

# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

Updated 7/2017

## **INTRODUCTION**

The Deerfield Community School District believes that while participation in co/extracurricular activities is valuable, it is also a privilege which bears certain academic, attendance, and behavioral expectations. With privilege comes responsibility. Appropriate behavior is expected of all students, whether a participant or a spectator, at all school-sponsored athletic and co/extracurricular events.

The Wisconsin Interscholastic Athletic Association (WIAA) requires that each participating school has a policy on eligibility, expected behavior, and the use of controlled and performance-enhancing substances. Participating students must be academically eligible to play in interscholastic sports.

This code applies to all co/extracurricular activities, including, but not limited to, those listed in Appendix A, and is in effect the entire year (12 months). The standards outlined in this code are the minimum; higher standards may be established by the coach/advisor of each activity or organization. These additional rules/guidelines will be reviewed by the athletic director and/or building principal and will be enforced by the coach/advisor.

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## **ELIGIBILITY**

**In order to maintain eligibility to participate fully in co/extracurriculars:**

- Student must be registered as full-time, as defined by District Policy #412.1, throughout the time of co/extracurricular participation (including both semesters for winter sports and activities).
- Student must attend a Co/Extracurricular Code Meeting with a parent/guardian at the start of the school year.
- Student must submit all required forms pertaining to the activity, including the Student/Parent Activities & Code Signature Page.
  - **High School students are required to submit to a random drug test when asked. Failure to do so will result in student being charged with a code violation and will face the consequences as set forth in this handbook.**
- Student must maintain Academic Standard as set forth in this handbook.
- Student must adhere to Attendance Standard as set forth in this handbook.
- Student must maintain Behavioral Standard as set forth in this handbook.

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## **PARTICIPATION GUIDELINES-SPORTS**

- The WIAA has established the minimum number of practice days a team must have prior to any competition. These minimums are established to ensure athletes are adequately prepared for participation in that sport. These guidelines for minimum number of practice days not only apply at the beginning of the season but also whenever an athlete begins a sport during the season.
  - Baseball, basketball, cross country, softball, soccer, track, and volleyball - **7 practice days**
  - Football - **15 practice days, the first 5 will have limitations regarding contact\***
  - Wrestling - **10 practice days**

**\*The WIAA has established specific guidelines for football practices that may supercede the guidelines in this policy.**

# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

## **PARTICIPATION GUIDELINES-SPORTS (CONT.)**

- Even though these are team practice days, it is expected that each athlete be held to these minimums.
  - In the event of emergencies or family commitments, it may be possible that an athlete will need to miss practice prior to the first competition and may not have the minimum number of practice days needed to compete. In these situations the coach, athletic director, and principal will determine if and/or when the athlete is eligible for participation.
  - Athlete is encouraged to stay committed to the sport in which he/she starts the season; however, in situations where he/she wants to switch sports during a season, coaches from both sports need to be in agreement that the change is in the best interest of the student.
    - When an athlete switches sports during a season, the coaches of both sports involved and athletic director will determine the number of practice days the athlete will need to complete to be adequately prepared to compete in the new sport.
  - An athlete who is suspended from a team in one sport may not participate in another sport during that season.
  - Athlete is strongly encouraged to participate in no more than one sport per season.
    - If an athlete chooses to participate in two sports during the same season, there must be a written agreement among both coaches and the athlete's parents/guardians. The athlete will declare the primary sport in writing.
  - Athlete is expected to begin participation with a team when the season begins. If he/she is unable to do this, arrangements should be made with the coach regarding an appropriate starting date.
  - An athlete who wishes to join a team following the first 14 calendar days from the start date will need approval from the coach as well as the athletic director and/or high school principal.
    - Athlete may be limited, at the discretion of the coach, in terms of awards and recognition given at the conclusion of the season.
  - An athlete who does not complete a season will be ineligible for any awards or recognition given at the conclusion of the season.
  - A student who is serving a suspension related to a violation of the co/extracurricular code will be expected to:
    - start the sport when it is scheduled to begin
    - complete the sport in its entirety
    - be in good standing academically as well as with the team for the suspension to be considered served
  - A student who receives a suspension due to a violation of the co/extracurricular code when currently not participating in a sport/activity may choose to join one to serve the suspension.
    - Student must receive permission from the coach/advisor as well as the athletic director and/or high school principal.
    - The consequences and suspensions related to a code violation cannot be served until the athlete completes the minimum number of practice days as set by the WIAA.
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# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE




## ACADEMIC STANDARD

Students are expected to carry no more than one 'D' grade (including incomplete grades when converted to a letter grade) at the time of any grade check throughout the school year. Grade checks will be done for all students participating in co/extracurriculars at the end of the 3<sup>rd</sup> and 6<sup>th</sup> weeks, as well as at the end of each 9-week quarter.

### CONSEQUENCES:

- Student is placed on **Academic Probation** when he/she fails to meet the academic standard when grade checks are done **at the 3<sup>rd</sup> and 6<sup>th</sup> weeks of each quarter.**
  - Student will have one week to improve grade(s) to meet academic standard.
  - Student may continue to participate in activities as usual during this one week period.
  - If, after one week, student has not improved his/her grade(s) to meet the standard, he/she becomes ineligible to participate in games/events until standard is met. Student will continue to attend practices/meetings.
  - Student will become eligible once grade(s) have improved to meet standard.
  
- Student is **Level 1 Ineligible** when he/she receives two or more 'D's or one 'F' **at the end of a quarter.**
  - Student will continue to practice and attend events with the team but is ineligible to participate in the next 20% of sport's scheduled events AND student will continue to attend club meetings but is ineligible to participate in the next event that occurs in the first three weeks of the following quarter.
  - Student will then become eligible if his/her grade(s) have improved to meet standard.
  
- Student is **Level 2 Ineligible** when he/she receives two or more 'F's **at the end of a quarter.**
  - Student will continue to practice and attend events with the team but is ineligible to participate in the remainder of the current season and 50% of the next sport's scheduled events (see chart on page 4) AND student will continue to attend club meetings but is ineligible to participate in any events that occur in the first three weeks of the following quarter.
  - Student will then become eligible if his/her grade(s) have improved to meet standard.
  - Student will remain ineligible for the remainder of the quarter and will no longer be able to attend practices or events if his/her grade(s) have not improved to meet standard.

**LEVEL 2 INELIGIBLE ATHLETES  
(FINAL GRADES WITH 2 OR MORE F'S)**

|   | <b>Qtr. 1<br/>Final Grades</b>  | <b>Qtr. 2<br/>Final Grades</b>   | <b>Qtr. 3<br/>Final Grades</b>   | <b>Qtr. 4<br/>Final Grades</b>               |
|---|---|--|--|--|
| <b>Football,<br/>Volleyball,<br/>Cross<br/>Country,<br/>Soccer, Cheer</b> | Ineligible for remainder of the current season (if any contests remain) and 50% of the next scheduled season (basketball, wrestling, cheer)  |  |  |  |
| <b>Basketball,<br/>Wrestling,<br/>Cheer</b>                               |   | Ineligible for remainder of the current season and until the third quarter final grade check  |  |  |
| <b>Track, Soccer,<br/>Baseball,<br/>Softball,<br/>Cheer</b>               |   |  | Ineligible for 50% of the current season  |  |
| <b>Football,<br/>Volleyball,<br/>Cross<br/>Country,<br/>Soccer, Cheer</b> |   |  |  | Ineligible for 50% of the fall sports season |

# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

## **ATTENDANCE STANDARD**

### **ATTENDANCE AT SCHOOL:**

**In order to participate in any co/extracurricular practice or event on a given day:**

- Student is expected to attend school the entire day.
  - A student's school day begins when their schedule begins. (e.g. student has a 7:00 am class, he/she is expected to be in school by 7:00 am)
  - If student needs to be absent for part of the day to attend a medical appointment, he/she is expected to provide evidence of attending upon their return to school.
  - Any unexcused absence or tardiness will result in the student being ineligible to participate in any co/extracurricular practice or event that day, or the day it is discovered.
- Student who is absent (excused) for reasons other than illness (e.g. appointments, vacations) will be eligible for co/extracurricular participation provided he/she makes every effort to have prior approval from the principal and, in the case of vacations, has the absence pre-approved through the office by having their teachers sign the advanced makeup form.
- Student is expected to notify the office as soon as possible if absent for a reason beyond their control. (e.g. student gets a flat tire on the way to school) Eligibility will be determined by the principal and/or athletic director on a case-by-case basis.

### **ITEMS TO NOTE:**

- A pattern of unexcused absences or tardiness (more than three in a season) will result in the student being ineligible to participate in the next event.
- A student who accumulates sufficient absences (excused or unexcused) that lead to truancy being filed with law enforcement will be ineligible for the next event following notification.
- A student who has reached the age of 18 and is considered truant according to Wisconsin State Law, even if truancy is not filed, will be ineligible for the next event.

### **ATTENDANCE AT PRACTICES, GAMES AND ACTIVITIES:**

**Attendance is mandatory**, with the exception of injury, illness, pre-approved family vacation, school-sponsored trip, or with the specific consent of the coach or advisor. Consequences will be determined by specific coach or advisor.

- Student must consult with his/her coach/advisor before missing a practice, game or event (unless student is absent from school and it is documented by the school office). Failure to do so will result in an unexcused absence.
- Missing practice or a game to play a non-district sponsored sport will be considered an unexcused absence.
- **If a student has four (4) unexcused absences, whether from practices or games, he/she will no longer be a member of the team.**
- Students serving an out-of-school suspension may not participate in or attend practices, games or events for the duration of the suspension.
- Students serving an in-school suspension may not participate in practices, games or events for the duration of the suspension.
  - Principal or designee will determine if a student serving an in-school suspension is allowed to attend (non-participation status) practices, games, or events.

# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

## **BEHAVIORAL STANDARD**

A student whose conduct reflects poorly on himself/herself, the team, the organization or activity, or the Deerfield School District, whether or not such behavior takes place during or outside school hours, at Deerfield Middle/High School, or while representing Deerfield Middle/High School, is unacceptable and will be subject to disciplinary action as set forth in the student handbook.

Depending on level of infraction, student may be found to be in violation of the co/extracurricular code.

- Behaviors that involve hazing and bullying of other students are considered a violation of the behavioral standard.
- Criminal behavior is prohibited.
  - A student who commits a felony crime will be suspended from participation in all co/extracurricular events.
- A student may be asked to follow an individual behavior contract for repeated and documented unacceptable behaviors. Such disciplinary action may include suspensions from any co/extracurricular events.

All forms of **social media** used by students will be considered to determine if a violation of the behavioral standard or code of conduct has occurred. There may be individuals who would attempt to implicate a student by taking such images to place them in a situation where there may be a code violation; therefore, it is important for students not to place themselves in such environments.

- Any identifiable **social media** image, photo, video, or message which implicates a student to have been in possession or in the presence of illegal use of drugs or alcohol may result in confirmation of a violation of the co/extracurricular code.
- Any identifiable **social media** image, photo, video, or message that is inappropriate or unacceptable per the behavioral standards of the school district may also be used as confirmation of a violation of the co/extracurricular code.
- Absence of a date and/or time stamp on any of the aforementioned forms of social media will have no bearing on determining whether a code violation has occurred. In other words, a student can and will be charged with a code violation at the time the violation has been discovered.

## **BANNED SUBSTANCES:**

In accordance with Board of Education policies, students participating or wishing to participate in any co/extracurricular activity are prohibited from consuming or possessing alcohol, tobacco or nicotine products (including any and all smoking materials and devices), anabolic-androgenic steroids, performance-enhancing substances, or illegal drugs; AND from knowingly attending events where such items are being illegally consumed. This prohibition is in force 12 months a year throughout the student's tenure at Deerfield Community Schools.

**Attending Parties or Events:** Students who knowingly attend an event, at any time, where any of the above banned items are being illegally consumed, but who do not themselves consume banned substances.

**Consuming or Possessing Controlled Items:** Students who, through admission, witness evidence, or medical or forensic tests, are determined to have consumed any of the banned substances described above or who are found possessing such items at any time.

# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

## CONSEQUENCES FOR CODE VIOLATIONS

|   | <b>INAPPROPRIATE<br/>CONDUCT</b>                                      | <b>ATTENDING<br/>PARTY/EVENT<br/>WHERE CONTROLLED<br/>ITEMS ARE PRESENT</b>               | <b>CONSUMING OR<br/>POSSESSING<br/>CONTROLLED<br/>ITEM(S)</b>                             |
|---|---|---|---|
| <b>FIRST<br/>OFFENSE</b>                      | - 20% of athletic events<br>- 1 club event/activity                   | - 20% of athletic events<br>- 1 club event/activity<br>- 2 hours of AODA<br>counseling    | - 20% of athletic events<br>- 1 club event/activity<br>- 4 hours of AODA<br>counseling    |
| <b>SECOND<br/>OFFENSE</b>                     | - 40% of athletic events<br>- 2 club events/activities                | - 40% of athletic events<br>- 2 club events/activities<br>- 2 hours of AODA<br>counseling | - 40% of athletic events<br>- 2 club events/activities<br>- 4 hours of AODA<br>counseling |
| <b>THIRD (and<br/>subsequent)<br/>OFFENSE</b> | - 36-week (school year)<br>suspension from all<br>co/extracurriculars | - 36-week (school year)<br>suspension from all<br>co/extracurriculars                     | - 36-week (school year)<br>suspension from all<br>co/extracurriculars                     |

### **EXCEPTION:**

- A student finding him/herself at a party or event at which any of the banned items are being illegally consumed can avoid sanctions by leaving immediately upon learning of the illegal consumption.
  - Student in this circumstance is encouraged to call a parent/guardian and report the illegal party or event so that dangerous driving can be prevented. Records of a cell phone call can be evidence of the time a student has left an event.
  - Sanctions will not be avoided if the student has consumed any of the banned items listed in this handbook.

### **ITEMS TO NOTE:**

- Athlete must continue to practice and travel with the team, but is suspended from participation and may not suit up for events.
- Number of events is calculated as a percentage of a sport's full season.
- Suspension will carry over in to the athlete's next season if necessary.
- Student must continue to attend club meetings, but is suspended from the next scheduled event(s)/activity(ies).
- Counseling may be with the school's AODA Coordinator, or an outside AODA professional at the student's own expense.
- Athlete under a one-year suspension may, after 18 school weeks, petition the Extracurricular Committee of the Board of Education to request a reduced suspension if positive steps and results have been documented regarding substance abuse issues or conduct that led to the suspension.

## DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

- Suspended athlete will be ineligible for major team awards (MVP, MIP, or all-conference nomination) in the season the sanction began, or, for inactive athletes, the next season in which the athlete participates.
- Suspended athlete may not be named as team captain during a season in which he/she is serving suspension.
  - If athlete is in a position of leadership at the time of a code violation, he/she will forfeit leadership status and will not be allowed to return to the position during the season(s) in which the suspension is being served.
- Suspended student may not hold an officer or leadership position in a club while serving suspension.
  - If student is in a position of leadership at the time of a code violation, he/she will be removed from office and will not be allowed to return to the position for the remainder of the school year.
- Student who completes one year without any violation will have his/her last violation dropped.
- Student must maintain Academic Standard to serve and complete a suspension due to a violation of the code of conduct related to banned substances or inappropriate conduct.

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### **INVESTIGATION AND NOTIFICATION**

**Investigation:** When the building administrator or athletic director has been provided with information of a possible code violation, the student(s) allegedly involved in the violation will be questioned regarding the incident. Questioning and gathering of information will be conducted by a building administrator and/or the athletic director.

**Integrity Clause:** In the event a student is being questioned for a possible violation of the provisions of the co/extracurricular code, it is expected that:

1. The student will be truthful.
2. The student will be forthcoming with information.
3. The student will not be deceptive.
4. The student will be cooperative.

If it is determined that the student was untruthful or deceptive prior to, or after determination of a violation of the co/extracurricular code, an administrator and/or athletic director has the authority to increase the consequences to the next level of violation.

**Notification:** The building administrator or designee shall prepare a letter, addressed to the student and the student's parent(s) or legal guardian(s), with a copy provided to the student's coach or advisor. The letter shall:

1. Describe the violation and summarize the penalty to be assessed.
2. Advise that harsher penalties will be assessed for subsequent violations.
3. Inform the procedure for appeal.

The building administrator or designee shall meet with the student and deliver the student's copy of the letter during the meeting. A copy of the letter shall be mailed to the student's parent or legal guardian and a copy delivered to the student's coach/advisor. Ineligibility status begins immediately upon notification of the administrator's determination of code violation.



# DEERFIELD COMMUNITY SCHOOLS CO/EXTRACURRICULAR CODE

## **APPEAL PROCESS:**

A student or the student's parent or legal guardian may appeal the determination of the building administrator or designee that a violation of the Athletic Code has occurred by delivering a written notice of intent to appeal to the office of the building administrator by 3:00 PM on the third school day subsequent to receipt by the student of written notice of the violation as required in Investigation and Notification of Violation and Penalties as stated above.

There may be two primary purposes for an appeal:

1. A parent and/or student wants to better understand why the student is being punished.
2. A parent and/or student wants to present information which they feel could change the initial finding by the school's administration.

**NOTE: Suspensions and penalties will be enforced during the appeal process.**

Unless otherwise stated in this code document, the appeal board does NOT have the authority to change a punishment because the parent and/or student, or members of the appeal board believe the code and its provisions are inappropriate. Only the Board of Education may modify the code and punishments for its violation.

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## **APPENDIX A: ACTIVITIES COVERED BY THE SCOPE OF THIS POLICY**

|   |  |   |
|---|--|---|
| Academic Decathlon  | Art Club   | Club Unify  |
| Forensics   | GSA/TREE   | Homecoming Court  |
| Interscholastic Athletics –<br>Deerfield Middle/High School | Interscholastic Athletics –<br>Cooperative Sports Programs | Jazz Band   |
| Leo Club  | Math Team  | National Honor Society                                      |
| Out of State or Overnight Trips                             | Non-Academic Trips (senior<br>trip)                        | Prom Court  |
| Public Performances (concerts,<br>pep band, etc.)           | School Musical (cast and crew)                             | School-Sponsored Events                                     |
| Science Club  | Show Choir (non-credit)                                    | Solo/Ensemble Music Festival<br>(District and State Levels) |
| Spirit Squad  | Student Council  | Technology Club   |
| TRUE ID   | WDEE or Other Internships                                  | Yearbook Staff (non-credit)                                 |

## **APPENDIX B: ATHLETIC TEAM UNIFORM POLICY**

All athletic teams will wear uniforms issued by the Deerfield School District. Player names will not be allowed on any jersey or uniform. The school district makes every effort to ensure that all athletic teams are in a rotation for purchasing new equipment and uniforms. Due to budget constraints, items such as team warm ups or specialized pieces of equipment will need to be purchased through fundraising efforts of the teams.

## **APPENDIX C: MEDICAL TREATMENT/SCHOOL SUPPLEMENTARY INSURANCE**

In case of a medical emergency, every effort will be made to contact a parent/guardian of the student. If contact cannot be made or the student requires immediate attention, Deerfield Middle/High School coaches/advisors/supervisors are advised to seek medical attention and transportation. Deerfield Middle/High School has supplementary health/medical emergency insurance. If a student is injured while involved in any school-related activity, and the family's insurance does not cover all of the medical expenses, this insurance can be used. Claim forms are available at the Middle/High School office and should be filed as soon as possible after the injury/medical emergency.