

2024-2025

**TOMAHAWK SCHOOL DISTRICT
CO-CURRICULAR CODE OF CONDUCT (GRADES 6-12)**

INTRODUCTION

The following information has been prepared for the benefit of the students, parents, and staff in an effort to make all co-curricular programs a contributing and worthwhile part of the overall school program. This Code of Conduct applies to all co-curricular programs in the Tomahawk School District. **It is a privilege, not a right, to participate in co-curricular activities. Participants will be held to higher standards of academic achievement and behavioral conduct.**

The Tomahawk School District's co-curricular program consists of a variety of planned and intentional learning activities that take place outside the classroom. This includes, but is not limited to:

Football	Volleyball	Cross Country	Girls Swimming
Wrestling	Hockey	Girls Basketball	Boys Swimming
Boys Basketball	Golf	Track	Baseball
Softball	Forensics	Drama	Student Council
FBLA	FCCLA	LINK Crew	Varsity Club
Weight Lifting Club	National Honor Society	Skills USA	Esports Club
Science Club			

This booklet will provide you and your parent(s)/guardian(s) with an explanation of your responsibilities and our expectations for your participation in the Tomahawk School District co-curricular programs.

Your signed pledge acknowledges your willingness to accept and comply with these policies. It is expected that the parent(s)/guardian(s) will enforce the regulations of this book and encourage a positive attitude toward the school officials, coaches, teachers, athletic officials, and other student athletes.

RULES AND REGULATIONS

The following general rules apply to all co-curricular programs listed above. A student is required to follow this code on a year round (12 month) basis. The code is in effect for the student's entire middle school and high school career. Individual coaches/advisors may have additional rules which would relate to his/her specific activity. Each student is to receive a written copy of these rules prior to starting the season.

SCHOLASTIC ELIGIBILITY REQUIREMENTS---HIGH SCHOOL

1. At the end of the first, second, fourth or fifth 6-week grading period, if a student receives one or more failing grades (including incompletes) for that 6-week period, he/she is ineligible to perform or compete a *minimal of five (5) days or until the individual grade is resolved and*

passing. Day one begins the day grades are posted. This must include **at least one (1) performance or contest** which will count for record. *If a student is not currently out for an activity, the one (1) game suspension will be applied to their upcoming activity during the school year.* Performances/competitions may resume, if the student is passing the class(es) that the student failed at the time of grade posting *prior to the minimum five (5) days*. This approval must be on file in writing with the Activity Director to resume performances / competitions.

2. At the end of the third or sixth 6-week grading period, **student eligibility is determined by semester grades**. If the student receives one or more failing semester grades (including incompletes) he/she is ineligible to perform or compete for 15 student contact days. Day one begins the day grades are posted. This must include **at least one (1) performance or contest** which will count for record. At the end of the 15 student contact days, performances/competitions may resume if the student is passing the class(es) that the student failed at semester grade posting. This approval must be on file in writing with the Activity Director.
3. Any student receiving one or more failing grades (including incompletes) for a semester in a class that has been completed is still required to fulfill the penalty described above. However, after the suspension is served, the student is not required to get teacher approval before returning to performing or competing because the class is completed.
4. If a student receives a failing grade for a second semester class, the student may enroll in summer school to pass the failed class and recover the credit. Not all classes are available through summer school. If the student successfully passes this summer school course, eligibility will be regained for the following fall season. A student who does not successfully complete and pass the summer school class for which they failed will be ineligible for competition as described in #5 below.
5. The ineligibility status described in paragraph one and two in this section shall be adjusted as follows for students in fall sports in which the date of earliest allowed practice is before the first day students are in class: Per WIAA regulations, **the minimum ineligibility period shall be the lesser of: (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport and must include at least one competition; or, (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).**

SCHOLASTIC ELIGIBILITY REQUIREMENTS---MIDDLE SCHOOL

1. At the end of the quarter, if a student has one or more failing grades, he/she must remain out of interscholastic competition for five (5) consecutive student contact days, day one starts on the day grades are published. This must include **at least one (1) performance or contest** that will count for record. At the end of the five (5) student contact days, the student must get clearance or approval from the teacher(s) whom the student received the "F". If the class has completed at the end of the grading period the suspension must be served but no approval is required from the teacher since the class is complete. *Middle school scholastic eligibility does not carry over to the following school year if there is a failing grade at the end of quarter 4.*

In cases where a Code of Conduct and Academic Suspension occur concurrently enforcement of the penalty will be at the discretion of the Activities Director.

ATTENDANCE REQUIREMENTS

1. A student must be in school for **4 full academic periods before early release (or for his/her 5th, 6th, 7th Hours and Resource Hour)** in order to participate in practice or a game unless prior approval has been granted by the building principal. **The 4 period requirement does NOT include the lunch hour.**
2. Students on in-school suspension or out-of-school suspension will be ineligible to attend practice, compete in, or attend co-curricular events on the day the suspension occurs.
3. A student assigned to an in-school or out-of-school suspension during the season will be suspended for the **next** WIAA interscholastic competition.
4. An unexcused absence on the day of a contest shall result in a one-contest suspension. An unexcused absence on the day of a practice shall result in a one-practice suspension. Practices/games missed due to an in-school or an out-of-school suspension (see #2) are considered excused practice/game absences.
5. Students who participate in volunteer type school events (all co-curricular activities, student class/organization/club trips, etc...) **are expected to** attend school the entire day following the event. Absence following a volunteer activity will be administered by the coach according to team rules. Continual occurrences will be referred to the Activities Director.
6. A student who completes the School District of Tomahawk attendance exemption requirements for gun deer hunting will be allowed to participate in practice or a game on those specific dates.

ADDITIONAL ELIGIBILITY REQUIREMENTS

1. Students participating in WIAA interscholastic programs must have a physical examination **prior** to the start of practice in order to compete.
2. Physicals cover a two year period. Students not needing a physical examination in the alternate year must have an alternate year card signed by a parent/guardian before participating or competing.
3. Interscholastic athletes shall meet all requirements outlined by the Wisconsin Interscholastic Athletic Association (WIAA). Each student receives a copy of the requirements.
4. Students must have the signed Verification Form on file in the office before they are allowed to practice or compete. This form indicates the student and parent(s)/guardian(s) have read and understand the rules set forth in the Co-Curricular Code. (Available online)

5. Any violations occurring during grades 6, 7 or 8 will not apply to subsequent violations during grades 9 through 12. Any suspensions not completed will be completed during the student's next co-curricular activity. If a student is in 8th grade and cannot fulfill their suspension during the remainder of the 8th grade year, the suspension will carry over to the first season of their 9th grade year. A student's 9th grade status will begin immediately following the conclusion of the 8th grade school year. At this time if the student is not fulfilling a suspension, the student will be given a clean slate and the next violation will be considered his/her first. If a student is fulfilling a suspension at the beginning of their 9th grade year which is a carry-over from middle school, that student will not be given a clean slate until the suspension has been fulfilled.
6. Any penalty, which results in a student being suspended for one or more WIAA tournament competitions, brings immediate disqualification of the student for the remainder of the total tournament series in that sport.

TRAVEL

All students participating in co-curricular activities must travel with their team both to and from their activity/contest. Students may ride home with their parents only under the following guidelines:

- 1) The parent must notify the school during registration that they may transport their child home from meets/games on occasion.
- 2) The parent MUST sign the school form that their child's coach has in their possession at the meet/game. The student must ride home with his/her parents, not parents of friends, relatives, siblings, etc.

**The administration may make an exception to this rule if unusual or extreme circumstances are communicated by the parent with the Activities Director for approval prior to the date.*

CHANGING ACTIVITIES

1. A student who is cut or dropped from any squad, team, or group during the season for reasons other than discipline, may report to any other activity with coaches' approval of activity they were dropped from.
2. A student-athlete desiring to change teams during an activity season must verbally notify the coach of the team being dropped. *The student will communicate with the Activities Director to fill out the proper paperwork and get approval from both coaches involved in regards to the change as in best interest for the individual student. This could be denied by the Activities Director based on specific circumstances of the change.*

RULES OF CONDUCT

Participation in a co-curricular program requires certain responsibilities. Participants must remember that they represent their parent(s)/guardian(s), school, community and themselves. It is required that participants:

1. Display socially acceptable behavior including trustworthiness, respect, responsibility, fairness, caring, and citizenship.
2. Display outstanding sportsmanship.
3. Display a spirit of cooperation.

4. Display appropriate appearance at all times, as outlined in the student handbook.
5. Meet all eligibility requirements.

The following rules of conduct are established in the best interest of the student and the school. Students who comply with these rules demonstrate their desire to dedicate themselves to self-improvement. These rules are in addition to the minimum requirements set-up by the WIAA.

A student shall not:

1. Steal or possess stolen articles.
2. Buy, sell, use or possess tobacco products (including vaping devices).
3. Buy, sell, use or possess consumable alcohol products, nonalcoholic beer, wine, or look a likes.
4. Buy, sell (including indirect distribution through a third party), use or possess controlled substances, anabolic-androgenic steroids and other illegal performance enhancing substances.
5. Conduct him/herself in a manner that has a negative impact on the school environment. Conduct having a negative impact on the school environment will be at the discretion of the Co-Curricular Director. Examples of this behavior may include, but are not limited to the following: being charged with a crime or misdemeanor, cheating on a test at school, sexting and vandalism.

PENALTIES FOR VIOLATIONS OF THE RULES OF CONDUCT

There shall be no distinction between in-season and out-of-season offenses. A Code Violation and Academic Suspension may occur at the same time. When this happens the penalty enforced will be the one with the latest date of allowable competition. The two penalties will not be run consecutively.

1. **First Offense:** Suspension from **60% of the maximum allowed games set by the WIAA.** *See Honesty Clause and Reporting Clause below* Disciplinary action shall carry over from one activity to another if the penalty has not been fulfilled. The student must complete the season in good standing in order for first offense level suspensions to be counted. Students will be required to participate in individual or small group counseling with our appointed high school guidance counselor. Contact with the counselor must be made within 10 school days of the violation. Counseling must be completed within ten school days from the contact date with the counselor or the student will remain ineligible.
2. **Second Offense:** A second violation of the rules of conduct shall result in a 12 month suspension from the Tomahawk School District co-curricular program beginning on the date that the athlete has met with the Athletic Director and has determined there is a violation. If this violation ends during a season, the student shall be allowed to practice at the start of that season in which the suspension ends. Example: If an athlete is suspended on January 15, that student shall

become eligible to participate in contests on January 15 of the following year. He/she may practice at the start of that sport season.

3. **Third Offense:** A third violation of the rules of conduct shall result in suspension from the Tomahawk School District co-curricular program for the remainder of the student's high school career.

***Honesty Clause*:** is defined as a student self-reporting a violation to any member of the administration or co-curricular director without the violation being witnessed by any member of the administration (including school board members), coaching staff, school personnel or law enforcement involvement. A student who self-reports a first offense violation, the suspension shall be reduced to 20% of contracted contests. This honesty clause shall apply to the first offense violation only.

***Reporting Clause*:** is defined as a student reporting a violation to any member of the administration or co-curricular director with the violation being witnessed by any member of the administration (including school board members), coaching staff, school personnel or law enforcement involvement. Students who report a violation within 3 calendar days or prior to the next co-curricular event (whichever is shorter in time) shall have the violation reduced to 40% of the maximum allowed games set by the WIAA. The reporting clause shall apply to the first offense only.

FELONY

A student who has been arrested and charged with and/or convicted of a felony under Wisconsin law shall be suspended from all co-curricular programs for a minimum period of 12 months. (**Honesty clause does not apply.**) The 12 month suspension period begins when the Tomahawk School District becomes aware of the charge and determines there is a violation. In addition to the 12 month period of ineligibility, any student who has been arrested, charged and convicted of a crime will be ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

AWARDS

If a student receives a Rules of Conduct violation, he/she **will not** be eligible to receive any team or conference awards for the season in which the suspension was initiated.

INJURIES

All injuries must be reported immediately to the supervising *coach/advisor and athletic trainer provided by Aspirus Healthcare* so that the correct injury forms will be on file in the school's office.

SUSPENSIONS

1. The suspension shall begin at the time it is determined that an actual violation has occurred.
2. A student who has been suspended from the Tomahawk School District co-curricular program shall be expected to adhere to the Tomahawk School District co-curricular code during the period of suspension. Violations of the code during this time period shall be treated as second or third offenses, as the case may be.
3. An individual who is on academic and/or rules of conduct suspension may practice on a daily basis while serving his/her suspension.
4. Students serving scholastic or rules of conduct suspensions will not be allowed to miss class time in order to attend competitions *meaning they cannot be early dismissed for travel.*

PROCEDURES FOR REPORTING ALLEGED VIOLATIONS

A violation of the Rules of Conduct reported by a member of the administration (including school board members), self-admission, coaching staff, or school personnel will be grounds for immediate disciplinary action. All alleged violations shall be investigated by the Activities Director. The student's parent(s)/guardian(s) shall be notified in writing by the Activities Director if it is determined that a violation has occurred.

APPEAL PROCESS

Violations and/or penalties may be appealed to the Appeals Committee. The Appeal will be facilitated by the Principal of the associated building. *The appeals committee shall consist of the following building specific team:*

1. Activities Director (if not involved in the investigation)
2. Three Head Coaches (1 Female Sport, 1 Male Sport Minimal)
3. One Club Advisor

Note: The investigating party will NOT be involved in the Appeals Committee

**All appeals will be facilitated by an administrator in the district who is not involved in the investigation.*

** If the student is not involved in a WIAA affiliated activity, and the suspension is enforced on involvement in school organized clubs, then the committee will consist of the above, just switched to three (3) club advisors and one (1) Head Coach.*

After a ruling of ineligibility resulting in the suspension from an activity, a student and/or his/her parent(s) or guardian(s) may appeal (for all levels of suspension) the decision in writing **to the building principal**. The request for appeal must be received in writing within ten school days from the time of notification of suspension. The Appeals Committee shall meet within 10 school days from the date of the written appeal to review the appeal. **The student will remain ineligible during the appeal process.**

If it is a **first violation**, the student and/or his/ her parent(s) or guardian(s) may appeal for a **reduction in suspension** ineligibility. The student and/or his/her parent(s) or guardian(s)

must state in the appeal letter **to the building principal** within ten (10) days from the written notification of the code violation that he/she is appealing the **length of the suspension**. The penalty will not be reduced unless the student and parent(s) or guardian(s) present a satisfactory plan of action to the Appeals Committee. This plan could include, but is not restricted to, Alcohol and Other Drug Abuse (AODA), outside evaluation, counseling, and/or community service. This plan can reduce the penalty from specific cause given, but cannot reduce it to less than a one (1) game suspension. In addition, all other penalties of suspension will remain in place and will still be reported as a first violation. **The decision of the Appeals Committee will be final.**

If it is a **second violation**, the student and/or his/her parent(s) or guardian(s) may appeal for total reinstatement or a reduction in suspension ineligibility. The student and/or his/her parent(s) or guardian(s) must state in the appeal letter **to the building principal** whether he/she is appealing the code violation itself or the length of the suspension resulting from the code violation. The penalty will not be reduced unless the student and parent(s) or guardian(s) present a satisfactory plan of action to the Appeals Committee. This plan could include, but is not restricted to, Alcohol and Other Drug Abuse (AODA), outside evaluation, counseling, and/or community service. This plan can reduce the penalty to less than 12 months, but cannot reduce it to less than 6 months. **The decision of the Appeals Committee will be final.**

If there is a **third violation**, the appeal process will be followed as stated in the paragraph above. **This plan can reduce the penalty from a lifetime suspension, but cannot reduce it to less than 12 months.** However, on a third offense, the student can appeal the decision of the Appeals Committee to the District Superintendent. The request for appeal must be received in writing by **the District Superintendent** within ten (10) school days from the time of notification of the Appeals Committee decision. The appeal will follow the same protocol as above when appealing to the District Superintendent. The student and/or his/her parent(s) or Guardian(s) must state in the appeal letter to the District Superintendent whether he/she is appealing the code violation itself or the length of the suspension resulting from the Appeals Committees' decision. **The decision of the District Superintendent will be final.**