



Hayward High School  
Athletic/Co-curricular Activities  
Student Code of Conduct

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**HAYWARD COMMUNITY SCHOOL DISTRICT**  
**Board of Education Policy**  
**HAYWARD HIGH SCHOOL CO-CURRICULAR CODE**

Co-curricular activities have long been an established part of the Hayward Area School District's educational program. Participation in activities provides students with learning experiences and opportunities for maturity not ordinarily available in the classroom. Activities provide participants with the opportunity to develop sound bodies, mental and physical self-discipline, self-reliance, a healthy attitude toward competition, the ability to cooperate with others, and good citizenship and sportsmanship, all of which have educational value.

In allowing students to participate in athletic and other co-curricular activities, in establishing standards and enforcing rules of behavior, and in providing facilities, the school district shall not discriminate against any student on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints will be processed in accordance with established procedures.

The Hayward Community School District is most anxious to have parents of those participating in co-curricular activities to not only know the regulations governing their son's/daughter's participation, but also to approve of the regulations. To make this phase of their education more meaningful, parents are asked to read and affix their signatures to the acknowledgement forms, along with your son's/daughter's name. ONCE YOU SIGN THE CODE OF CONDUCT IT IS IN EFFECT 12 MONTHS OUT OF THE YEAR. THE CODE NEEDS TO BE REVIEWED AND SIGNED BY ALL PARTICIPANTS ONCE **EACH YEAR** PRIOR TO THEIR FIRST ACTIVITY SEASON.

Violations of this code will be documented in writing and will be included in the students' personal file at the school.

**Activities Governed by this Code**

The activities governed by this code are the following:

**Group 1:** All interscholastic athletics. These are: football, volleyball, boy's and girl's golf, boy's and girl's basketball, boy's and girl's hockey, softball, baseball, boy's and girl's track, cross country running, Nordic skiing, boy's and girl's soccer, and wrestling.

**Group II:** Co-curricular activities with performances and/or contests. These are: Color Guard, Forensics, Theatre Productions (Fall & Spring Play), Variety Show, Skills USA, FBLA, FCCLA, Band and Choir Trips, Spirit Team.

**Group III:** Co-curricular activities without performances and/or contests. These are: Cross-Age Peer Educators, Student Council, Student Board, Tsunami, National Honor Society, Spanish Club, Wanaki Staff, Character Education Club, NACC, Yearbook,

## **CODE OF CONDUCT FOR PARTICIPANTS**

Coaches and advisors are entitled to expect adherence to the training programs they develop for students in activities as well as irreproachable conduct in public from the participants in these activities. It is a privilege to participate in a co-curricular program; if a student wishes to participate in co-curricular activities, he or she must assume certain responsibilities. A student's continued participation in co-curricular activities is at the discretion of the school administration.

### **A. Eligibility**

1. A high school student is ineligible for participation in co-curricular contests, competition, activities or performances for a minimum of 15 consecutive school days if he/she has received one or more failing grades in her/his latest reporting period. **For quarter classes the quarter grade will be used. For semester classes a failing grade on EITHER QUARTER GRADE OR SEMESTER GRADE WILL BE CONSIDERED FAILING. The 15 days WILL BEGIN UPON AD RECEIVING GRADE REPORT.** After the minimum 15 day suspension, a student becomes eligible as soon as he/she is passing all of his/her classes. If grades have been raised to passing, eligibility will be restored by the Athletic Director as appropriate. Unless decided otherwise by Coach/Advisor and parents, the student will continue to attend practice and or meetings.

ITV CLASSES TAKEN THROUGH HAYWARD COMMUNITY SCHOOL DISTRICT WILL BE TREATED THE SAME AS ALL OTHER CLASSES IN REGARD TO ENROLLMENT AND GRADE ELIGIBILITY

2. A student must be enrolled as a full time student in accordance with District Policy 430.

3. A student regains eligibility immediately when incompletes are made up.

4. A student who is enrolled in any district-approved EEN program and who does not receive usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her I.E.P.

5. Eligibility for Fall activities will be based on the previous school year's final semester grades. A student may erase ineligibility status following the last grade reporting period of the school year through summer school courses at the same or some other school, provided these courses are accepted toward graduation requirements and they count in rank-in-class standings (this includes correspondence courses). The ineligibility status will be adjusted as follows for students in fall sports in which the date of the earliest allowed competition occurs before the first day students are in class.

A. Fall Activities - The minimum ineligibility period shall be the lesser of:

1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in an activity.

2) One-third of the maximum number of competitions allowed in an activity. (In calculating the number competitions, all fractions shall be round to the next whole number; i.e. 6.3 will become 7)

### **B. Attendance**

1. In order for a student to be eligible for the day's performance, practice, activity or competition, he/she must be in attendance in classes all day. Exceptions to this rule shall be limited to family emergencies, pre-arranged absences, or verifiable medical appointments.

2. Any student with an unexcused absence from one or more classes/periods will not be eligible for the day's performance, practice or competition. Being more than 15 minutes late to a class is considered an un-excused absence.

(The Athletic Director reserves the discretion on whether tardiness is excused and whether or not

participation is allowed on said day)

3. If a student is suspended in or out of school, he/she will not be eligible for the performance(s), practice(s), or competition(s) during the duration of the suspension.

4. A student with detention time accumulated is not eligible for the performance(s), practice(s) or competition(s) unless the detention time is completed as scheduled.

### **C. Major Violations**

**1. Alcohol, Tobacco & Drugs.** Any participant found to be in possession of or using alcoholic beverages, illegal drugs or tobacco products shall be considered in violation of this code.

**2. Conduct Unbecoming a Participant; Civil & Criminal Law Violations.** Participants in all co-curricular activities are public figures, representatives of the District and role models for others. The activity/team, it's coaches/advisors, our school and our community are judged by the behavior of the individuals representing them. Therefore, in addition to the requirement that they comply with the specific rules set forth above, all participants will be expected to exercise reasonable citizenship. Any one conducting him/herself in a manner unbecoming a participant or convicted of a violation of any statute, law or ordinance enacted for the protection of the public and imposing any penalty or forfeiture for such violation, if such conduct or violation is found by the school to be conduct unbecoming a participant and of such a serious nature as to affect the operation and functioning of the school system or any of it's co-curricular programs, shall be in violation of this Code.

Conduct unbecoming a co-curricular activity participant may include, but is not limited to the following:

- a. Level 2 referrals
- b. Stealing; in and out of school
- c. Flagrant misbehavior at Home or Away co-curricular events or contests.
- d. Disorderly conduct as defined by state law, in or out of school
- e. Vandalism, in or out of school
- f. Disrespectful attitude toward school personnel
- g. Repeated failure to follow team rules (coaches reserve discretion)**
- h. Harassment/hazing
- i. Other conduct, which adversely affects and relates to the management of the school.

The A.D./Activities Director reserves the right to administer consequences on an individual basis that may exceed or supersede usual steps and consequences taken for major violations. This may include dismissal from current team.

**3. Hazing, Harassment, Demeaning Acts.** Participants in co-curricular activities have a right to be free from demeaning or intimidating acts. Hazing, harassment, or demeaning acts against any individual or group is conduct unbecoming of a participant and a major violation of the co-curricular code.

### **D. Minor Violations**

1. No participant is to be present at a party where alcoholic beverages or illegal drugs are available or be present in bars or other establishments whose primary purpose is to serve alcoholic beverages.

Exclusions to the above rule are dining areas, bowling alleys, and pro shops. In addition, **it shall not be a violation** of this paragraph for a participant to attend a religious gathering or affair or a wedding reception or such other events or places while in the company of his/her parents at which alcoholic beverages are served, **provided however, that he/she not possess or use alcoholic beverages on such occasions.**

## Points of Emphasis

1. All participants are required to travel to and from out of town contests with the team/organization. Travel with parents will be considered by the coach/advisor if there is an injury or if there are time or transportation problems following a game. When travel with parents is requested, the parent must make a face to face and written request to the head coach/advisor, whose decision shall be final.
2. No participant may change from one activity to another during the same season unless the coaches/advisors would agree to this change (i.e. if a player is cut from a squad, he/she should be allowed to try out for another team).
3. Students will not be permitted to participate in any activity, (to include practice AND Contests) governed by this Code until the Student-Parent Commitment form is signed and on file in the high school office. Students on athletic teams must also have a WIAA physical examination card or alternate year card on file in the high school office.
4. The coach/advisor will establish reasonable team/activity rules. The rules will be given to the participants when they report for their various activities by the coach/ advisor.
5. The personal appearance of a participant on co-curricular/athletic trips or home events will be the responsibility of the coach/advisor, Coaches/advisors may establish reasonable rules as to personal appearance. However, the minimum appearance standard shall be consistent with the School's Dress Code.
6. Each participant is responsible for the school equipment issued to him/her. All lost or damaged equipment must be paid for by the participant.
7. **Any Participant in an activity will not be eligible to receive an award, including all conference nominations, for any of the following reasons?**
  - a. *Second violation of co-curricular code within High School Career*
  - b. Non-completion of season
  - c. Failure to return School equipment
  - d. Non-Payment of finesPresented awards will NOT be forfeited

***A first code violation will result in the loss of, or eligibility to hold, any elected or appointed leadership position (e.g. team captain/club officer) in any activity for no less than the next six (6) months of the school calendar from the date of written confirmation.***

***A second code violation will make the student ineligible to hold any elected or appointed leadership position during the remainder of his/her high school career.***

## OF THE CODE OF CONDUCT

- A.** Investigation of the code violations will be based on the following:
1. Violations reported to the school-by-school staff, Parents, students, members of the community, other school Officials or Law Enforcement officials
  2. Self-admission.
- B.** Violations must be reported to the Athletic Director or Assistant Principal. Allegations shall be put in writing and must be made within seven days of the alleged infraction. The following are exceptions:
1. Notification of violations which occurred during summer vacation shall be made no later than the end of following fall semester.
  2. Allegations from previous school years will not be accepted
  3. Any un-served suspensions will be carried over from one year to the next.
- C.** It shall be the responsibility of the head coach or the advisor to whose attention any alleged code violation is brought, to promptly notify the Athletic Director or Assistant Principal regarding the alleged violation. Thereafter, at the request of the Athletic Director or Assistant Principal, the coach/advisor shall investigate any such alleged violation. Furthermore, the head coach/advisor may withhold the student from participation in the sport/activity until the Athletic Director/Assistant Principal has reached a decision. Any preliminary suspension shall count toward the total suspension imposed by the Athletic Director/Assistant Principal.
- D. General**
1. Suspensions shall begin immediately after the student has been found to have committed a violation.
  2. While under suspension, the student will normally remain on a team or in an activity.
  3. If any athlete commits a violation after the first day of practice during a season in which he/she is not participating, he/she may not join a sport until the next sport season.
  4. If a participant violates the code while not a participant, he/she must serve the penalty in the next sport/activity in which he/she participates.
  5. Penalties will be applied to each activity in which the student is a participant.

**E. Major Violations**

A student shall begin a suspension with respect to alcohol, tobacco or drug violations when one or more of the following conditions are met:

1. The student admits the violation
2. The Athletic Director/Assistant Principal has met with the student, investigated the case and has determined that the student has committed a violation.

The coach/advisor may impose a temporary suspension not to exceed 48 hours or the next school day when a coach/advisor is made aware of a violation at a time that makes it impossible to have a meeting prior to a scheduled contest/activity.

**F. Minor Violations**

Procedures for minor violations will consist of the Athletic Director /Assistant Principal confronting the student and notifying him/her of the charge. The student will be asked for and given an opportunity to provide any information in his/her defense that may be pertinent. The Athletic Director/Assistant Principal will render a decision, which will not be appealable. The penalty will be a minimum suspension of one game/competition/performance.

**G. Valid Evidence**

Any information or evidence considered to be relevant, valid and accurate by any person(s) reviewing a particular alleged violation shall be considered. Parties who provide anonymous information will be asked to provide specific names, dates, times, and infractions. If hearsay evidence cannot be substantiated on the basis of a subsequent investigation, the allegation will be dropped.

**PENALTIES FOR MAJOR AND MINOR VIOLATIONS**

**1. Major Violations**

- A. Alcohol, Tobacco and Drug Violations
- B. Conduct Unbecoming a Participant
- C. Civil and Criminal Law Violations

**1. Group I (Athletics)**

**ALL SUSPENSION CALCULATIONS THAT RESULT IN A FRACTION WILL BE ROUNDED UP TO THE NEXT WHOLE NUMBER; I.E. 6.3 WILL BECOME 7.**

**SUSPENSIONS WILL BE CALCULATED BASED ON MAXIMUM NUMBER OF ALLOWED CONTESTS AS PUT FORTH BY WIAA FOR EACH SPORT.**

**a. First Violation:**

The violator will be suspended from further athletic competition for thirty percent (30%) of the total number of athletic contests in the sport in which he/she is participating. The athlete, parent/guardian and coach or Athletic Director must meet with a designated counselor to discuss the violation.

The athlete will be expected to practice during the suspension period. If the suspension cannot be fulfilled during the present sport season, the remaining fraction of the suspension will carry over into the contests of the next sport season in which they participate. (The carry-over fraction is calculated on the number of contests in the new season.) Athletes suspended because of drug/alcohol/tobacco related violations will be referred to the Student Assistance Program. The student must comply with the Student Assistance Program recommendation which may include, but is not limited to the following...

- Completion of the AODA Awareness Packet
- AODA Screening
- Participating in the Sawyer County Human Services Alternative Program

**b. Second Violation:**

The violator will be suspended from further athletic competition for one calendar year from the date of the meeting with the AD. Athletes suspended because of 2 alcohol/drug related violations must complete AODA screening. The Athletic Director and a designated counselor will monitor the athlete's suspension and make the determination as to completion of SAP recommendation. The athlete's parent(s) and the building administrator will be informed if and when eligibility is restored.

The athlete will continue to practice with the team during the suspension period. If less than one-half (1/2) of the contests remain on the schedule, the remaining fraction of the suspension will carry over into the contests of the next sport in which the athlete participates.

c. **Third Violation:**

The violator will be suspended from further athletic competition for the duration of their High School Career. This is appealable to the District Administrator following appeal process.

2. **Group II (Co-curricular with contests)**

The same penalties will be applied as in Group I.

3. **Group III (Co-curricular without contests)**

a. **First Violation:**

The violator will be suspended from all club meetings and activities for nine weeks. The student will be referred to the Student Assistance Program and must comply with the SAP recommendation...

- Completion of the AODA Awareness Packet
- AODA Screening
- Participating in the Sawyer County Human Services Alternative Program

b. **Second Violation:**

The violator will be suspended from all club meetings and activities for 18 weeks. Students suspended because of 2 alcohol/drug related violations must complete AODA screening and comply with the SAP recommendation. The Co-curricular Supervisor and a designated counselor will monitor the athlete's suspension and make the determination as to completion of SAP recommendation. The athlete's parent(s) and the building administrator will be informed if and when eligibility is restored.

c. **Third Violation:**

The violator will be suspended from all club meetings and activities for one (1) calendar year. They must complete AODA Screening and comply with the SAP recommendation.

2. **Minor Violations**

These violations and penalties shall not be cumulative. Participants found guilty of "other" code violations shall be suspended from competition/performance for one (1) contest (where applicable). An exception to this shall be with respect to academic ineligibility, penalties for which are described in the general code of conduct.

Actions perceived by the Athletic Director/Assistant Principal to be willful and persistent violations of these rules, will cause the participant to be penalized under the (Major Infractions) clause of this code. Willful and persistent may be, but is not limited to, a third minor infraction in one calendar year.

3. **Good Behavior**

If a student has no infractions (major or minor) for one calendar year, he/she would have his/her record reduced one step.



## CODE ENFORCEMENT

### **A. Major Violations**

1. The student shall be notified of any alleged major violation of the code by the Athletic Director/Assistant Principal as soon as the violation becomes known to him/her. The Athletic Director/Assistant Principal will then render a decision which will result in one of three actions:

- (a.) The alleged violation will be dropped due to in-sufficient evidence.
- (b.) The athlete admits the violation; a suspension will be assessed and served.
- (c.) The athlete denies the charge; however, based on the evidence, the suspension will be assessed.

**2. If a suspension is assessed, the Athletic Director/Assistant Principal shall send a letter to the parent(s)/guardian(s) informing him/her/them of the decision and the basis for the decision.**

3. If the Athletic Director/Assistant Principal determines that a violation has occurred with respect to alcohol, tobacco or drug violations, a meeting involving the student, parent(s)/guardian(s) of the student, the coach/advisor and a school-designated representative shall be scheduled to review the violation, consequences, and student responsibility to comply with the SAP recommendation. The meeting shall not be held, however, if the student or his/her parent(s)/guardian(s) appeal the decision.

### Procedures for Appeal

1. If the student or his/her parent(s)/guardian(s) are dissatisfied with the decision rendered by the Athletic Director/Assistant Principal, they may appeal the decision to the District Administrator within five (5) school days after receipt of the letter notifying them of the decision.

The District Administrator shall schedule a meeting not later than five (5) school days after receiving the appeal. The student may be accompanied by his/her parent(s) guardian(s) at the meeting with the District Administrator. The student will have an opportunity to present evidence and challenge evidence presented against him/her at this meeting.

The District Administrator shall notify the student and his/her parent(s)/guardian(s) of the decision regarding the appeal within two (2) school days.

2. The school shall consider this decision final.

### **B. Minor Violations**

1. The decision of the Athletic Director/Assistant Principal shall be final.

## **Student Assistance Program**

The Student Assistance Program (SAP) provides an AODA Screening for students affected by alcohol and other drug use and/or abuse.

Students may be referred to the Student Assistance Program by parents, staff, or by self-referral. Students who are referred are then interviewed by a guidance counselor or AODA Program Coordinator.

Students concerned about their own use of drugs and/or alcohol have the opportunity to participate in a voluntary AODA screening to evaluate their own usage. Students and parents are provided with information and guidance support in attaining additional community AODA resources when needed.

## **Honesty Clause**

Students who are questioned about alleged code violations are expected to answer truthfully to any such questions about his or her personal actions. If a student fails to respond truthfully, additional disciplinary consequences will be applied to include, but not limited to, suspension from additional contest participation.

**A copy of this code will be provided to each candidate reporting for all co-curricular activities. Both the student and his/her parent/guardian must acknowledge, by signature, receipt and review of this code.**

**The duration of the Co-Curricular Code is (12 months) year round. It remains in effect for the duration of the school year from the date the athletic signature form is signed.**

