

# **Cambridge Blue Jays**



**Activity Code**  
**Revised August 2005**

## **SCHOOL DISTRICT OF CAMBRIDGE CO-CURRICULAR ACTIVITIES CODE**

### **I. PHILOSOPHY**

The school district of Cambridge sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although it is understood that the main purpose for attending school is to obtain an education, co-curricular programs are also supported as a valuable part of the total educational experience.

Co-curricular activities include any school related organized activity which is offered outside of academic course requirements.

Participation in co-curricular activities is a privilege, which carries additional responsibilities. The standards outlined in this code will help to ensure that the involved students serve as a credit to themselves, their parents, their school, and the community.

It is recognized that personal problems can act as a deterrent to the health and well being of students and their ability to participate in co-curricular activities. This code therefore includes provisions for support, in order to help students achieve their full potential.

### **II. PURPOSE AND APPLICATION**

This code is designed to:

- A. Promote the health and well being of all student participants.
- B. Establish appropriate standards of conduct for all student participants.
- C. Provide fair and equitable consequences for code violations.
- D. Offer appropriate counseling for students who are found in violation of the code.

This code applies to all students participating in interscholastic athletics, school plays or musicals, forensics, academic decathlon, knowledge bowl, cheerleading, pom poms, clubs, or any other co-curricular activity where students represent the school to the public. Individuals involved in activities with post high school affiliations will be expected to follow the state and national affiliation guidelines for that activity.

Wisconsin Interscholastic Athletic Association (WIAA) and other pertinent state and/or national governing regulations will apply according to their respective activity. The most stringent standard shall be the one that applies. Each activity can draft rules that are more stringent or that apply to specific situations not covered under this code. Copies of such regulations shall be made available to the student participants by their coach/advisor.

### III. ELIGIBILITY

Students must be enrolled as a full time student within the School District of Cambridge, and must have a copy of the co-curricular code signed by the student and parent/guardian on file in the school office in order to be considered eligible for participation in school activities covered under this policy.

These expectations are to be enforced 365 days of the year, for the remainder of the student's school career. Students having completed their 8<sup>th</sup> grade year will be considered high school students.

Students will re-sign this code in their junior year as a reminder of their responsibility as a student leader.

Athletes are allowed to participate in one sport per season. Athletes cannot participate in club sports of the same nature while participating in a WIAA sponsored sport. Athletes dropped from one sport for disciplinary reasons shall not be able to participate in another sport for that particular season, or the length of the suspension, whichever is longer. Athletes who quit a sport may go out for another, provided that permission is granted from both coaches. A person who gains permission to change sports will be ineligible to compete for a period of two weeks

Students must receive passing grades in all courses, for all marking periods, midterm, quarterly and semester. Fall eligibility is determined by the fourth quarter and the semester grades from the previous year an F in either column shall count as a failure toward eligibility status (each course is only counted once). Grades are considered issued when the grade report cards are issued.

- A. If a student is **FAILING ONE SUBJECT AREA** at the time grades are issued, he/she will continue to be eligible under probationary status\* until the next date grades are issued (midterm or quarter/semester). After the probationary period if the student is not passing all subjects, then he/she will be declared ineligible to participate until the next date that grades are issued, at which time the student must be passing all classes to regain eligibility.

The building administrator or designee will verify student eligibility for athletics and monitor all probationary plans. Each activity advisor will verify student eligibility for their activity and report the final student status to the Athletic Director.

\*Probationary Status allows a student to participate fully in activities. Probation is a time period for students to bring all grades up to passing. While on probation the student will be responsible for taking a weekly grade check sheet to all of his/her teachers on Fridays. The grade checks are to be monitored by the coach/advisor for appropriate counseling.

- B. . Students **FAILING IN TWO OR MORE SUBJECT AREAS** will be considered ineligible for participation until the next date that grades are issued.

- C. . For the purpose of determining eligibility, **AN INCOMPLETE WILL BE CONSIDERED AS A FAILURE** until the incomplete is made up and a grade issued.

- D. Students earning no more than two failing grades for the fourth quarter or second semester may satisfy the eligibility requirements for the next school year by successfully completing the respective number of pre-approved summer school credits.
- E. Students enrolled in the special education program, or who are At-Risk, or who have other unique learning needs (504), and are determined to have difficulty in meeting the grade requirements established in this policy because of their special needs, can maintain eligibility if consensus of the involved teachers and the co-curricular board both agree that the student is meeting the goals outlined in his/her Individual Education Plan (IEP), At-Risk plan, or other plan of remediation.

#### **IV. ATTENDANCE AT SCHOOL PRACTICES/GAMES/CONTESTS OR PERFORMANCES**

A student cannot participate in an activity if he/she is absent from school for any reason\* including illness during any part of the day of the activity/performance/contest. \*(Exceptions: verifiable medical appointments, family emergencies, funerals and other instances that have prior administrative approval.)

It is expected that all student participants be in school the day following a contest/event. If excessive tardiness or illness takes place on the day after a contest/event, an evaluation of the student's participation will be made by the Athletic Director, coach and administration. Disciplinary actions can include being held out for the next contest/event.

#### **V. TRANSPORTATION**

For liability reasons, all student participants are required to ride the bus to and from the event. The only exception to this rule will be when a parent/guardian, after an event, personally notifies the coach/advisor that they will be taking their own son/daughter home from the event and a written note stating the same accompanies the request. At no time can parents take any student other than their own home.

Students that have practice sessions, contests or events off school property, yet within the school district boundaries, will be allowed to provide their own transportation, provided that there is a written permission slip on file with the coach.

#### **VI. STANDARDS OF CONDUCT**

Participation in co-curricular activities is a privilege which carries with it additional responsibilities. Students involved in co-curricular activities will be expected to conduct themselves in such a manner that brings honor to themselves, their school, and the community.

A. Major violations of the standards of conduct include, but may not necessarily be limited to the following.

1. Drug/alcohol/tobacco violations. Students involved in co-curricular activities will not possess, use, sell, transfer, be under the influence of, or transmit in any form, tobacco products, alcoholic beverages, drug paraphernalia, chemical substances that are inhalants, stimulants, depressants, hallucinogens, narcotics, volatile substances, other drugs, cannabis derivatives or look a likes of any kind. This includes performance enhancing drugs and/or substances. The use of medication as prescribed is exempted.
2. Being convicted of a criminal misdemeanor, felony, or juvenile violation, not including traffic violations.
3. Permanent removal from class for disciplinary reasons. (Students permanently removed from class for disciplinary reasons will be considered as earning a failure in that course and declared ineligible until the next grading period.)

B. Minor violation of the standards of conduct include, but may not necessarily be limited to, the following.

1. Use of inappropriate/profane/gestures toward staff or other adults placed in supervisory capacity while in school or at school functions either on or off school property. Also blatant insubordination or lack of respect.
2. Multiple detentions.
3. Suspension (in or out of school).
4. Plagiarism/cheating.
5. Failure to follow general school and classroom rules.
6. Conduct resulting in ejection/disqualification from a contest/activity.
7. Attendance concerns.

## **VII. DISCIPLINARY ACTION CATEGORIES PERTAINING TO VIOLATION OF THE STANDARDS OF CONDUCT**

### **A. CATEGORY I: SCHOOL SPONSORED ATHLETIC PROGRAMS (INCLUDES CHEERLEADING)**

#### 1. Penalties for Major Violations of the Standards of Conduct

**FIRST OFFENSE:** Suspension for 40% of the season's games/matches/meets/performances. The students will be expected to participate in all practices, and attend all games/events just as if he/she were an active member of the team, but will not suit up for games, and will assist the coach as needed. If less than 40% of the season remains, the remaining percentage of the suspension will carry over in to the next sport that student participates in. The suspension may be reduced to 20% of the season, if the student meets with the Student Assistance Program Coordinator or Guidance Counselor (whichever is appropriate), schedules a mandatory out of school assessment for the alleged problem and undergoes a drug test. All out of school assessments and test are at the student's expense. Copies of the assessment and drug test must be sent to the school. The student shall comply with any recommendations of the assessment within 30 days.

\*Major events will be defined by each advisor, reviewed by the principal, and shared with the participants in each activity. As more events are schedules, this list of major events will be revised by advisors and the principal. Participants will be appraised of revisions by the advisors.

**SECOND OFFENSE:** Suspension from athletics for one calendar year. The suspension may be reduced to six months, if the students meets with the Student Assistance Program Coordinator or Guidance Counselor (whichever is appropriate), schedules a mandatory out of school assessment for the alleged problem and undergoes a monthly drug test for six months. All out of school assessments and tests are at the student's expense. Copies of the assessment and drug tests must be sent to the school. The student shall comply with any recommendations of the assessment within 30 days. The student will not be eligible for the five-letter senior award plaque.

**THIRD OFFENSE:** A third offense will eliminate the student from any further athletic participation at Cambridge High School.

#### 2. Penalties for Minor Infractions

The Building Administrator and Athletic Director/advisor or designee will agree on the appropriate action to take, up to and including recommending that the matter be brought before the Activity Committee for consideration as a major violation.

## **B. CATEGORY II: NON-ATHLETIC SCHOOL SPONSORED ACTIVITIES**

This includes all co-curricular activities that have advisors listed in the master contract with the Cambridge Education Association (C.E.A.), Prom Court, Homecoming Court, class officers, and student representative to the School Board or any other activity where students represent the school to the public. Any activity that is part of a grade in a class is exempt. The designated school official (Section III, Part B) will be the advisor and the principal.

### 1. Penalties for Major Violations of the Standards of Conduct

**FIRST OFFENSE:** Loss of the next two major activities/events which the student is scheduled participate in, with carryover to the next school year if the consequences are not fulfilled. The suspension may be reduced to one major activity/event, if the student meets with the Student Assistance Program Coordinator or Guidance Counselor (whichever is appropriate), schedules a mandatory out of school assessment for the alleged problem and undergoes a drug test. All out of school assessments and test are at the student's expense. Copies of the assessment and drug test must be sent to the school. The student shall comply with any recommendations of the assessment within 30 days.

\*Major events will be defined by each advisor, reviewed by the principal, and shared with the participants in each activity. As more events are schedules, this list of major events will be revised by advisors and the principal. Participants will be appraised of revisions by the advisors.

**SECOND OFFENSE:** Suspension from activities for one calendar year. The suspension may be reduced to six months, if the student meets with the Student Assistance Program Coordinator or Guidance Counselor (whichever is appropriate), schedules a mandatory out of school assessment for the alleged problem and undergoes a monthly drug test for six months. All out of school assessments and tests are at the student's expense. Copies of the assessment and drug tests must be sent to the school. The student shall comply with any recommendations of the assessment within 30 days. The student will not be eligible for the five-letter senior award plaque.

**THIRD OFFENSE:** A third offense will eliminate the student from any further participation in activities at Cambridge High School.

### 2. Penalties for Minor Infractions

The advisor and building administrator will agree on the appropriate action to take, up to and including recommending that the matter be brought before the Activity Committee for consideration as a major violation.

## **VIII. SELF-REFERRAL—Alcohol, Tobacco and Other Drugs**

If students refer themselves, or parents refer their son/daughter without having been discovered through the violation process, and the individual goes through the assessment process within 30 days, following through with its recommendations, there shall be a one-event suspension. Failure to follow through with the assessment and recommendations will result in first violations penalties. This self-referral clause may be used once, and only prior to first offense.

## **IX. APPEAL PROCESS**

If a student or parent wishes to appeal the actions taken within this policy, the following procedure must be followed.

- A. The participant and/or parent(s)/guardian(s) may appeal the decision within five (5) working days to the co-curricular board, asking for an opportunity to present new evidence.
- B. The co-curricular board will meet to hear the new evidence, and render a decision.
- C. When hearing appeals, the co-curricular board cannot reduce a suspension. It can only overturn a suspension based upon new evidence.
- D. Minutes of the hearing including the decision will be mailed to the participant, his/her parent(s)/guardian(s), members attending the meeting, the district administrator, and other appropriate persons.
- E. The extra curricular activities board will include four members of the teaching faculty (at least one will be an athletic coach and one will be an co-curricular activity advisor) who will serve as voting members. The principal and/or the athletic director shall be present to facilitate the meeting. The coach/advisor of the student will also be present.
- F. The participant and/or parent(s)/guardian(s) may request a hearing before the District Administrator within five (5) working days of receipt of the decision of the co-curricular board. The decision of the District Administrator will be final.
- G. The participant will remain ineligible throughout the appeal process.

## **X. GOOD BEHAVIOR CLAUSE**

- A. Students who have violated the activity code may be eligible to have the level of their violation (1<sup>st</sup> violation, 2<sup>nd</sup> violation or 3<sup>rd</sup> violation) moved back one step under the following procedure.
1. The student must maintain his/her behavior positively and maintain academic eligibility with no further violations of the code, for eighteen (18) months from the date of the last violation's enforcement.
  2. The student must apply to the co-curricular board in writing for the good behavior clause to be applied.
  3. The co-curricular board will review the request. The review must be able to validate that the student has maintained good behavior for 18 months, and agree that the student should be eligible to have the good behavior clause applied.
  4. This process may be applied a maximum of one time at the middle school and one time at the high school.

**Updated:** June 2006

# CO-CURRICULAR ACTIVITIES CODE SIGNATURE PAGE

Student's Name \_\_\_\_\_ Grad Year \_\_\_\_\_

## Notice of Possibility of Injury, Eligibility Rules and Expectations for Participants

Parents and students should be aware that the possibility of injury is present when students participate in extra curricular activities. Therefore, each participant is advised that there is a certain amount of risk involved and they (parent and student) should be prepared and forewarned in the event an injury should occur while participating in extra curricular activities.

### Acknowledgement of Risk

We have read the above information and realize there is a possibility that my child may suffer injury, even severe, as a result of participating in extra curricular activities.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Acknowledgement of Receipt of Co-Curricular Code

I agree to abide by the provisions in the activity code, and understand that it is in force for the remainder of my school career.

I agree to pay for any equipment, which I may lose, misplace, or damage through carelessness or intent. I further agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practice, contests or performances.

We as parents of \_\_\_\_\_ have read the co-curricular code and give our son/daughter permission to participate under the provisions of the code. We will do our part in seeing that he/she follows the activity code, and that he/she understands that it is in force for the remainder of his/her school career.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_