the option to purchase their uniforms, only in their entirety, payment for uniforms must be received by the school district prior to the end of the season.

#### **Specific Team Rules**

Coaches and/or advisors of individual activities may establish more specific rules for their programs in areas of conduct, actions, appearances, diet, practice attendance, curfew, etc. It is recommended that any additional expectations that are not outlined in this code or through affiliated organizations be communicated to parents/guardians.



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Students who seek to participate in multiple activities and/or sports that run concurrently MUST develop an agreed upon practice/performance schedule to all involved coaches/advisors. The schedule must also be approved by the Activities Director.

Notification - copies of specific rules will be provided and explained to all student participants prior to first practice.

A copy of the specific rules must be approved and be on file with the activities director and middle school/high school administration prior to the start of the season.

#### **Detention**

All detentions must be made up before a student may practice or participate in any co-curricular activity. Students have a 24-hour grace period from the time the detention was assigned before suspension is enforced.

#### **Suspension Rule**

A student who is under suspension for any reason may not dress for games or be able to participate in any pregame or co-curricular activities. This includes wearing warm-up or game jerseys on game nights.

#### **Concern Chain of Command**

The School District of Crandon believes to best set student-athletes up for success beyond high school. Students need to grow in the following areas: Citizenship, communication, and advocating for themselves. With these goals in mind, Crandon Athletics and Activities have adopted the following procedures for when to meet with a coach or Athletic Director.

**24-Hour Policy:** Student-Athletes, Parents, Relatives, etc. You must wait 24 hours after a game before discussing any issues with the Coach or Athletic Director.

Chain-of-Command: The following chain of command will be the new standard for the athletics and activities department.

1. Student-Athlete and Coach Meeting.
  - a. The student will make a meeting with the coach to discuss any issue.
  - b. This needs to be done outside of practice.

If the issue is not resolved with the meeting. The following will then take place.

2. Student Athlete, Coach, and AD meeting.
  - a. Student-Athlete will set up the meeting with the AD.
  - b. This can be done once step one has been completed.

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If the issue is not resolved with the meeting. The following will then take place.

3. Student Athlete, Coach, AD, and Parent meeting.
  - a. Student-Athlete and Parent will set up a meeting with AD.
  - b. This should be set up at a time that does not interfere with a game or practice.

If the issue is not resolved with the meeting. The following will then take place.

4. Student Athlete, Coach, AD, Principal, and Parent meeting.
  - a. Student-Athlete and Parent will set up a meeting with AD and Principal.
  - b. This should be set up at a time that does not interfere with a game or practice.

## **SCHOLASTIC REQUIREMENTS**

### **Grades**

1. Students participating in activities will have their grades checked by administration, coaches, and advisors for no F's during the season they participate.
2. Eligibility Checks (3 weeks) / Grade Reports (semester) will be reviewed for student academic progress. Please reference the Eligibility Flowchart.
  - A student deemed ineligible will be issued an Eligibility Reinstatement Form and will be required to follow protocol.
3. The principal shall determine academic eligibility for all students.
4. There shall be no appeal for academic ineligibility.
5. Summer School is not considered a term.
6. Students that incurred a grade violation and served their academic suspension will retain their eligibility to letter or receive post-season honors for that season.
7. Students who are: academically ineligible, committed a WIAA-sanctioned suspension, or are under a code violation will not travel with the team if the team is released early from class for an event.
  - If a suspended student drives themselves to an away event, they will not be allowed to sit on the bench during the contest.

### **Ineligibility**

A student is ineligible if they receive one F during the last completed Eligibility Check or Grade Report.

- An academic suspension will result in a minimum of a 1 game suspension.

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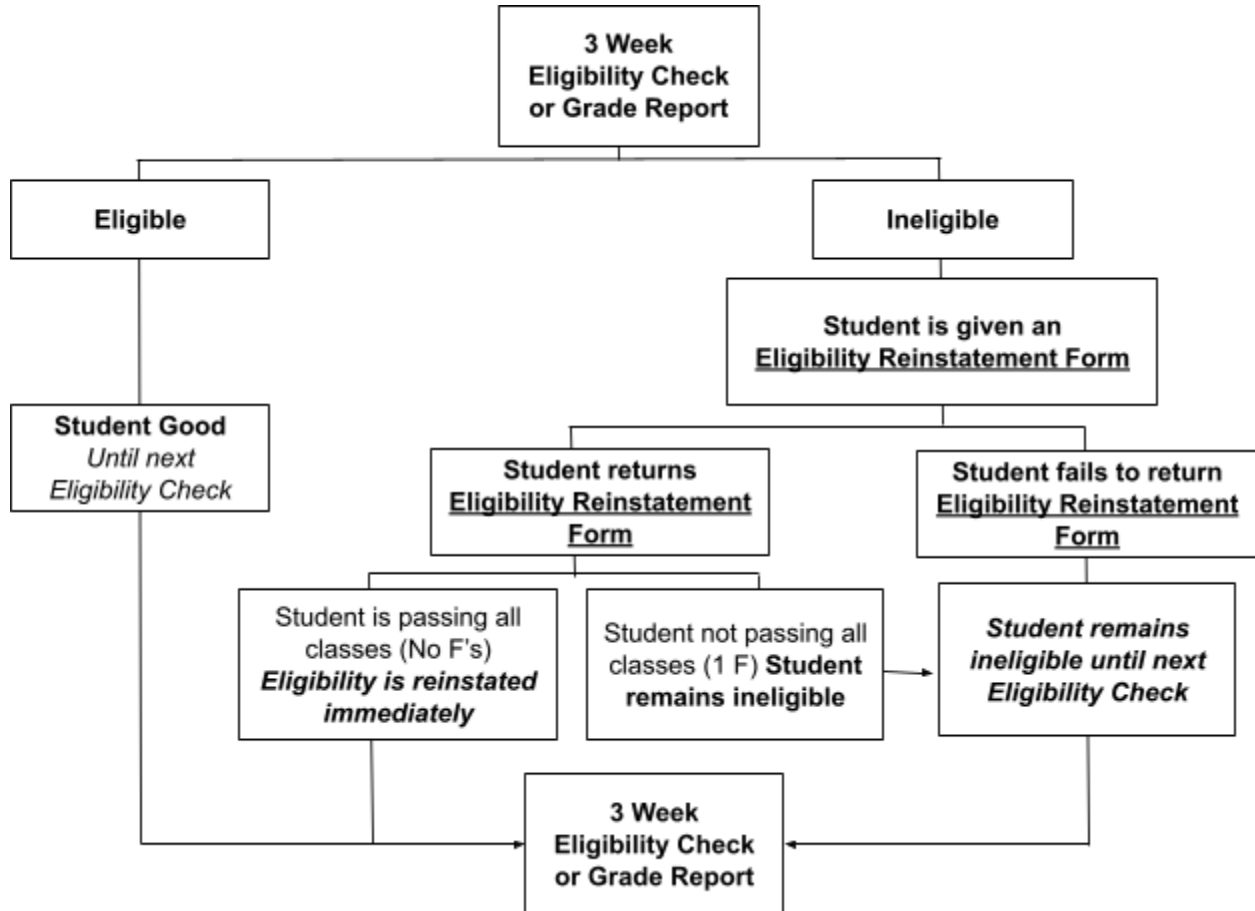
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- Once the next grading period begins, the student on academic suspension will have their progress checked weekly by Administration. After three weeks of the new grading period, they must be passing all of their classes in order to be eligible for games/events. If the student is failing any classes, they will remain ineligible to participate in any games/events for the remainder of the current term.
- A student may practice during this suspension however; a parent, administrator or coach may decide that a student should work on academics instead of practice.
  - A student with 2 or more F's is ineligible to practice.
  - If a student has 2 or more F's for two consecutive grading checks, they are ineligible for the remainder of the season.
- Cases for Band, Choir, Drama, Academic Decathlon, Forensics, or other activities will be reviewed on a case-by-case basis by administration.
- Fall Sports: Per the WIAA the minimum ineligibility period will be the lesser of:
  - 21 consecutive calendar days beginning with the date of the earliest allowed competition scheduled by the W.I.A.A. in a sport.
  - One-third of the maximum number of games/meets allowed in a sport (rounded up if  $\frac{1}{3}$  results is a fraction).

#### **Eligibility Check Dates**

Eligibility checks will take place in alignment with the all-school deadlines, generally every 3 weeks.

## **ELIGIBILITY FLOWCHART**



## **TRAINING/CONDUCT REQUIREMENTS AND RULES**

Violations of training rules, to include but not limited to:

Purchase, possession or use of performance-enhancing substances alcoholic beverages, illegal drugs, illegal use of controlled substances, inhalants, or tobacco products, or the look-alikes of any of these.

Refusal to show suspected possession will be considered as possession and penalties will be applied.

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#### HONESTY CLAUSE

Any student who brings it to the attention of the Activities Director/Principal or acknowledges a violation of this code in writing shall be suspended for one event or game only and as to any other activities they are involved in, shall incur a reduced penalty. This notification needs to take place within 48 hours of the incident and must be acknowledged before any school investigation begins into the incident. If it is beyond these parameters, the student does not have the ability to qualify for this clause. Additionally, the ability to acknowledge a violation shall be available to any student once only during their high school career.

#### Conduct Unbecoming of a Participant

The following misdemeanors will apply to each co-curricular participant and manager and will be in effect at all times. The following conduct is unacceptable and the administration and/or Activities Director reserves the right to impose a penalty as deemed appropriate by the severity of the infractions which may include the suspension from practice and/or competition.

Each activity advisor/coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program. Behavior and Conduct: Respect, courtesy, manners, and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. The School District of Crandon maintains the expectation that both co-curricular participants and spectators uphold school-appropriate and respectful conduct while wearing and supporting the Crandon Cardinals. When serving in co-curricular capacities, participants and spectators are representing themselves, their families, our school, and the Crandon community.

Below is a list of examples that are considered behavior unbecoming of a co-curricular participant, but ***is not an exhaustive list***:

- Unexcused Absences
- Academic Dishonesty
- Bullying/Cyber Bullying/Harassment
- Vandalism or Property Destruction
- Poor Sportsmanship including name-calling, obscene gestures, and/or fighting
- Being Suspended from School
- Hazing/Initiation Ceremony
- Attendance at a party/event where alcohol is present.
  - Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions, but may not consume alcohol even though they have parental permission. Parental permission does not override the provisions of this code.

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**Note:** Students who are suspended from competition for a code of conduct misdemeanor will not be allowed to be in uniform at an event.

### **Reporting of violations (conduct or training):**

Participation in athletics and other activities is a privilege provided by the citizens of the Crandon School District, and all students are encouraged to take advantage of that privilege. However, the privilege may be temporarily or permanently revoked due to unacceptable behavior. This will be determined by the activities director and principal. We will follow due process in investigating student violations.

Evidence such as a signed letter, availability of the witness facing the accused, police reports, Wisconsin Circuit Court Access etc. must be available to the principal or designee during a review of the alleged violation.

Any alleged violation must be reported within six months of the alleged incident. However, disciplinary action may be imposed outside the calendar year of any report received from law enforcement officials or regarding a violation of statutory law(s) regardless of when the incident occurred.

### **Process for determining violation(s) of training rules:**

The principal and/or designee will meet with the student, within 5 days to determine training violations.

The parent/guardian will be contacted before the penalty has been imposed.

The student and parent/guardian will be informed in writing of the nature of the accusation and penalty.

The student will be informed of the right to appeal.

Initial appeals, in writing, will be made to the School Board through the Activities Director.

### **Discipline and Assessment**

If a participant is involved in a violation of training rules, the school has a responsibility to not only discipline but also to require assessment.

Assessment will be required at all levels of training rule violations.

A school-approved agency will be responsible for assessing the extent of the problem, determining appropriate treatment, and prescribing the length of the treatment period.

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Participants who have a violation with tobacco products will be assessed by the school nurse (or other school-approved psychologist) who will determine appropriate treatment and prescribe the length of the treatment period.

#### **Participant's Responsibility**

On any assessment, the participant must make an appointment with the assessing agency or assessing psychologist, whichever applies, within five (5) working days after receiving the suspension letter.

If the participant does not make an appointment with the assessing agency or psychologist within five (5) working days, the suspension will be increased by the number of days delayed in making the appointment.

If the assessment period is longer than the mandatory suspension period, an extension may be granted if the assessing agency cannot complete its responsibility during this period. However, the participant would regain eligibility, only if the assessing agency or psychologist determines that the participant is making satisfactory progress.

Completion of the assessment program or satisfactory progress must be evidenced by a written release or statement from the assessing agency.

Unsatisfactory progress or failure to complete the program would result in the suspension being increased by the number of days delayed in successful completion.

A student is required to practice while serving penalties for first and second offenses. For the third offense, a student will be required to practice only in the sport they come back into.

If the activity has a limited number of performances/events, the suspension will include at least one public performance/event.

When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .1 or greater will be rounded to the next whole number (per WIAA rules of eligibility).

In order to clear a suspension a student must be enrolled in an activity from the first day of the season through the last day of the season.

Any cost associated with assessment is the responsibility of the student and/or parent or guardian.

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### Penalties

**First Offense** - suspension from 25% of the regularly scheduled contests or events - assessment required.

**Second Offense** - suspension from 50% of the regularly scheduled contests or events - assessment required.

**Third and Subsequent Offenses** - Calendar-year suspension (twelve months from the date of the penalty) - assessment required.

#### NOTES:

- Each penalty must be served consecutively. If a suspension results in a student missing one or more WIAA tournament competitions, the student is then disqualified for the remainder of the total tournament series in that sport.
- Students will not be eligible for any conference recognition due to the season of their violation.

Athletic penalties are determined based on the season in which a violation occurs. Violations that occur between seasons will be assessed during the next sport in which the student participates.

Other Activity penalties are determined based on the events scheduled for that particular activity. Violations that occur between activities will be assessed during the next activity in which the student participates.

The co-curricular 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 his/her education for any reason, the suspension (if not completed) will resume when the student returns to Crandon High School. Note: Students who are suspended from competition for a code of conduct violation will not be allowed to be in uniform at an event.

## APPEALS PROCESS

A student will not be allowed to participate during the appeals process until a decision or ruling by the School Board.

Decisions or rulings by the School Board will be effective immediately.

The purpose of the appeal is to determine if the procedures outlined in this book were followed properly. The School Board's rule will be to review the procedure leading to the Administration's decision. If the School Board determines that procedures were not properly followed then the suspension may be overturned.



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The right to appeal disciplinary actions will follow the procedures listed below:

The appeal will be made in writing by the student and/or parent/guardian to the School Board through the athletic director within five (5) days after notification of the suspension. The appeal shall include a statement of the reason for the appeal.

The athletic director shall, by certified mail, advise the appellant of the date, time, and location of the hearing. This notice shall be mailed no less than five (5) working days before the hearing. At the hearing, the principal or designee shall explain the reasons for the suspension and penalty. The student and parent(s)/guardian(s) may present evidence and arguments at the hearing.

## **FAN CODE OF CONDUCT**

School District of Crandon in association with the WIAA promotes sportsmanship interscholastic events. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, and fans. As a fan or spectator student or adult of the School District of Crandon, you are to be an example of positive encouragement while supporting athletes, coaches, and officials. Your behavior should be positive, respectful, and encouraging of the athletes, coaches, officials, and the game. Failure to be the example during athletic practices or ejection from an athletic contest will result in the following procedures to be taken.

First offense -The Spectator will schedule a meeting with the athletic director with resulting actions that may include removal from the next two home athletic contests of the same sport. A letter will be sent by the athletic director and principal to the spectator in question notifying them of the ejection and the dates of the ejection.

Second offense- The Spectator will be removed from all home Crandon School District Athletic contests for the remainder of the season including all home playoff contests. A letter of ejection will be sent from the office of the athletic director and Principal notifying the spectator of the remainder of the season. Season is defined as “Fall, Winter, and Spring”

Third offense- The Spectator will be removed from all home School District of Crandon Athletic contests and other school events and activities for the remainder of the school year. A letter of ejection will be sent from the office of the superintendent notifying the spectator of the ejection.

Under special circumstances, administration may escalate to a higher offense depending on the behavioral situation. Any athletic official including but not limited to contest officials, athletic director, principal, assistant principal game site supervisors, and anyone else, and administrative rule on the site may uphold enforcement of an ejection.

# **APPENDIX**

## **WIAA Eligibility Bulletin**

[WIAA Eligibility Bulletin](#)

## **WIAA Concussion Information**

[WIAA Concussion Information](#)

## **WIAA Eligibility Overview for Athletes**

[WIAA Eligibility Overview for Athletes](#)

## **Co-Curricular Eligibility Reinstatement Form**

[Eligibility Reinstatement Form](#)

## **Alternate Transportation Form**

[Alternate Transportation Form`](#)

# **SIGNATURE PAGE**

## **STUDENT CODE AGREEMENT**

I have read and fully understand the rules and regulations stated in the Crandon High School Student Activity Code Handbook. We, as parents/guardians and students agree to abide by the rules and regulations stated therein.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Student Signature Date

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Parent/Guardian Signature Date