

**School District of Janesville  
High School Athletics & Activities  
Co-Curricular Code of Conduct & Handbook**



**Adopted June 25, 2024  
SDJ School Board**

**2024-25 SDJ Athletics & Activities Code of Conduct & Handbook**  
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**Jim McClowry, CMAA - District Activities Director**

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## I. Purpose

### A. **Mission**

The mission of the School District of Janesville (SDJ) athletic program is to provide an educationally-based experience that equips students with habits, skills, and practices that can set them up for success now and in the future. We strive to develop and realize individual and team potential by promoting high standards of commitment, character, civility, and citizenship. Co-curricular activities are optional and are not required in order to graduate from SDJ. Thus, participation requires some additional expectations for participants. This code defines those common-sense expectations and is intended to be used as an educational tool that encourages participants to make positive choices, put the group above themselves, and take ownership of their experiences. It is their responsibility to comply with all policies outlined in this handbook.

### B. **Philosophy**

The School District of Janesville understands that co-curricular programs (athletics and activities) are a significant part of the educational process. The combination of academics and athletics and activities enhances the quality of students' lives and expands their options for learning and personal growth. Co-curricular programs provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom.

This reflects our belief that the essential requirement for teamwork, the mental and physical challenges of training and competition, and the experience of winning and losing graciously and respectfully are important life lessons in every student's developmental experience. These lessons will serve students well in their lives during and after high school.

Developing good character and healthy habits requires time and effort. Coaches, advisors/parents/guardians, and other stakeholders can work together as partners to help student-athletes develop such habits by continually and consistently discussing, modeling, and reinforcing the desired attitudes and beliefs over time.

We also understand and expect that participation on any athletic team or non-athletic co-curricular activity requires a commitment that involves both dedication and sacrifice. This is required of not only the student but also the coaches/advisors and parents/guardians.

### C. **Primary Goals of the SDJ Co-Curricular Programs**

1. Offer students another type of **enjoyable** classroom experience where they can connect with their school community and learn the value of working as a team.
2. Provide as many **opportunities** as possible for students to participate in activities that feed their interests and inspire personal growth as an extension of the academic classroom.
3. Promote personal **progress** in the development of confidence, building habits for success, emotional, mental, and physical growth, risking failure and imperfection, and increased knowledge base in their areas of interest and learning to work cooperatively as a team.
4. Promote programs of **excellence** that will support the goals stated above and lead to success both in and out of the school environment and prepare students for life beyond high school.

## D. Core Values

SDJ believes that participation in co-curricular programs can and should enhance the character of our students. We desire a program of excellence and strive to win every contest in which our teams compete. All stakeholders in our co-curricular programs are expected to uphold and develop the following core values:

**Commitment** – *the quest for discipline and dedication it takes to bring your best self each day, learn to respond to adversity, challenge your assumptions, and think of each opportunity as an investment in others and yourself.*

- To develop the skills necessary emotionally, mentally, and physically to participate competently
- To demonstrate knowledge of the rules and strategies of the game
- To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs/controlled substances to achieve the positive benefits of co-curricular programs

**Character** - *the pattern of beliefs, attitudes, and therefore behavior that relates to moral strength, constitution, and essential qualities that embrace the positive values of the School District of Janesville and the community.*

- To accept responsibility for the consequences of actions and not make excuses or blame others
- To display good sportsmanship, play by the rules of the competition, and respect all involved
- To control emotions and accept failures and successes graciously; to congratulate opponents, not sulk, or display other negative behaviors

**Civility** – *to demonstrate behavior that exemplifies appropriate respect and concern for others.*

- To actively support team members, club members, and other stakeholders
- To treat all persons respectfully regardless of individual differences
- To show respect for legitimate authority (e.g. coaches, officials, captains)
- To refrain from destructive and derogatory language, including trash talk and name-calling

**Citizenship** – *social responsibility as part of a “community.”*

- To put the good of the team/group ahead of personal gain
- To work well with the team/group toward achieving team/group goals
- To serve as a good example for the team/group, younger students, supporters, and school community

**Common Sense Expectations** – *prepare for life beyond high school*

- To show up to school on time every day and engage in your learning
- To make a plan, find support systems, and be accountable for your education
- To treat everyone with respect and follow the rules that are designed for your health
- Realize that it is ok to be imperfect and it is ok to fail. Be open to the lessons.

## E. Statement of Risk

All co-curricular activities involve some risk. Consequently, participants in any co-curricular activity may be at risk for serious injuries. The School District of Janesville and the Board of Education endeavor to operate co-curricular activities safely; however, it is impossible to eliminate the risk of injury while participating in a co-curricular activity. Parents, Guardians, and student-athletes should consider these risks carefully before deciding to participate in any co-curricular activity.

## II. Governance

### A. **Governing Organizations**

The School District of Janesville is a member school of the NFHS and WIAA and is bound to follow all rules as established by those associations and the like.

All students must comply with all current rules as established by:

- Local, State, and Federal ordinances, statutes, and laws.
- National Federation of State High School Associations (NFHS) [www.nfhs.org](http://www.nfhs.org)
- Wisconsin Interscholastic Athletic Association (WIAA) [www.wiaawi.org](http://www.wiaawi.org)
- Big Eight Conference - <http://www.big8conference.net>
- All SDJ student handbooks, policies and codes of conduct
- Rules and Expectations established by each program's coaching staff

Additionally, students must comply with the governing rules of their sport/club/organizations:

- WACPC
- Badger Conference – Girls Hockey (Beloit is the lead school district)
- National Honor Society
- DECA

\*This is not intended to be an all-inclusive list of agencies to which SDJ students are bound.

Selected WIAA Rules and Regulations are included in this handbook for ease of reference. Parents/Students are expected to review the entire WIAA Senior High Handbook at [www.wiaawi.org](http://www.wiaawi.org) before participation.

Coaches/advisors are authorized to establish additional expectations, training rules, and procedures for their respective sports. These rules for a particular sport/group will be made available in written/digital form for all team members and parents/guardians and presented at the start of the season by the coach.

### B. **High School Sports Sponsored by the School District of Janesville**

#### FALL

Boys Cross Country  
Boys Soccer  
Boys Volleyball  
Cheerleading  
Dance  
Football  
Girls Cross Country  
Girls Golf  
Girls Swim & Dive  
Girls Tennis  
Girls Volleyball

#### WINTER

Boys Basketball  
Boys Hockey  
Boys Swim & Dive  
Cheerleading  
Dance/Poms  
Girls Basketball  
Girls Hockey  
Gymnastics  
Wrestling

#### SPRING

Baseball  
Boys Golf  
Boys Lacrosse  
Boys Tennis  
Boys Track  
Girls Lacrosse  
Girls Soccer  
Girls Track  
Softball

### C. **Student Activities/Clubs**

SDJ offers a wide range of student activities for all students to engage and belong which are governed by these policies and in some cases other outside state, local or federal agencies. See the active student activity list in your school's Athletic & Activities Department.

## **D. Policies & Operational Practices**

### **1. SDJ Non-Discrimination Statement**

It is the policy of the public schools that no person may be denied admission to any public school in the District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, 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 including transgender status, gender expression, gender identity, gender nonconformity or change of sex, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District has adopted a grievance procedure and process that provides for the prompt and equitable resolution of complaints by employees, students, and other individuals alleging any action in violation of Title IX and/or its implementing regulations. The grievance procedure and process are included in Policy 5517 (Student Anti-Harassment) and Policy 3340 (Employee Grievance Procedure). These policies address how to report sexual discrimination including sexual harassment and file a Complaint of sex discrimination or a formal complaint of sexual harassment, and how the District will respond.

### **2. Transgender Students (Athletic Specific)**

The School District of Janesville is committed to the principle that transgender students have opportunities to participate in WIAA-sponsored athletics and school-sponsored activities. The WIAA has developed a policy to address the participation and eligibility of transgender student-athletes. The SDJ embraces the WIAA policy, which seeks to balance the important goals of equity, physical safety, and competitive equality.

The SDJ is committed to having a written participation plan for each transgender athlete in place, which may include but isn't limited to preferred names/pronouns; gender appropriate; equitable locker room and restroom accessibility, and education on transgender sensitivity.

Note: Student-athletes and their parents/guardians should begin this conversation by contacting the SDJ building Athletics & Activities Director or designee. See [Policy 5020](#)

### **3. Transfer Students (Athletic Specific)**

When a student transfers into SDJ, there is a process for identifying eligibility status. See below:

1. Enroll as a full-time student in an SDJ high school.
2. Initiate a meeting with your building Athletic & Activities Director to discuss your eligibility.
3. Provide documentation and conversation as described by the administration.
4. Completion of an EVTS form.
5. Final eligibility status determined by WIAA membership rules.

#### **4. Religious Observances**

SDJ's commitment to multicultural education and the appreciation of diversity requires sensitivity in planning the District's calendar of school activities. Students may be absent from school for religious reasons. Also, any student with a conflict academic requirement and any religious observance must be given an alternative means of meeting the academic requirement.

This policy provides the opportunity for all students to participate in school activities without compromising their religious beliefs. The District will accommodate requests related to religious observance days other than those listed in [Policy 5205](#) on an as-needed basis. Team athletic or non-athletic activity missed due to religious observances does not affect the student's ability to earn a varsity letter, hold leadership positions, or receive post-season awards. Students will not be penalized for missing an event or practice/rehearsal due to a religious observance listed in the policy.

Note: Missing any part of the school day or any school activity can only be categorized as an excused absence if a parent or guardian calls the attendance office on or before 1:00 pm on the day of the excused absence.

#### **5. Athletic Locker Room: Locker Room Organization & Basic Rules**

- a. Athletic locker rooms are intended for only in-season athletes.
- b. All staff and students share the responsibility for safety.
- c. Propping open outside doors, leaving lockers unlocked, and using technology in locker rooms compromise everyone's safety and privacy. Don't do these.
- d. Use of cell phones in a locker room by anyone is prohibited. It is considered a recording device per [Wisconsin Statute 175.22](#).
- e. Staff members are not expected to be in locker room spaces to "directly" supervise students. However, it is reasonable for a coach/teacher to supervise a locker room by walking through and/or taking a position outside the door or in an adjacent office.
- f. Opposite-gender staff members should never enter a locker room when students are present unless there is an emergency that requires it.
- g. Opposite gender staff members should only enter a locker room when students are not present and when it is a function of their coach in/supervisory duties.
- h. All lockers should be assigned to an individual and locked at all times.
- i. Students should only use lockers designated for their use. Specific locker banks should be designated for uses such as PE classes, sports teams, and open training.
- j. Locker rules should be posted and reviewed regularly with students. Students are actively involved in the enforcement of these rules with each other.
- k. If anyone sees anything that is a breach of the rules or has suspicion of any inappropriate activity, they should bring it to the attention of their immediate supervisor, or trusted adult who will help with the next step.
- l. Under no circumstances should a student ever enter a locker room they are not assigned to unless there is a crisis that requires it.
- m. SDJ staff should use discretion when lending out their keys to anyone.
- n. A plan should be in place for students to have locker room spaces reasonably cleaned of all equipment, garbage, etc after each use.
- o. A locker room should NOT be a place for staff and/or students to hang out.
- p. Classrooms, hallways, and gymnasiums should be considered as primary spaces for team meetings when possible.

## **6. Practice, Rehearsal, Competition, Group and Team Activity Attendance**

Regular attendance at all team/club functions is an expectation of all group members. Allegiance should be prioritized for these school activities. In the event there is an anticipated need to ask to be dismissed from all or any part of the group activity, an arrangement must be made directly with the coach/advisor. We want to support you in doing many things, however, you simply cannot do everything every season.

## **7. Registration Requirement and Fees**

Many school-based athletic programs and activities require a registration process and collection of fees in order to participate. A student must be in compliance with completing the registration and accounting for the participation fees before they can try out, practice, or be actively involved with their school activity. All registration requirements will be communicated in advance of participation/tryout/audition

## **8. Free and Reduced Lunch Program and Fee Waivers**

SDJ works intentionally to remove any barriers for students to participate in school athletics and activities. When registering for a school activity each season, there will be an option for a family to ask for a fee reduction or complete waiving of the fees, this is often aligned with Free & Reduced Lunch status. If this option is not obvious, please ask your coach, advisor or Athletic & Activities Office for the next step. We understand and want to help.

Waiver Forms: [Reduced Waiver](#) / [Financial Hardship Waiver](#)

## **9. If you need equipment...**

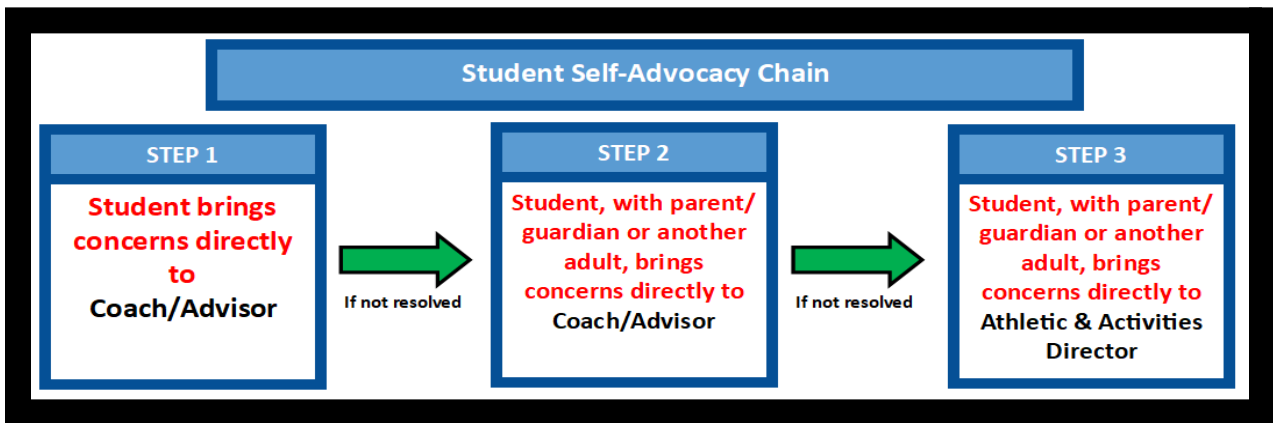
Extra equipment such as cleats, shin guards, elbow pads, etc. can be costly. Your high school coach, advisor or Athletic & Activities Office may have some equipment available for a family to use free of charge and/or may have knowledge of the most cost-effective options to access equipment. Talk to your coach, advisor, or Athletic & Activities Office for support and ideas.



## **III. Roles and Communication: Student, Parents/Guardians, Coaches/Advisors**

Education-based athletic and activity co-curricular programs are an intentional training ground for life skills. We expect to create a climate and culture where students learn to advocate for themselves. The relationship between coach/advisor and student is expected to be one where both can engage in an open and honest dialogue rooted in mutual respect. Some of the most challenging discussions can center around playing time, work schedules, and conflicting expectations. These are exactly the conversations we expect students to initiate with their coach/advisor. The coach/advisor's role is to weigh the benefit of the greater good of the entire program with that of the individual. Students should follow the steps of the Self-Advocacy Chain when working to resolve concerns with their coach/advisor.





### A. Student Self-Advocacy Chain

Face-to-face communication among or between students, parents, and coaches is encouraged and necessary. The following resolution steps should be followed to enhance this communication and emphasize the role of student self-advocacy:

1. Students bring their concerns directly to the coach/advisor. Coaches/advisors will work with the student-athlete to create a time and location that works for this type of face-to-face conversation.
2. If a student needs support, a parent/guardian, teammate, or other trusted adult can be present for the conversation with the coach/advisor, in order to support the student being their own advocate.
3. If a resolution still cannot be achieved after steps one and two, the parent/guardian, student, and coach may meet with the Athletic & Activities Director taking a more active role in helping to resolve the issue.

Note: If a student-athlete or parent/guardian brings a concern to the Athletics & Activities Director/designee before taking it to the coach/advisor, they may be directed back to the coach per the above resolution steps.

### B. Parent/Guardian Partnership:

SDJ athletics and activities are educational-based. They are different from club sports, recreational sports, traveling teams, and special all-star teams. We do not plan to have elitist programming and each season brings a new opportunity for students to try out/audition for membership in a program. While a parent should be hopeful that their child successfully makes it onto a team roster or lead role in a performance, there are never any guarantees. When a student represents an SDJ athletic or activity program, their parents/guardians are expected to support that privilege by understanding and agreeing to abide by all policies in this code.

#### 1. Parents/guardians can support this partnership by:

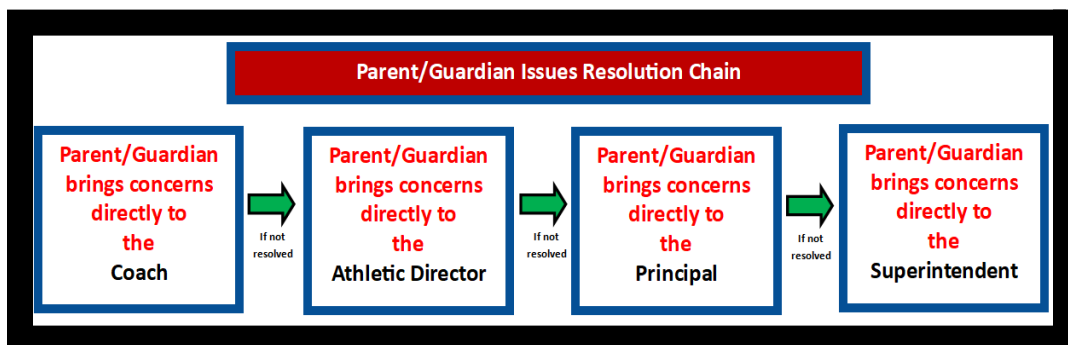
1. Supporting your child by being a positive listener, especially through adversity.
2. Supporting and showing respect for the coach/advisor, school staff, and game officials.
3. Encourage and model productive self-advocacy with the coach/advisor/administrator.
4. Avoid speaking negatively about the coach/advisor/school personnel in front of your child as it will likely harm the coach/advisor-student relationship.
5. Understanding that the coach/advisor makes all personnel decisions.
6. Contributing to the booster club by volunteering to help with projects and committees.
7. Always displaying excellent sportsmanship.

8. Teach and expect your child to always play by the rules, be accountable for their actions, display excellent sportsmanship, and have respect for the rights and property of others.
9. Helping your child to be fair and honest about their abilities and potential.
10. Attending all orientation meetings as required by the Athletics & Activities Director/designee, coaching staff, and advisors.

## 2. Parent/Guardian Concerns

If a parent/guardian needs a face-to-face conversation with a coach/advisor regarding a concern, please keep these things in mind:

- The coach/advisor will only talk to a parent/guardian about his/her child.
- It is likely the coach/advisor will require the presence of the student to join the meeting.
- Parents/guardians who verbally abuse a coach/advisor may be liable for harassment/slander/defamation of character and any other sanctions as permitted by board policy and the law.
- Playing time and earning leadership roles are at the discretion of the coach/advisor and are not up for negotiation with parents. It is expected that coaches/advisors communicate with students regarding their role on the team and help them navigate these conversations.
- Give the coach/advisor the benefit of the doubt.



**Q: When should a parent/guardian bring a concern to the coach/advisor and/or administration?** This is applicable when the situation is *beyond the student's ability to self-advocate alone*. We encourage you to schedule a face-to-face meeting when possible. Email or phone call is the preferred method to set up a face-to-face meeting. Please do not approach a coach within 24 hours after a game. **Some examples of when it might be appropriate for a parent to contact a coach/advisor:** a medical or mental health issue that requires additional perspective, team bullying/harassment, or a family issue that may impact the student-athlete or team, etc.



## C. Communication Responsibilities of Coaches & Advisors

### 1. Team/Group Selection

SDJ strives to maximize opportunities for our students while also aspiring to the highest level of competition, particularly at the varsity level. The coaches/advisors have full authority in selecting members for the program that they lead. They also may remove a member from the team/group for behavior that is detrimental to the program which may or may not include violation of any Governance rules.

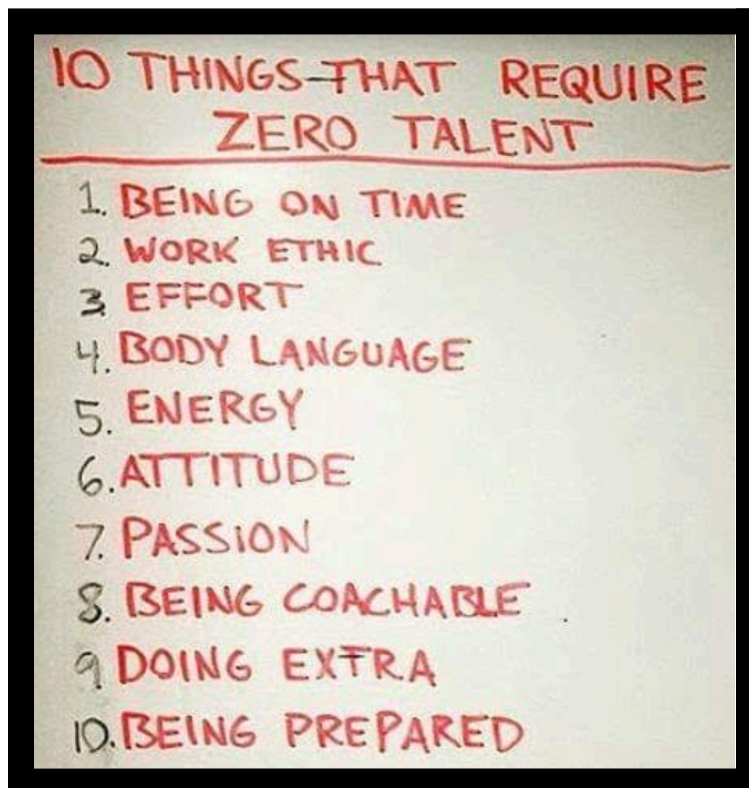
### 2. Pre-Season Squad/Organizational Meetings (Athletic Specific)

Athletic coaches are expected to hold a pre-season meeting with parents/guardians and student-athletes. At this meeting, the following should be addressed and offered in written/digital form:

- Practice schedule
- Coaching philosophy statement
- Game schedule
- Lettering policy
- Communication platforms
- Team Rules & Expectations
- Special dates and events
- Cut policy
- How players earn playing time
- Chain of communication with the coaching staff

### 3. Organizational Meetings – Clubs and Non-Athletic

Advisors will have an organization meeting with potential club members to share expectations, and processes and to review this code of conduct.



# ACADEMIC ELIGIBILITY

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## IV. ACADEMIC ELIGIBILITY

*To be academically eligible to participate, a student is expected to:*

- 1. Maintain passing grades in all classes. Earning an “F” grade will result in limited participation. (An Incomplete grade (I), must be rectified within 10 days otherwise it is considered an “F” grade.)*
- 2. Attend all classes regularly. All absences must be excused.*

### **A. Attendance Requirements**

A student **must be present in school all day** to be eligible to practice/rehearse or compete/perform in that day’s contest. Families are given a grace period until 9:00 am to navigate unforeseeable circumstances. In the event a student is unable to arrive for the first period, the student must be in class no later than 9:00 am and a PARENT must call/record a “Parent Excused” absence for the time missed to be eligible to participate that day. Students may not participate in any activity (ex: practices, competitions or activity performances, etc.) during or after school on the same day as an UNEXCUSED absence.

Examples of an UNEXCUSED absence may include:

- Calling the attendance office after 1:00 pm
- Oversleeping
- Returning late from an athletic event or a late performance the previous evening

An EXCUSED absence will not affect the participation in athletic or activity programs.

Examples of an EXCUSED absence may include:

- Parent Excused (1st hour only)
- Religious based
- Funeral
- Court appearance/legal issue
- School-approved trips
- Documented medical appointments
- Absences for an activity that is related to an academic grade
- Pre Approved college visit
- Other circumstances as cleared in advance with the Athletics & Activities Director/designee

### **FAQ - Attendance**

#### **Who should contact the school attendance office on the day of an excused absence?**

It is the responsibility of the parent/guardian to notify the attendance office either on or before 1:00 pm of the day that a student will be absent from school due to an appointment.

#### **Can a student be excused retroactively and still participate?**

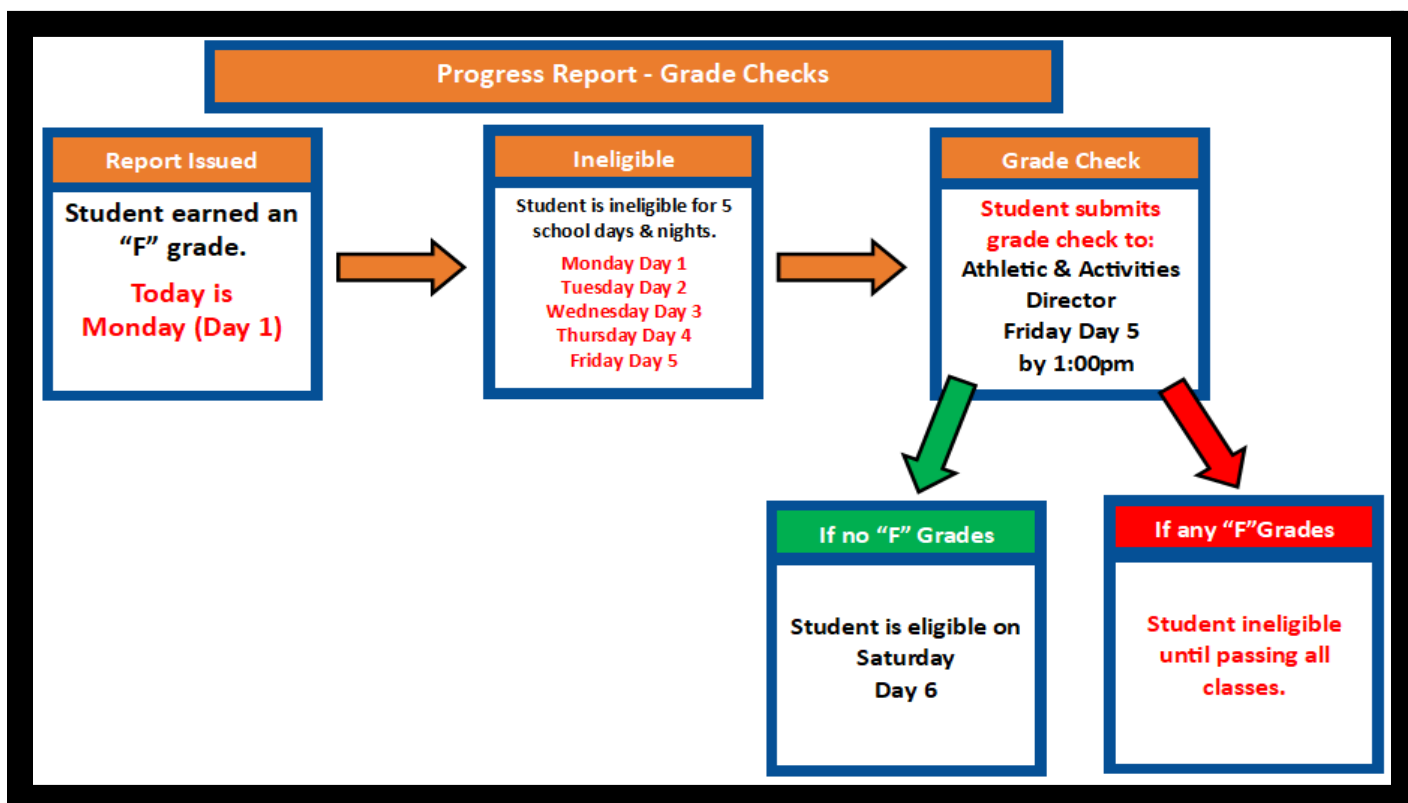
A student may not be excused from any part of the school day retroactively by anyone for athletic or activity performance participation purposes.

Note: Students are encouraged to seek help through the Student Services offices whenever personal issues may be affecting attendance. An accidental error or omission by a coach/advisor in the attendance requirements will not result in a student being ineligible for a game/contest/performance.

## B. Grade Checks

### 1. Intra-Semester Progress Reports 1 & 2 & 3:

- a. Grade checks will be performed approximately every 4.5 week checkpoints during each 18-week semester. This equates to 3 times within each semester.
- b. At the time of a progress report, students earning any "F" grades will become ineligible to participate in competitions/performances for 5 consecutive school days and nights.
- c. To regain academic eligibility for Day 6, a student must submit a grade check to the Athletic & Activities Office on Day 5 by 1:00 pm. If a student is still not passing all classes, they remain ineligible. Once all grades are passing, eligibility will be restored immediately.



### FAQ on Grade Checks

1. Will an "F" grade at progress report time lead to a 5-day and night suspension from game/performance participation?  
Yes
2. If a student is earning an F grade at the grade check time, but gets the grade to passing on day 3 of ineligibility, can they become immediately eligible?  
No, the student would not be eligible until day 6.
3. If a student is academically ineligible to participate in games can they still travel with their team? Yes. However, if the team has early dismissal for a game, that student may not leave before the end of the school day.

4. I submitted my grade check to the Athletic & Activities Office at 1:30 pm, can I participate in the competition tonight (day 6)? No, the cutoff for submitting a grade check is 1:00 pm. The earliest return to play for academic eligibility would be Day 7 (the day after you submitted the late grade check).



## 2. Semester 1 & 2 Grades:

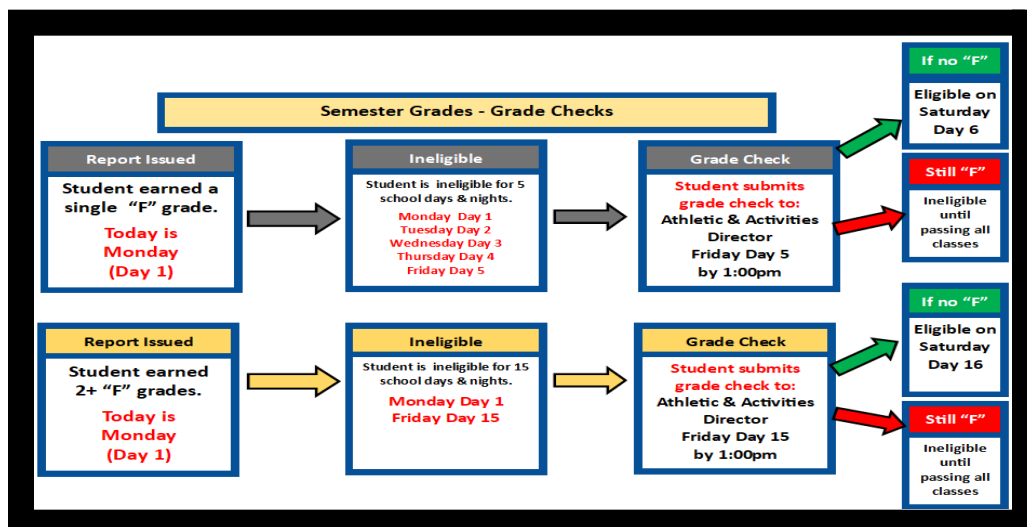
### A. 1F -Students earning a single “F” grade at Semester

- At the time when semester grades are reported, students earning a single “F” grade will become ineligible to participate in competitions/performances for 5 consecutive school days and nights.
- To regain academic eligibility for Day 6, a student must submit a grade check to the Athletic & Activities Office on Day 5 by 1:00 pm. If a student is still not passing all classes, they remain ineligible. Once all grades are passing, eligibility will be restored immediately.

*Note: the earliest a student may regain academic eligibility is on the 6th (or next) calendar day.*

### B. 2F - Students earning 2 or more “F” grades in Semester

- At the time when semester grades are reports, students earning two or more “F” grades will become ineligible to participate in competitions/performances for 15 consecutive school days and nights.
  - To regain academic eligibility on Day 16, a student must submit a grade check to the Activities Athletic & Activities Office on Day 15 by 1:00 pm. If a student is still not passing all classes, they remain ineligible. Once all grades are passing, eligibility will be restored immediately.
- Note: the earliest a student may regain academic eligibility is on the 16th day.*



### 3. Incomplete Grades

An incomplete grade will render a student ineligible. If an incomplete grade becomes a passing grade within 10 school days, the student-athlete will regain eligibility immediately. If the incomplete has not been changed within two weeks of the grade posting, the grade will automatically be considered as failing. If try-outs/auditions are conducted in a sport or production prior to the conclusion of a quarter, an ineligible student will be allowed to participate in the try-out/audition process, but will not be eligible for competition/performance until eligibility has been restored.

#### **Definition:**

**Ineligible** means a student is suspended from participation in games, contests, matches, performances, etc. However, it does not automatically exclude a student from participating in practices, rehearsals, tryouts, auditions or club meetings, etc.



### Fall Sport Eligibility

#### C. Fall Sports Academic Eligibility (Athletic Specific)

1. Per WIAA bylaws, students earning any “F” grades during the spring semester of their 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade years, will impact their eligibility for the next fall.
2. What are the consequences?

**1F = Students earning a single “F” grade in spring = 7 Days:** When the earliest allowed W.I.A.A. game/meet takes place before the first day of classes, the ineligibility period shall be 7 consecutive calendar days beginning with the earliest allowed competition in that sport.

**2F = Students earning multiple “F” grades in spring=21 Days or 1/3 Season:** When the earliest allowed W.I.A.A. game/meet is before the first day of classes, the ineligibility period shall be the lesser of: (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition or (2) one-third of the maximum number of competitions allowed in that sport (rounded up if one-third results in a fraction).

Note: Connect with your building Athletic & Activities Director for the actual dates that align with your sport.

3. How can a student make up for “F” grades from the spring in order to participate fully in the fall?
  - a. **SDJ Summer School:** Passing grades earned from summer school courses at SDJ may be used to regain eligibility for fall sports when retaking or recovering credits from a failed course. Connect with your building Athletic & Activities Director for guidance.
  - b. **Other District Summer School:** Passing grades earned from summer school courses taken at another school may be used to regain eligibility provided that: The other school gives credit toward graduation requirements for such courses and prior approval has been granted in writing by your building administration (AD/AP) indicating that those are comparable courses.

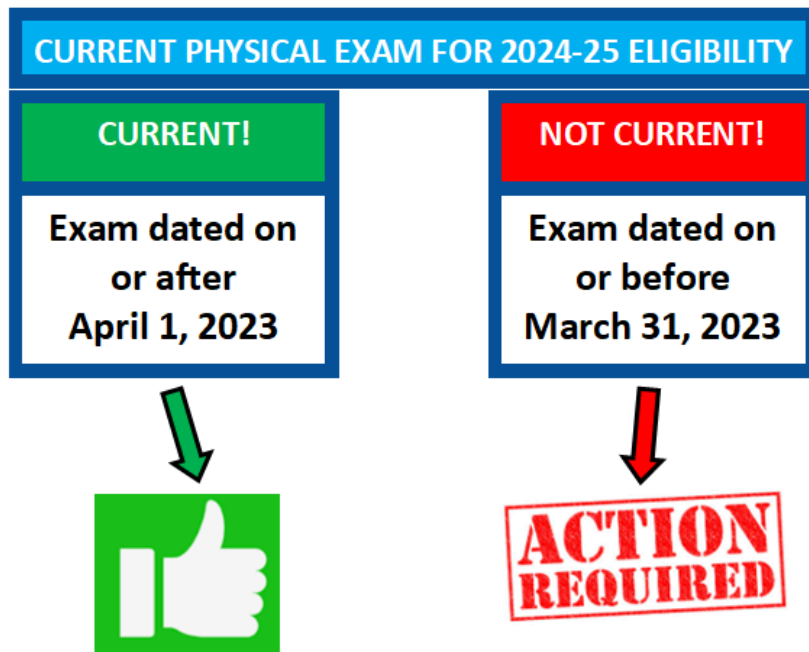
## V. PARTICIPATION COMPLIANCE

### A. Physical Exam (Athletics specific)

WIAA membership requires that all students who participate in interscholastic athletics must have written evidence of current physical fitness to participate in sports as determined by a licensed physician or an Advanced Practice Nurse Prescriber (APNP) on file in their high school Athletic & Activities Office, no less than every other school year. No student will be permitted to try out/participate in PRACTICES OR GAMES in the interscholastic athletic program until this requirement is fulfilled.

Physical exam [forms](#) are available in the Athletic & Activities Department and on your high school's athletic website.

Physical exams taken on or after April 1 within a given school year are valid for the remainder of that school year and the following two school years. Physical exams taken before April 1 within a given school year are valid only for the remainder of that school year and the next school year.



Note: Student-athletes are encouraged to schedule a physical exam well in advance of the start of their sports season. It is not unusual to have a two-month wait for an appointment for a physical exam.

### B. Informed Consent (Athletics specific)

Prior to participating in interscholastic athletics, it is important for the student and the parents/guardians to understand that injuries can occur. These could include minor injuries, such as bruises or abrasions. Occasionally, students incur injuries such as muscle strains, sprains, or broken limbs. Although the occurrence of catastrophic injuries is minimal, it is possible that a catastrophic injury can occur which could render the participant paralyzed in varying degrees. Death as a result of a catastrophic injury is also a possibility.

### C. Injuries (Athletics specific)

Following any injury, students must immediately inform their coach, and the coach must file a [Student Accident Report](#) with the Athletic & Activities Director/designee. That report is also shared with the Athletic Trainer. In the case of minor injuries not requiring the services of a physician, the Athletic Trainer will determine when the athlete is ready to return to practice and games.



If an athlete is injured during the season and under a physician's care, the athlete must obtain a written release from the treating physician before resuming active participation in practices and games.

If an athlete develops a medical condition or is injured outside the season, whether a valid physical exam form is on file at the school or not, and there is any chance that participation in athletics could heighten the seriousness of the condition or render the athlete more prone to injury, the Athletic & Activities Director/designee reserves the right to request a written clearance from the treating physician before declaring the student eligible to participate in athletics. accident report?

#### **D. Insurance (Athletics specific)**

All student-athletes are expected to be covered by health insurance in cases of accident or injury and no cost of such medical conveyance or treatment will be borne by SDJ or any of its employees or representatives.

Parents are asked to furnish proof of insurance to the Athletic & Activities Director prior to their child(ren) participating in the interscholastic athletic program. [Supplemental insurance](#) at the cost of the parents/guardians is available through the school. These forms may be obtained from the Athletic & Activities Director or the high school office.

#### **E. Equipment and Uniforms**

Student-athletes are responsible for the safe-keeping and maintenance of all school-issued uniforms and equipment and must return all uniforms and equipment, with signs only of reasonable wear, to the school at the conclusion of the season. Since all student-athletes are issued a specific uniform and/or piece of equipment, there is no substitution of equipment allowed. Student-athletes may not exchange uniforms.

Failure to return school-issued uniforms and equipment at the end of the season will render the student immediately ineligible until the missing items are returned, or the school is reimbursed the actual replacement cost of the item(s).

Failure to return or reimburse the school for missing items by the end of a student's senior year will render that student ineligible for commencement exercises at SDJ.

**DONATE YOUR USED EQUIPMENT:** Please consider donating your gently used cleats, shoes, knee pads, elbow pads, backpacks, other school logo gear back to your school. They can be used by another athlete. See your coach, advisor and Athletic & Activities Department to do so.

#### **F. Transportation Policy**

SDJ will provide transportation for students in district-provided vehicles to and from certain co-curricular events/competitions. Parents/guardians are advised that if they wish to transport their child to/from a co-curricular event/competition, or have their child released to them after a co-curricular event/competition, the parent/guardian of the child must complete and submit a [Transportation Release Form](#) at least 24 hours in advance of the event.

Parents/guardians must also use a [Transportation Release Form](#) if they wish to allow a third party to transport their child to/from a co-curricular event/competition or allow their child to be released to a third party after an extracurricular event/competition. The third-party must be over 18 years old and cannot be a current SDJ student.

Parents/guardians are required to complete a Release Form *each time* their student will not be using transportation provided by SDJ to and/or from a co-curricular event/competition

Note: SDJ prioritizes safe transportation for students. There may be instances when SDJ-provided transportation is not necessary. In such cases, this will be communicated in advance by a coach/advisor. Transportation is typically not provided for varsity levels for baseball, softball, hockey, golf, and lacrosse when activities are within Janesville city limits.

### **G. Social Media Policy**

Social networking sites, such as Facebook/Instagram/X/Tic Tok, chat rooms, bulletin boards, and texting can be an important part of a young person's life and also pose a serious danger. Since participation is a privilege and not a right, a student needs to accept responsibility for appearing or posting on certain websites. When visiting or appearing on any internet site, students at SDJ will maintain acceptable standards per policies regarding Safe and Acceptable Use of Internet and Electronic Resources/Media for Students. Any posting or communication via social networking websites which disrupt either the educational or athletic environment or which advocates the violation of any school or team policy would be unacceptable.

#### **Specifically prohibited behaviors include but are not limited to:**

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions
- The perceived consumption/presence/possession of ATODA and look-alikes.
- Comments designed to harass or bully students or school personnel
- Nude, sexually oriented, or indecent photos, images, or altered pictures
- Comments while at school or while under the supervision of a school authority that endanger the property, health, or safety of others
- Any information shared via social media that includes but is not limited to students in restrooms, locker rooms, and changing areas while under the supervision of school authorities is prohibited.
- Comments while not at school or while not under the supervision of a school authority which endanger the property, health, or safety of others at school or under the supervision of a school authority or endanger the property, health, or safety of any employee or school board member of the school district in which the student is enrolled
- Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosive

Additional items may be prohibited by the SDJ Code of Conduct, the District's policies, and state and federal law.

**Note:** Students are expected to refrain from putting themselves in situations or environments where they could be implicated as violating any district governing code of conduct. For example, students may be implicated in violations via pictures, videos, texting, social media postings, and other social networking sites.

## H. SDJ Athletic & Non-Athletic Activity Co-Curricular Code of Conduct

A student is accountable to the Code of Conduct from the time they first sign the acknowledgment of this Code and/or participate in any pre-season activity (which includes summer months transitioning from 8th grade). They continue to be bound by the code 365 days a year and until the conclusion of their high school career (including off-season and summer months). These are designed for your safety, and overall health and help students create habits for success now and in the future.

### Code Basics – Students must comply with the following:

1. Adhere to the ideals, principles, rules, and standards of SDJ, the Big Eight Conference, the WIAA, and other governing agencies as applied.
2. Conduct themselves in a manner that reflects positively on themselves, their family, the team, and the SDJ community.
3. Respect the rights and property of others. Assume full financial responsibility for any school property which is lost, damaged, or stolen, intentionally or unintentionally.
4. Follow the rules of the competition and the rules established by the coaches.
5. Display respect to those in authority, including the Athletic & Activities Director, coaches, advisors, teachers, school administrators, and contest officials.
6. Display reasonable standards of civil behavior, including good sportsmanship.
7. Use appropriate language at all times and refrain from obscene, derogatory, and defamatory language.
8. Follow the school dress code and the dress code of your sport and team.
9. Exercise responsible digital citizenship. See Social Media Policy on page 17.
10. Refrain from the use, possession, sale, or distribution of alcohol, tobacco (including e-cigarettes or other nicotine delivery devices), controlled substances, drug paraphernalia, performance-enhancing drugs, or any other illegal or illicit substances of any kind. Abuse of prescription drugs or legal substances (caffeine/ephedrine pills, nitrous oxide, aerosols) is in violation of this code.
11. Be at school all day. Try your best and work hard. Treat people with respect, especially yourself!

**For Student-athletes:** WIAA serves as our state athletic association in we are committed to upholding their standards as it relates to athletic participation. See [WIAA Rules at a glance](#) for details regarding the WIAA Code of Conduct.

**Team managers** will be considered student-athletes for the purpose of accountability to the Code. However, a student cannot serve as a team manager for the purpose of service a code suspension for another sport.

**State/Federal Court:** The courts have ruled that participation in athletics is a privilege and not a right; therefore, participating students are often held to a higher standard than non-participating students because they are highly visible representatives of SDJ whose negative behavior could adversely impact healthy, safety and the image of our students.

## **VI. CODE OF CONDUCT VIOLATIONS (Athletic & Activities)**

### **A. Due Process**

Alleged violations of the Code of Conduct will be investigated with due process. Upon becoming aware of an alleged Code of Conduct violation, the Athletics & Activities Director/designee will begin an investigation process and discuss Due Process with the student who was involved in the alleged violation. During an investigation, it is expected that the student will be truthful, cooperative, and forthcoming with information. See Figure 1 on Page 28.

### **B. Categories of SDJ Athletics & Activities Co-Curricular Code of Conduct Violations**

#### **Tier 1 Violations**

These are behaviors associated with violation of school rules, which may or may not take place on school grounds or during school-related activities. This includes conduct that is not consistent with common sense standards aligned with policies and practices of SDJ affiliates (WIAA, Big 8 Conference, National Honor Society, and the like). Multiple or repeated Tier 1 violations may result in increased severity of consequences and/or a Tier II distinction.

#### **Such violations may include, but are not limited to the following:**

- a. Bully/Hazing/Harassment/Hate Speech that does not lead to out-of-school suspension. (1st time) as defined by the SDJ Code of Conduct (“Student Handbook”)
- b. Inappropriate behavior at a school-sanctioned event.
- c. Being deceitful (academic dishonesty, withholding information, and minor theft)
- d. Blatant disrespect of a person or property
- e. Inappropriate use of social media that causes a disturbance to the educational environment (could become a Tier 2 or 3)
- f. Failure of any parent, legal guardian, or student to notify the building’s Athletic & Activities Director of a police-documented violation involving that student within 7 calendar days of the violation. This will be an automatic 20% suspension in addition to the violation reported.
- g. This is not an all-inclusive list.

#### **Tier 2 Violations**

These are behaviors associated with best health and safety practices for minors, violation of community and state ordinances, and contributing to harm of others which may or may not take place on school grounds or during school-related activities. This includes conduct that is not consistent with common sense standards aligned with policies and practices of SDJ affiliates (WIAA, Big 8 Conference, National Honor Society, and the like). Multiple or repeated Tier 2 violations may result in increased severity of consequences and/or a Tier III distinction.

#### **Such violations may include, but are not limited to the following:**

Involvement with Alcohol, Tobacco, Vaping, Nicotine, PEDs, Prescription/Over-The-Counter meds, and Other Drug-Related facsimiles/look-alikes (ATODA). This includes any substances [banned by the WIAA](#).

#### **Students are in violation if they:**

- a. Use, possess, or are in the presence of misuse of ATODA substances.
- b. Deliberately transporting other students to any gatherings where it is known that ATODA usage/presence will take place, whether or not the driver stays at the gathering.
- c. Remaining present at events/parties or situations where ATODA substances are possessed or consumed. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal ATODA activities.

- d. Committee major theft on/or off-campus (\$1-\$250)
- e. Disrespect/Assault/Bullying/Harassment/Hazing that leads to an out-of-school suspension
- f. Use of ethnic/racial/slurs and other hate speech that leads to an out-of-school suspension
- g. this is not an inclusive list.

**Note:** Substances such as creatine are strongly discouraged by SDJ and the WIAA. These products should not be brought onto any SDJ campus. Consult your family medical provider for more information.

**Here are examples of a few products that are strongly discouraged.**



### **Tier 3 Violations**

Behaviors associated with violation of community, state, and federal ordinances, and contributing to harm of others which may or may not take place on school grounds or during school-related activities.

**Such violations may include, but are not limited to the following:**

- a. Organizing, hosting, or providing opportunities for gatherings where the student knows there will be illegal consumption of alcohol or the use of controlled substances
- b. Hosting gatherings, distributing or intent to deliver any ATODA or other dangerous substance or to others. This would include concealed weapons.
- c. Unauthorized use, reproduction, possession, or possession with intent to deliver or distribute school keys/fobs, school property, or school-owned data
- d. Identify Theft of a phone and/or personal data.
- e. Charged with a serious local, state, or federal violation, which may or may not include a citation or arrest.
- f. Charged with a felony
- g. Conduct not consistent with representing a WIAA member school and the SDJ

## C. Code of Conduct Language & Definitions

**Restorative Practices:** SDJ recognizes the importance of restorative practices. Restorative practices prioritize accountability and community healing rather than just assigning punishment and are rooted in values such as interconnectedness, respect, and responsibility.

**Due Process:** As determined by building administration by using a system of due process, some behaviors may be determined to be violations of the SDJ Student Handbook, SDJ Athletic & Activities Co-Curricular Code of Conduct, team expectations, and/or local/state/federal laws. Consequences for those violations will be determined according to those authorities.

**Determination:** If the Athletic & Activities Director/designee determines that the behavior was a violation of team rules vs. the Code of Conduct, administration will defer to the coach/advisor for consequences and accountability. Building Athletic & Activities Directors have full discretion on the processing code violations, applying due process and assigning an appropriate consequence.

**Consequence Options:** Violations of the Athletics & Activities Co-Curricular Code of Conduct may lead to restorative practices and game/performance/activity suspensions to help the student learn from the experience, receive support to overcome root causes and repair relationships. Repeated violations of the code of conduct may result in progressively increasing consequences. Students do have the option to not accept the consequences. However, this would disqualify them from any future participation in SDJ athletics or co-curricular activities.

**Amnesty Clause:** Provides relief to victims and bystanders who report a sexual assault, request emergency assistance, cooperate with and assist law enforcement, and stay on the scene or who encounter law enforcement at a medical facility at which the victim is being treated cannot be issued a code of conduct violation. In order for this relief to be applied consistent with state law, the victim and/or bystander must activate 9-1-1 and/or report to a mandatory reporter who in turn activates 9-1-1. The victim or bystanders must meet the additional State Amnesty Law Requirements. The victim may not falsely claim amnesty knowing that the situation that he/she reports does not exist.

**Voluntary Entry into a Treatment Program Clause:** A student who pre-emptively and voluntarily enters an approved ATODA Treatment Program will not be required to serve an athletic code suspension. "Voluntarily and pre-emptively" means that it is unrelated to a specific ATODA incident and the student has not been cited for an ATOD code violation. A student-athlete may not participate in an extracurricular activity while involved in a treatment program. Upon written documentation of successful completion of the program, the student-athlete involved may be fully reinstated to an extracurricular activity. The student, parent/guardian, coach, advisor, administrator, and Student Services personnel must agree upon a plan for a student's re-entry into an athletic program at the beginning of the treatment process.

#### D. Restorative Responsibility - ATODA/Self-Help

For Alcohol, Tobacco, and Other Drug Use (ATODA) violations, students are required to complete the district's approved ATODA 3rd Millennium Coursework **at the cost of the student/family**.

##### **ATODA 3rd Millennium Course Requirement**

- a. Use, possess, or are in the presence of misuse of ATODA substances.
- b. Involvement with Alcohol, Tobacco, Vaping, Nicotine, PEDs, Prescription/Over-The-Counter meds, and Other Drug-Related facsimiles/look-alikes (ATODA), including [banned by the WIAA](#).
- c. Remaining present at events/parties or situations where ATODA substances are possessed or consumed.

- Sample Alcohol-Related Violations [Course 1](#)
- Sample THC Related Violations [Course 2](#)
- Sample Nicotine Related Violations [Course 3](#)

##### **Note: Restorative Actions and Conversations (Athletics and Activities)**

A student may be allowed to complete actions to provide restitution and/or restore relationships that were damaged in the course of the code violation which may include. See Figure 2 on Page 29.

#### E. Athletic Game Suspension and Character Commitment Option (Athletics):

##### **Tier 1 Consequences:**

Any Tier 1 violations are subject to the following suspension from games/contests/performances:  
Up to 20% suspension from the current or next season of participation.  
There will be no suspension for less than 1 full game/contest.

##### **Tier 2 Consequences:**

- The consequences for the **first Tier 2** violation are suspension from participation in games/contests/performances of 50% of the current or next season of participation.
- The consequences for a **second Tier 2 violation** are a suspension from participation in games/contests/performances of 75% of the current or next season of participation.
- The consequences for a **third Tier 2 violation** are a suspension from participation in games/contests/performances for 365 days. All school activity privileges may be revoked (ex: any participation, attendance at school functions) by administration.

##### **Tier 3 Consequences:**

The consequences for the first, any, and all **Tier 3** violations are a suspension from participation in games/contests/performances for 365 days. Any subsequent Tier 1 or Tier 2 violations beyond a Tier 3 violation will be added onto the one year, applied consecutively not concurrently. All school activity privileges may be revoked (ex: any participation, attendance at school functions) by administration.

- 1st Tier 3 Violation: The student will complete 40 hours of community service BEFORE returning to practice & other non-game team activities.
- 2nd Tier 3 Violation: The student will complete 60 hours of community service BEFORE returning to practice & other non-game team activities.
- 3rd Tier 3 Violation: The student will complete 80 hours of community service BEFORE returning to practice & other non-game team activities.

**F. Optional Restorative Practice - Character Commitment Hours (CCH)**

A student-athlete who is serving game suspensions for Athletic Co-curricular Code of Conduct violations has the option to reduce the number of games suspended by demonstrating a commitment to thinking and acting positively beyond themselves through positive contribution and impact in the school or community.

- Student-athletes who have incurred a Tier 1 violation have the option of having their game suspensions reduced to 10% if they complete 5 Character Commitment Hours (CCH).
- Student-athletes who have incurred their first Tier 2 violation have the option of having the consequence reduced from 50% game suspensions to 25% game suspensions if they complete 10 Character Commitment Hours (CCH); those who incur a second Tier 2 violation have the option to reduce the game suspensions from 75% to 50% if they complete 20 Character Commitment Hours.
- There is no restorative option to reduce game suspensions for a third Tier 2 infraction or for any Tier 3 infraction.

The intent is to give a student an opportunity to demonstrate through additional effort to recommit themselves. The school will have some options for activities that may be performed to complete these hours. Students may also seek out opportunities in the community and/or with their religious institution to complete these hours. *All Character Commitment Hour opportunities must be pre-approved by the Athletic & Activities Director or designee.*

ATHLETIC - Code of Conduct Suspensions & CCH Option			
	FIRST TIME	SECOND TIME	THIRD TIME
TIER 1	<p>20% Suspension Or 10% with 5 CCH (4 reduced to 2 games)</p>	<p>20% Suspension Or 10% with 5 CCH (4 reduced to 2 games)</p>	<p>20% Suspension Or 10% with 5 CCH (4 reduced to 2 games)</p>
TIER 2	<p>50% Suspension Or 25% with 10 CCH (12 reduced to 6 games)</p>	<p>75% Suspension Or 50% with 20 CCH (18 reduced to 12 games)</p>	<p>365 Day Suspension NO RESTORATIVE OPTION FOR REDUCING SUSPENSION 40 CCH before practicing</p>
TIER 3	<p>365 Day Suspension NO RESTORATIVE OPTION FOR REDUCING SUSPENSION 40 CCH before practicing</p>	<p>365 Day Suspension NO RESTORATIVE OPTION FOR REDUCING SUSPENSION 60 CCH before practicing</p>	<p>365 Day Suspension NO RESTORATIVE OPTION FOR REDUCING SUSPENSION 80 CCH before practicing</p>
Restorative Practices still apply for <u>support</u> in all			



### G. Table of Game Suspensions (Athletics specific)

In order to create equity among sports, the number of games suspended is calculated by sport as a percentage of the number of regular season games. The table below represents the number of games suspended as a percentage of the number of games in a given season.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
10%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3
20%	1	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	5	5	5	5	5	6
25%	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	6	7
50%	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13	13
75%	1	2	2	3	4	5	5	6	7	8	8	9	10	11	11	12	13	14	14	15	16	17	17	18	19	20

- During the suspension period, a student-athlete is expected to practice with the team and be present for all team activities, including games at the discretion of the coach/advisor.
- The coach and/or Athletic & Activities Director/designee have the discretion to restrict a student's continued participation with the team if they determine that it is not in the best interest of the student or team.
- Student-athletes serving any portion of a suspension in a given season must complete the season in good standing. Any portion of game suspensions not able to be mathematically completed during one season will be carried over to the next season in which a student-athlete participates as a percentage of the number of regular season contests in that sports season. Failure to complete a season in good standing will result in any game suspension(s) served (in part or in full) carrying forward the entire suspension to the next season in which the student-athlete participates.
- If the violation occurs when the student-athlete is not currently competing in season, the consequence will be enforced in the next season in which the student-athlete participates.
- A team manager plays an important administrative, communications, and facilitation role on the team and is not designed nor intended to be a role for students to fulfill game suspensions.
- Game suspensions may **NOT** be served while a student is academically ineligible, but will be enforced once the student is academically eligible.
- Game/contest/performance suspensions may not be served while a student is serving an out-of-school suspension.

## **H. Non-Athletic Activities Suspension and Community Commitment Requirement:**

A Code of Conduct violation will result in a student being suspended from representing SDJ in any non-athletic co-curricular activities until all restorative actions and consequences are completed. Activities are defined as competitions, performances, field trips, assemblies, dances, and other activities in which the student participates. This also includes homecoming parades, special ceremonies, school dances, etc. Students are allowed to participate in rehearsals and meetings during their suspension.

\*Participation may not be restricted if an academic grade is dependent on participation, at the discretion of the advisor and/or administration. (e.g. Band/choir/orchestra concert)

### Restorative Action to Team/Community - Character Commitment Hours - CCH

A student who is suspended for Code of Conduct violations must demonstrate a commitment to thinking and acting positively beyond themselves through positive contribution and impact in the school or community. They can do this by completing Character Commitment Hours in order to earn their way back into their selected club. Hours must be completed before they can rejoin their activity. Choosing not to complete CCHs will forfeit any future club participation. (See Table on next page)

#### **Tier 1 Consequences:**

If the violation is determined to be a code of conduct violation, the consequences for a Tier 1 violation will be, but not limited to, an administrator meeting, a written warning, and five (5) Character Commitment Hours BEFORE returning to their activity. Students are allowed to participate in club meetings and rehearsals during this period.

#### **Tier 2 Consequences:**

If the violation is determined to be a code of conduct violation the consequences for a Tier 2 violation will be that the student completes 10 Character Commitment Hours BEFORE returning to their activity. Students are allowed to participate in club meetings and rehearsals during this period.

- 1st Tier 2 Violation: The student will complete 10 Character Commitment Hours BEFORE returning to rehearsal and other leadership roles/performance club activities.
- 2nd Tier 2 Violation: The student will complete 20 Character Commitment Hours BEFORE returning to rehearsal & other leadership roles/performance club activities.
- 3rd Tier 3 Violation: The student will complete 40 Character Commitment Hours BEFORE returning to rehearsal & other leadership/performance club activities. Additionally, a student is suspended from participation in leadership roles or competitions/performances for 365 days.

#### **Tier 3 Consequences:**

If the violation is determined to be a code of conduct violation the consequences for a Tier 3 violation will be that the student completes 40 Character Commitment Hours BEFORE returning to their activity.

The consequences for the first, any, and all **Tier 3** violations are a suspension from participation in leadership roles or competitions/performances for 365 days.

Any subsequent Tier 1, Tier 2, or Tier 3 violations to a Tier 3 violation will be added onto the one year, applied consecutively not concurrently.

- 1st Tier 3 Violation: The student will complete 40 Character Commitment Hours BEFORE returning to rehearsal and other leadership roles/performance club activities.
- 2nd Tier 3 Violation: The student will complete 60 Character Commitment Hours BEFORE returning to rehearsal & other leadership roles/performance club activities.
- 3rd Tier 3 Violation: The student will complete 80 Character Commitment Hours BEFORE returning to rehearsal & other leadership/performance club activities.

- During the suspension period a student is expected to attend club functions, be present for all club activities including performances, and complete the club activity in good standing.
- The advisor/coach or administration has the discretion to restrict a student's continued participation with the student organization if they determine that it is not in the best interest of the student or organization.
- If the violation occurs when the student is not currently participating in a club/activity, they will still be accountable for the consequences.
- Suspensions may NOT be served while a student is academically ineligible, but will be enforced once the student is academically eligible.
- If a student is currently involved in both a sport and an activity, game suspensions, and activity suspensions will occur concurrently. CCHs count toward fulfilling both athletic game suspension reduction and activity commitment requirements.

<b>Non-Athletic Character Commitment Hours (CCH) Required</b>			
	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>
<b>TIER 1</b>	Suspension From Leadership Positions, Competitions/Performances until completion of 5 CCH	Suspension From Leadership Positions, Competitions/Performances until completion of 5 CCH	Suspension From Leadership Positions, Competitions/Performances until completion of 5 CCH
<b>TIER 2</b>	Suspension From Leadership Positions, Competitions/Performances until completion of 10 CCH	Suspension From Leadership Positions, Competitions/Performances until completion of 20 CCH	365 Day Suspension From Leadership Positions, Competitions/Performances & completion of 40 CCH
<b>TIER 3</b>	365 Day Suspension From Leadership Positions, Competitions/Performances & completion of 40 CCH	365 Day Suspension From Leadership Positions, Competitions/Performances & completion of 60 CCH	365 Day Suspension From Leadership Positions, Competitions/Performances & completion of 80 CCH

**Restorative Practices still apply for support in all**

### I. Re-Engagement Process

Once the student has fulfilled the expectations of the game suspension period, including all restorative actions, the student will request a meeting with the Athletics and Activities Director or designee to discuss eligibility and re-engagement with the team/group and re-sign the Athletic and Activities Co-Curricular Code of Conduct in the presence of the coach/advisor, designee, and/or Athletics and Activities Director. The coach/advisor may be part of this meeting and/or may meet with the student separately to review his/her team expectations.

### J. Appeals Process (For both Athletics & Activities)

A parent/guardian and/or student-athlete has seven (7) calendar days after notification of suspension to file an appeal. The review of any appeal will be limited to determine if the process (due process afforded to the student) of the policy was properly followed. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration.

A written appeal may be submitted to the Principal/Designee by the student participant and/or his/her parents/guardians within seven (7) calendar days of the student being informed of the disciplinary action by the Athletic Director. The appeal should explain how due process was not afforded to the student-athlete. The Principal/Designee and District Athletic Director will review the appeal and respond in writing within seven (7) calendar days. The decision of the Principal/Designee and District Athletic Director is final.

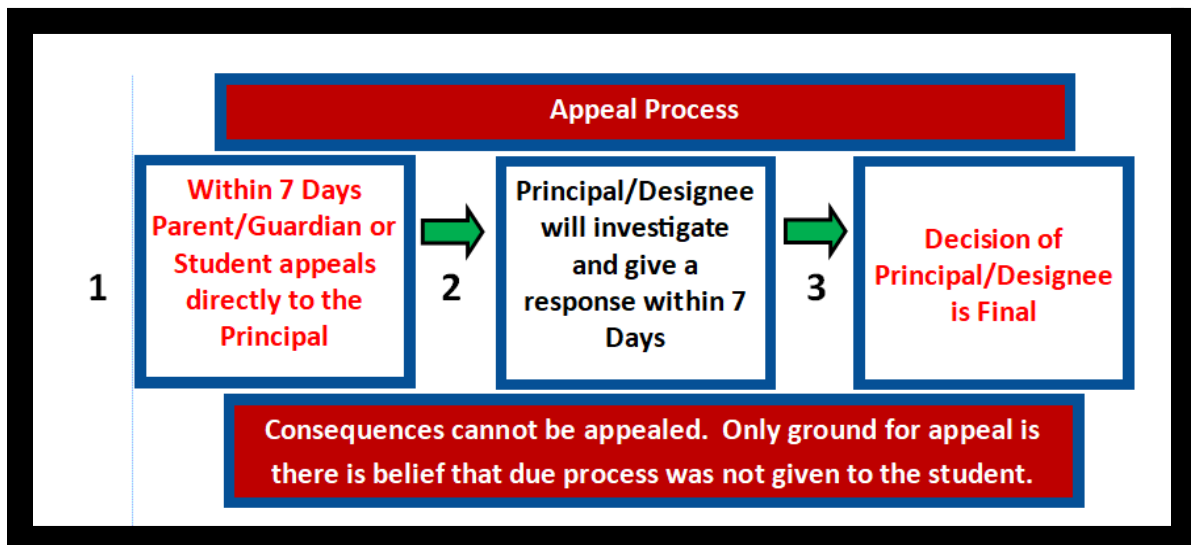


Figure 1

	<b>Due Process &amp; Code Processing Progression</b>	<b>Potential Actions/ Outcomes</b>
<b>1</b>	<p>The Athletic &amp; Activities Director (A) is made aware of the possible infraction.</p> <p><i>Infinite Campus      Outside Source      Self-Reported</i>  <i>Social Media          Firsthand              3<sup>rd</sup> Party Reported</i></p>	<p>Talk to the student directly            Contact parent or guardian            Consult with SLO            Substantiate the infraction</p>
<b>2</b>	<p>AD informs the student of the allegation and that an investigation may be necessary            AD explains the due process to the student.            Parent/Guardian...</p> <ol style="list-style-type: none"> <li>1. may be informed at this point if the alleged violation could result in a suspension.</li> <li>2. is always informed at this point if an alleged violation <b>will</b> result in a suspension.</li> </ol>	<p>The parent or guardian informed            Coach informed            Dean/Teacher informed</p>
<b>3</b>	<p>AD conducts investigation</p> <ul style="list-style-type: none"> <li>• reviews the evidence and conducts an interview with the student</li> <li>• (possibly with parent or guardian present)</li> <li>• may interview other relevant parties, including parents/guardians, coaches, other student witnesses, and law enforcement. Emphasis on firsthand knowledge.</li> <li>• Note: Depending on the credibility of the initial evidence, it is very likely a student will be out of WIAA contests immediately during the investigation.</li> </ul>	<p>Interviews documented here</p>
<b>4</b>	<p>AD determines if evidence supports that a code violation occurred beyond a reasonable doubt. The outcome and/or consequence is shared verbally with the student in question.</p> <p><b>If a code violation:</b> Determine which Tier consequence aligns            If not a code violation: Determine other consequences if any</p> <p><b>When a consequence is assigned:</b> The AD will review Due Process procedures and how the process and consequence were determined. Students will be asked to acknowledge they understand the process.</p>	<p>Communicate with students on findings and next steps in person.</p> <p>Communicate with parent/guardian. Call, virtual or written.</p> <p>Communicate with teachers/support and coach/advisor as needed.</p>
<b>5</b>	<p><b>Consequence Phase:</b> Students are assigned the consequence in writing and given the detailed time frame of any suspension and an explanation of restorative practices available.</p>	<p>Consequence is clearly defined and communicated in written form.</p>
<b>6</b>	<p><b>While Suspended:</b> A student under a code violation suspension is still eligible/expected to participate in practice or a supportive role in their school activity as directed by their coach advisor. Per policy, students cannot serve a behavior suspension and academic suspension at the same time. The academic suspension has to be completed, first.</p>	<p>The student is expected to be engaged to the extent possible. Likely be demoted from leadership status, and may not leave school early to travel with a team/group.</p>
<b>7</b>	<p><b>Full Reinstatement:</b> A student will be fully reinstated to their activity after they are: academically eligible, completed all restorative options and/or service hours, have documented completion of any other defined responsibilities, and sat out the appropriate number of performances/contests indicated as a consequence.</p>	<p>May join the team fully. The coach/Advisor has discretion on the level of participation.</p>
<b>8</b>	<p><b>Appeal Process:</b>            Consequences are not subject to an appeal. Student/Parent/Guardian may appeal that due process was not provided..</p> <ol style="list-style-type: none"> <li>1. Appeal directly to the building principal/designee within 7 days of notification of the consequence.</li> <li>2. Principal/Designee &amp; District AD review appeal and issue response within 7 days.</li> <li>3. The decision of the Principal/Designee &amp; District AD is final.</li> </ol>	<p>See Page 30</p>

Figure 2

Steps	Required for Full Eligibility	Restorative Action – Make It Right!	Support Person
<b>1</b>	Admin Discretion	As agreed upon by your coach/advisor, address your team/club and acknowledge the violation, and take responsibility in how it impacts the team and how you will work to earn back their trust. AKA: How you make it right.	Your Family Your Coach/Advisor Social Worker School Counselor ATODA Professional Athletic & Activities Director Teammates SLO
<b>2</b>	Admin Discretion	Write an apology to the person or persons that your behavior impacted. Ask for forgiveness and share how you will work to earn back their trust. Show remorse and offer natural restitution. AKA: How you make it right	Your Family Your Coach/Advisor Social Worker School Counselor ATODA Professional Athletic & Activities Director Teammates SLO
<b>3</b>	Admin Discretion	Reimburse for damage or replace an item when applicable.	Your Family Your Coach/Advisor Social Worker School Counselor ATODA Professional Athletic & Activities Director Teammates SLO
<b>4</b>	Admin Discretion	Consider other actions that are designed to repair relationships, rebuild trust and show you are committed to making it right.	Your Family Your Coach/Advisor Social Worker School Counselor ATODA Professional Athletic & Activities Director Teammates SLO
Notes	N/A	Work with your coach/advisor and Athletic & Activities Director to create a restorative path for accountability and making it right. There is room here for creativity and cooperation.	