

# **WASHBURN**



## **Co-CURRICULAR CODE**

2017-2018

## **CO-CURRICULARS UNDER THIS CODE 2017-2018**

<b><i>Forensics</i></b>
<b><i>Nordic Skiing through 4-H Canski</i></b>
<b><i>Quiz Bowl</i></b>
<b><i>Student Government</i></b>
<b><i>Visual Arts Classic</i></b>
<b><i>Vocal &amp; Instrumental Music Competitions</i></b> <ul style="list-style-type: none"><li>• <i>Solo and Ensemble</i></li><li>• <i>Show Choir Competitions</i></li><li>• <i>Other Music Competitions</i></li></ul>
<b><i>Clay Target League</i></b>

### **CODE TIMEFRAME**

The athletic code is enforced year-round, not only when school is in session. The code, once signed is retro-active to the 1<sup>st</sup> of August of that year, regardless of the signature date and will run through July 31st of following calendar year. This code is in effect from August 1, 2017-July 31, 2018.

### **ACADEMIC AND BEHAVIORAL REQUIREMENTS**

#### Expectations

A student with unfavorable academic standing (defined as one or more F's) or unfavorable behavior (defined as an office discipline referral) could be placed on probation. Probation means the student will meet with either the High School Principal/teachers to set up an academic or behavioral plan that will help them reach success and is in the best interest of the student. If academic and behavioral expectations set forth in the plan established are not met and the time required, it could lead to ineligibility.

## **ATTENDANCE REQUIREMENTS**

### Daily Attendance

Daily school attendance is required of all students. Students too sick to attend a full day of school will be ineligible to perform that day. Examples of excused absences include funerals, field trip, and medical or dental appointments, college visits, or other absence approved by administration.

### Suspensions/Expulsions

Any participant who is suspended or expelled from school will be ineligible for all performance events, including practices, during the period of suspension or expulsion. The student shall be eligible for performance events when he or she is re-admitted to school, if all other eligibility requirements are met.

## **CONDUCT REQUIREMENTS FOR PARTICIPATION**

The following actions may constitute a violation of the Washburn School District Co-Curricular Code. While this list is extensive, it is not all inclusive. Any behavior or conduct that is unbecoming of a Washburn School District student, as determined by the High School Principal is subject to discipline, whether or not it is on the list below.

- A. Use, possession, buying or selling drugs, alcohol, look-alike drugs and/or inhalants. (beer, wine or non-alcoholic products such as NA, Sharps, O'Douls, etc.)
- B. Use, possession, buying or selling tobacco products or look-a-like products such as e-cigarettes, hooka pens, etc...
- C. Misuse of over-the-counter or prescription medications.
- D. Knowingly enter a vehicle that is transporting alcoholic beverages and/or illicit substances unless he/she is under the direct supervision of his/her parents or legal guardians.
- E. Attendance at parties/events where drugs, illicit substances and/or alcohol are being consumed/taken by minors is prohibited. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring is not considered a violation. These exceptions include such local events as family weddings, graduation parties and similar occasions.  
**This does not, however, allow use of alcohol or drugs by any student under this code.**
- F. Violation of any of the Wisconsin Criminal Statutes in the following chapters:  
Chp. 125 Alcohol and Beverages;  
Chp. 161 Controlled Substances Act;  
Chp. 939 Crimes-General Provisions;  
Chp. 940 Crimes Against Health and Safety;  
Chp. 943 Crimes Against Property;  
Chp. 944 Sexual Morality;

Chp. 945 Gambling;  
Chp. 946 Crimes Against Government;  
Chp. 947 Disorderly Conduct;  
Chp. 948 Crimes Against Animals.  
They shall not violate Wisconsin Traffic Statutes  
346.63 Operating Under Influence of Intoxicant/Other Drug;  
346.63 (M.) Absolute Sobriety;  
346.93 Minor Transport;  
346.935 Open Intoxicants by Driver/Occupant.

Further they shall not be in violation of any municipal, county ordinance or laws of other jurisdictions in conformity with the previous listed statutes. It is not necessary for a student to have been issued a citation to be considered in violation.

- G. Willful and/or persistent disrespectful behavior may result in loss eligibility. This also includes school events, home or away.
- H. Violation of competition regulations which cause ejection from the performance, may result in missing one (1) additional performance. The athletic administrator and principal will make the final decision.
- I. A student is ineligible to participate in practice or a performance while serving an in or out-of-school suspension or expulsion.
- J. Behavior or conduct unbecoming an activity participant.
- K. Flagrant violation of competition rules.
- L. Engaging in any form of harassment. Harassment is defined as deliberate, repeated or unwanted verbal or physical contact, sexually explicit derogatory statement, or sexual discriminating remarks that are offensive or objectionable to the recipient or cause the recipient discomfort or humiliation.
- M. Hazing – defined as:
  - 1. To persecute or harass with meaningless, difficult or humiliating tasks.
  - 2. To initiate by exacting humiliating performances from or playing rough practical jokes upon.

N. Websites and Social Networks:

Because participation in school activities is co-curricular and voluntary, and is viewed as a privilege, the regulation of the conduct of student participants is year-round, both on-campus and off-campus. It is a code of conduct violation if signed documentation is presented showing a photograph or other printed/written evidence on any website, including social networking websites such as Facebook or Twitter, the student violating the co-curricular code, regardless of when or where the activities took place. This includes all violations, including bullying and sexting.

### Enforcement Procedures

The School District of Washburn recognizes the enforcement of its Co-Curricular Code should follow procedures designed to minimize the chance of error and maximize the opportunity for interested persons to be heard. To that end, the procedures set forth hereafter

provide to the parents, the students, and the district, a vehicle to assure fairness and, to the extent possible, accuracy in resolving questions under this code.

- A. A person witnessing a violation or having reliable information regarding a violation must present the kind, time and place of violation to the activities director/administrator in writing. It must be signed. All attempts will be made to keep the identity of the person witnessing the violation confidential.
- B. The activities director/administrator shall inform the advisor/coach, the student, and the parent(s)/guardian(s) that a charge has been made.
- C. If the student does not plead guilty and the activities director/administrator and advisor/coach finds the student guilty of the charge based on the evidence, the student will be informed within one (1) working day of the decision, and a written notification will be mailed to the parent(s)/guardian(s).
- D. If the student or parent(s)/guardian(s) is not satisfied with the decision of the activities director/administrator and advisor/coach, he/she may appeal the decision to the Washburn Activity Board, as outlined in Due Process Procedures.

#### Penalties for violations not involving alcohol, drugs, or other illegal activities

Penalties for violations of the co-curricular code that do not involve alcohol, drugs, or other illegal activities as outlined previously will be determined by the High School Principal on a case by case basis. This includes, but is not limited to instances of disrespect, violation of rules, or ejection from an event.

#### Penalties for violations involving alcohol, drugs, or other illegal activities

##### **First time violation:**

###### Penalty-

- Students will be required to perform 10 hours of community service within a month's time. The community service must be approved by the school district. The community service must be approved before starting the community service. If the violation is an AODA related violation, he or she will be required to participate in an AODA assessment and/or class.

###### Self-Reporting-

- Any student who self-reports a 1<sup>st</sup> time violation and cooperates fully with the subsequent investigation shall have their penalty automatically reduced to 5 hours of community service.
- The self-reporting must happen prior to the athletic administrator becoming aware of the incident. The self-reporting can be made to the athletic administrator, high school principal, or the student's advisor/teacher. The person hearing the report shall record the details, including the time reported, and hand all information over to the high school principal.

## **Second time violation:**

### Penalty-

- Students will be required to perform 15 hours of community service within a month's time. The community service must be approved by the school district. The community service must be approved before starting the community service. If the violation is an AODA related violation, he or she will be required to participate in an AODA assessment and class.
- The community service and AODA assessment and or class requirements are a required part of the second violation consequence and will not be reduced for any reason.

## **Third and subsequent violations:**

The student will be suspended from all competitions for one calendar year from the date of the most current violation, or for the remainder of high school, if it is less than one calendar year. Subsequent suspensions may be served concurrently.

### Participation during ineligibility

- a. Students who are ruled to be ineligible can still attend all practices/rehearsals. Participation in practices/rehearsals will be at the advisor's discretion. It is acceptable for students to make arrangements with their advisor to miss practice for extra academic support or homework help. Penalties for students who skip practice or contests during ineligibility will be left up to the advisor.

### Middle School to High School transition:

Consequences for all violations, academic or conduct, incurred during middle school that cannot be fulfilled during the final semester of the 8<sup>th</sup> grade year will not carry over to high school.

### Appeals Process

- Each student has the right to appeal his or her case to the Co-Code Appeals Committee for a hearing. The appeal must be made in writing to the High School Principal within 24 hours of being notified of the violation. The appeal letter must state the compelling reasons why the decision of the High School Principal should not stand.

- The High School Principal shall convene a five-member Co-Curricular Code Appeals Committee comprised of teachers and/or advisors. The composition of the Co-Curricular Code Appeals Committee must contain a minimum of three teachers. One member shall be selected by the committee to act as chair.
- The student and/or parent or guardian shall be given the opportunity to present compelling reasons why the Co-Curricular Code Appeals Committee should reconsider the decision of the High School Principal.
- The High School Principal shall act only as a fact finder and present the information to the Appeals Committee.
- Decisions of the Co-Curricular Code Appeals Committee shall be conveyed in writing to the student and the parent/guardian. The majority rules on the Co-Curricular Code Appeals Committee decisions.
- The decision of the Co-Curricular Code Appeals Committee shall be FINAL.

## **PARTICIPATION REQUIREMENTS:**

1. Students must watch or go over/read the code with their advisor/coach prior to participation each school year.
2. Students and parent(s)/guardian(s) must both read and sign the code before the student is eligible to participate in any practices/contests.

Advisors/Coaches must turn in all paperwork to the high school office prior to the first competition/event. Any student that does not have a signed co-curricular code on file cannot practice or participates in contests/events until that is complete.

## *Other Expectations*

### Travel to and from events:

Students are expected to travel to and from activities with the group. Under certain circumstances only, the parents/guardians may request permission in writing that the student be allowed to travel from the events with permission of the parent/guardian. (*Examples- The family is leaving for a trip following the event, the event is in a location where the student is open enrolled from, or the student has a medical appointment.*) All alternative travel plans must be arranged ahead of time and approved by the high school principal in writing. This must be passed on to the advisors before the day/night of the contest. If alternative arrangements are granted, the student and his/her parents must meet with the advisor for verification of the travel plans before leaving the competition event.

If a student commits a serious violation on a trip, parents will be responsible for picking up the student at their own expense. Transportation/chaperone duties by the Washburn School District will terminate when the student is in custody of the police or when the parent arrives.

Washburn will assume no responsibility for any student who misses the district arranged transportation to an event and attempts to travel to the event on his or her own. The coach will have sole discretion as to whether the student will compete in the contest if they miss the district transportation.

### Practice/Rehearsals/Meetings:

Students are expected to attend all practices/rehearsals/meetings. Illness, injury, parental permission, and prior arrangement with advisors may excuse a student from practice/rehearsals. Injured students are encouraged to attend practice/rehearsal/meetings sessions with their group.

### Participation award:

Coaches/Advisors for each co-curricular activity determine the qualifications and eligibility for participation awards.

### Injury/Illness:

Students should report any serious injury to their advisor as soon as possible. Any injury that requires medical attention should be reported **immediately** to the advisor. Advisors will report any serious injury to the parent/guardian and/or office and complete and accident report.

Code Reading/Signature Page:

Each prospective student shall attend a read this code prior to their first participation for each school year. Code readings with your coach/advisor will occur prior to each year or as needed.

The student and his/her parent/guardian will both sign the Co-Curricular Code Policy acknowledging they have read the policy and agree to abide by the policy. A signed copy of this acknowledgment and date of the code reading will be on file with the high school principal prior to student participation in a co-curricular activity.

Clarification of disputes

Following any contest, advisors will not discuss any complaint until twenty-four (24) hours has passed. This policy allows for all parties involved to gain a calmer and less emotional perspective.

# **Anti-Bullying Policy**

## **School District of Washburn Anti-Bullying Policy 443.7 / 443.71**

### **Introduction**

The Washburn School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on victims, bystanders, and on the individuals participating in the bullying. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; physical attributes; physical or mental ability or disability; race; sexual orientation; and social, economic or family status.

Bullying behavior can be:

1. Physical, including, but not limited to:

- Assault
- Attacks on personal property
- Hitting
- Kicking,
- Punching
- Theft

2. Verbal, including, but not limited to:

- Cruel rumors
- Degrading language
- False accusations
- Hazing
- Intimidating language
- Name calling
- Offensive language
- Racist remarks
- Slander
- Social alienation
- Stereotyping
- Threats

3. Non-verbal or Emotional threats or intimidation, including, but not limited to:

- Finger, hand, and facial gestures

4. Extortion
5. Any other form of behavior that causes or creates fear, harm, intimidation, and / or an offensive school environment.
6. Any of the above behaviors taking place in cyberspace, including, but not limited to, interdependent or isolated information technology or computerized infrastructures such as the internet, telecommunications networks, computer systems, and embedded processors and / or controllers.

## **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district, during transport to or from school activities, and during any school-sponsored or school-based activity. Educational environments include, but are not limited to, any and every activity under school supervision.

In situations in which bullying originated off school property, or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a district employee, a district volunteer, or a school board member.

## **Complaint Procedure**

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator. All such reports must also be reported to the appropriate building principal, unless specifically designated otherwise by the district administrator and/or a majority of the Board of Education acting under a formal motion in an open session meeting." The building principal shall make the district administrator aware of all such reports and seek counseling and provide updates to the district administrator to document steps taken to mitigate the individual and cultural behavior. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

The district administrator / superintendent will develop administrative rules to implement this policy.

## **Procedure for investigating reports of bullying**

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Legal Ref.:	Sections	118.13
		120.13(1)
		120.44
		895.77(2)
		947.0125

947.013  
948.51(2)

PI9, Wisconsin Administrative Code  
Title IX, Education Amendments of 1972  
Title VII, Civil Rights Act of 1964  
Equal Employment Opportunities Guidelines (29 C.F.R. - Part 1604.11)

Cross Ref: Policy 443 Student Conduct  
Policy 512 Harassment of Employees/Volunteers  
Policy 522 Staff Conduct  
Policy 833 Public Conduct on School Premises  
Policy 870 Public Complaints

Approved August 18<sup>th</sup>, 2015

## *High School Co-Curricular Code*

Participation in the Washburn School District Co-Curricular Programs are a privilege and is subject to the rules of conduct and academic requirements set forth in this code. By signing this paper, you indicate that you are aware of all of the expectations identified in this code.

Student Name: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of co-curricular code reading: \_\_\_\_\_