

School District of La Crosse

2023/24

CO-CURRICULAR ACTIVITIES CODE

for participants and parents

TABLE OF CONTENTS

Educational Philosophy.....	2
Mission Statement	2
Broad Goals.....	2
Policy Statement	2
Athletic Eligibility.....	3
Academics	3
Attendance	4
Conduct Resulting in Violations.....	4
Consequences of Code Violations	5
Valid Evidence.....	5
Guidelines for Conduct Violations.....	5
Self-Referral Policy.....	6
Athletics.....	6
Appendix A – AODA Assessment/Teen Intervention Program	7
Appendix B – Appeal Procedure.....	7
Appendix D - Varsity Athletic Lettering Policy.....	7
Travel - District Transportation Policies and Forms.....	7-8
WIAA HS Athletic Eligibility Information Bulletin	9-13

DISTRICT LEVEL ACTIVITIES COUNCIL

Membership

1. Chaired by high school activity directors.
2. Two Diversity Representatives
3. Three middle school athletic directors.
4. One middle school principal/associate principal (rotates between the three middle schools).
5. Two middle schools staff persons (one group B and one at large – rotated on an alphabetical basis).
6. Four high school staff persons (two from each high school Activities/Athletics).
7. One elementary school administrator.
8. Three representatives from district elementary teachers.
9. District Wide Parent Committee Representative and Parent Representative.

EDUCATIONAL PHILOSOPHY

The School District of La Crosse believes that its primary responsibility is to provide excellence in education for all children and to assure that each will be a successful student. The District will devote its energies and resources to achieve this goal within the means of the community. Our objective is to provide students with instruction in subjects which are necessary to develop skills for successful and productive lives and to stimulate the development of intellectual capabilities, emotional well being, productive citizenship and each individual's potential.

MISSION STATEMENT

Co-Curricular school programs are intended to enrich student learning and development through activities which foster emotional, intellectual and physical growth.

BROAD GOALS

1. Serve the varied needs, interests, and abilities of district students.
2. Provide outlets for student energies and provide a place to succeed.
3. Allow students to acquire new skills and enhance existing ones.
4. Enhance peer and adult interaction and cooperation.
5. Provide activities, which bring students together for mutual expressions.
6. Help students develop responsibility, leadership and skills of competition.
7. Provide opportunities for the expression of gifted and talented abilities.
8. Provide a means of entertainment for the community.
9. Provide the community identification and pride in their schools.
10. Encourage lifetime interests in programs begun in school.

POLICY STATEMENT (IGD) Adopted May 15, 2023

The School District of La Crosse believes that a program of activities outside the school curriculum is a valuable adjunct to the regular school program of studies. Therefore, the Board of Education encourages programs that expand upon experiences begun in the classroom and that enhance the school climate.

"The School District of La Crosse does not discriminate against pupils or adults on the basis of sex, race, religion, national origin, ancestry, creed, socio-economic status, marital or parental status, gender identity, gender expression, gender nonconformity, physical, mental, emotional or learning disability, citizenship, military service, membership in the National Guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, or any other factor prohibited by state and federal law."

ADMINISTRATIVE REGULATIONS FOR CO-CURRICULAR POLICY

REVIEWED May 2023

1. The Co-Curricular Activities Council will serve as a liaison between school level activities councils and the Superintendents/Board of Education in matters of a programmatic nature, i.e. scope, participation, staffing and budget. In addition, the council will review the activity code and its interpretation on an annual basis.
2. School level activities councils will be established in each middle school and high school.
3. The membership and chair designations of the District Co-Curricular Activities Council and the school level activities councils shall be defined in the District Co-Curricular Activities Code.
4. The District Co-Curricular Activities Code shall prescribe the scope and operation of the athletic/activity programs.
5. The Principal/Activities Directors will recommend coaches for specific sports to the Director of Personnel with final approval by the Board of Education.
6. The negotiated agreement between the La Crosse Education Association and the Board of Education/School District of La Crosse will contain the approval list of coaching and co-curricular positions and their compensation.

ATHLETIC ELIGIBILITY

- A. A high school student must be under the age of 19 before August 1 of each school year.
- B. Students must register each year prior to their participation in a sport on the school district online registration site.
- C. Students must upload a completed physical form if needed. Physicals are good for a two year time period. Exams taken after April 1 are good for the following two years. Exams taken prior to April 1 are good for the remainder of the year.
- D. Parents must read and approve the following items on the online registration site:
 - *WIAA Eligibility (High School Only)
 - *Student Athlete Concussion and Heart Health Information (DPI Link)
 - *Parent Concussion Info
 - *WIAA Parental Guide to Sportsmanship
 - *ImPact Baseline Testing Consent Form

Student Accident Insurance

Board of Education Policy JHA will be followed which states, "the School District of La Crosse does not provide student accident insurance for medical cost." The School Board strongly encourages all parents or guardians to provide adequate accident/medical insurance for their children.

ACADEMICS

A. Standards

- 1. A student in grades 6-12 may not have more than one NE per quarter.
- 2. Students must have achieved a quarterly grade point average (GPA) of 1.5 and pass four (4) classes for the semester.
- 3. Students in grades 9-12 must be enrolled in a minimum of the equivalent of five (5) assigned classes per semester. (Study halls will not be considered assigned classes).

B. Guidelines

- 1. Students who are under academic suspension are allowed to practice at the discretion of the advisor/coach with the approval of the activity director.
- 2. Students are responsible for any school work missed due to co-curricular activities. They are expected to make every effort to contact the instructor prior to the absence.
- 3. Grades of incomplete are viewed as NE when computing student GPA, unless there are extenuating circumstances as determined by an administrator. Grades will be immediately re-averaged upon satisfaction of the incomplete(s).

"The school determines whether the semester grade or the grade reporting period grade will be used at the end of the semester, BUT the semester grade MUST be used if it is a failure or an incomplete." – WIAA

"A student who is enrolled in any state-approved special education program and who receives no 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 IEP." – WIAA

C. Process for Regaining Academic Eligibility (High School)

- 1. A student not meeting grade standards shall be ineligible for competition for a period of not less than 15 consecutively scheduled school days, including the next competition. When the earliest allowed competition/performance takes place before the first day of classes, the rule will read as follows: 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 or (2) one-third of the maximum number of games/activities/meets allowed in that sport/activity (rounded up if one-third results in a fraction). A student may be reinstated if at the end of the ineligible period he/she is passing all classes in the new quarter and their teachers believe they have shown academic progress in the courses they did not pass. If the student is still ineligible after the first 15 day period, the student will be responsible for taking a grading sheet to each of his/her

teachers between the 16th and 30th day of the quarter and return it to the Activities Director to verify that he/she is showing academic progress.. The coach will not reinstate this student until they get written confirmation from the Activities Director. If the student is still ineligible after 30 consecutive school days, the student will be ineligible to compete for the remainder of the season.

D. Process for Regaining Academic Eligibility (Middle School)

A student not meeting grade standards shall be ineligible for competition for a period of not less than 5 consecutively scheduled school days, including the next competition. A student may be reinstated if at the end of the ineligible period the student is passing all classes in the new quarter and has made up all NE/incomplete(s) from the last grading period. After the first 5 day period, the student will be responsible for taking a grading sheet to each of their teachers and return it to the Activities Director to verify the student is passing all classes. The coach will not reinstate this student until they get written confirmation from the Activities Director that the student is in good academic standing. If the student is still ineligible after 30 consecutive school days, the student will be ineligible to compete for the remainder of the season. If the student is involved in multiple co-curricular programs, the student is ineligible in each.

ATTENDANCE

I. Athletics

- A. An unexcused absence of one or more class periods during a sport season can result in the following consequences:
 - A meeting with administration to address attendance concerns.
 - Continued unexcused absences may result in a minimum one game suspension.
 - Additional unexcused absences may result in multiple game suspension.
- B. A student must be present for at least one/half of the school day to participate in practice or a scheduled contest on that day unless approved by an administrator.
- C. Unless there are extenuating circumstances, as determined by the activity director or a principal, a student is required to be in class the day after an athletic contest.

II. Music and Performance Groups

- A. An unexcused absence of one or more class periods during the week of a competition/performance can result in the following consequences:
 - a. A meeting with administration to address attendance concerns.
 - b. Continued unexcused absences may result in a minimum one event suspension.
 - c. Additional unexcused absences may result in multiple event suspension.
- B. A student must be present for at least one/half of the school day to participate in practice or a scheduled competition/performance on that day unless approved by an administrator.
- C. Unless there are extenuating circumstances, as determined by the activity director or a principal, a student is required to be in class the day after a competition/performance.

Conduct Resulting in Violations

- A. The use, possession, sale, (or intention of selling), attending at a function, distribution, or sharing of alcohol, tobacco, e-cigarettes, vaping pens, chemicals, look alike drugs representing any substance as a drug or mood altering drug will be considered a violation.
- B. Conduct contrary to the ideals, principles and standards of the school and the WIAA, including but not limited to criminal behavior and/or violation of the Student Code of Rights and Responsibilities.

Consequences for Code Violations

All co-curricular programs with 7 or more consequence opportunities (games, competitions, performances, etc.) will follow the percentage model for code violations related to alcohol/drug use and/or possession.

1st Offense is 10% suspension of the contest opportunities and the students are encouraged to participate in an AODA assessment at the cost of the parent/guardian if the violation is drug or alcohol related. (1 game minimum)

2nd Offense is a 25% suspension of the contest opportunities and the student must participate in the Teen Intervene Program at the cost of their parent/guardian. Students must be enrolled in this program within 7 days of the beginning of the suspension. Students that show proof of this enrollment will have their suspension reduced to 15% of the contested opportunities. Students must show proof of program completion or the original 25% suspension will be reinstated.

3rd Offense is a 50% suspension of the contest opportunities with no opportunity to reduce the suspension.

4th and subsequent offenses will result in a one calendar year suspension.

- When the consequence exceeds the number of remaining consequence opportunities the consequence will be carried over to the next season.
 - If fractions occur when determining the number of consequences the number will be rounded up. The Director of Activities reserves the right to determine the appropriate number of events. Community service or some other form of consequence may be applied to maintain fairness and consistency. In all cases at least one event must be missed.
 - A self-referral will result in the consequence being reduced by 50%; however, one event must be missed.
- Co-curricular programs with less than 8 consequence opportunities will use the standard school rules for behavior related to alcohol/drug use and/or possession. The School District of La Crosse Co-curricular code may be used as a guide.

Valid Evidence

Any information considered to be relevant, valid and accurate by any person(s) reviewing a particular alleged violation shall be considered. A parental report as well as a student(s) report(s) shall be considered as valid information in any code of conduct investigation. Anonymous material may be considered valid information. The District expects that violations will be reported to the High School administration within 60 days of the occurrence in order to allow the District the opportunity for a prompt response to misconduct. However, violations reported after 60 days of the occurrence may still serve as the basis for student discipline and athletic code enforcement at the discretion of the High School administration and in accordance with WIAA rules.

When a student is on school grounds or at school related events in the possession of and/or under the influence of drugs or alcohol, the ultimate consequence will be doubled and there will be no option for self-referral.

GUIDELINES FOR CONDUCT VIOLATIONS

- A. IN SPORT/ACTIVITY SEASON VIOLATION – suspension begins once determination of violation is made.
- B. OUT OF SPORT/ACTIVITY VIOLATION – suspension begins on the first day of practice.
- C. If a suspension results in missing a WIAA tournament event the entire WIAA Tournament series applies.
- D. A student who is suspended for a code violation may have to forfeit all school awards for the activity season in which he/she was participating at the time of the infraction. It will be the decision of the Activities Director and Coaches to include or exclude a student who is suspended for a code violation from receiving school awards for the activity season in which he/she was participating at the time of the infraction. See Appendix D for District Lettering Policy.

- E. Penalties will be cumulative over a two (2) school year period. This is for determining second and third violation consequences. A student must have a clear record for two (2) years consecutively before subsequent violations are considered a first violation.
- F. For athletics, student's suspension will be based on WIAA games allowed guidelines.
- G. For activities, students will be suspended for a full day of competition/performance.
- H. Scrimmages will not count as part of a suspension.
- I. The student will be required to practice with the group during the suspension
- J. A student who is in more than one co-curricular activity when a consequence for a code violation is applied will be subject to consequences for all activities they are currently participating in.
- K. When a student misses a competition or performance during a season for a conduct code violation, they will be required to complete the season in good standing in order to fulfill their code violation obligation.

Upon receipt of a reported violation, the activities director will meet with the student involved to determine the validity of the report. The activity director will conduct a review of the situation. A building administrator will make a final decision and inform the parents by telephone or mail of the consequences. Students and parents involved will be notified of the Gundersen Plan Awareness Program. See Appendix B.

SELF-REFERRAL POLICY

Students who voluntarily report their own alcohol and drug related Activities Code violations to the Activities Director will have their resulting consequences reduced by 50%. The following guidelines must be followed when making the self-referral:

1. Must be made prior to questioning by an Administrator.
2. Must be done within 72 hours of the violation.
3. Can be used only for first time code violations.
4. Must not have participated in a competition between violation and referral

Note: When a code violation results in a one competition/performance consequences the Activities Director will have the discretion to determine appropriate consequences when a self-referral is made.

ATHLETICS

I. Changing Sports

- A. An athlete may not quit one sport and begin another during the same season except by agreement of the coaches involved and/or the school activity director.
- B. A student cut from one sport may try out for another sport providing he/she was in good standing in the previous sport.
- C. Athletes cannot participate in more than one sport at the same time in the same season except for Dance Team and Cheerleading. They can participate only after approval of advisor/coaches and parents.

II. Athletic Injuries and Their Care

- A. All injuries must be reported to the supervising coach and/or certified athletic trainer immediately. The athletic trainer will file the appropriate injury report within 48 hours. The injury reports should be turned over to the activity director at the conclusion of each season.
- B. In the case of any emergency, students will be sent to the nearest hospital, unless parents have indicated a specific hospital for treatment.
- C. The activity office should be informed by parents/guardians prior to participation, of an athlete who has any special medical problems.
- D. If an injury has been discovered after the athlete has returned home from a practice or competition, the coach and athletic trainer should be notified as soon as possible.

Personal Conduct Policy

Personal conduct in and out of school shall be in compliance with the rules and laws of the school and community. The school Administration reserves the right to issue consequences for Personal Conduct violations. Examples include:

- A. Present where drugs and/or alcohol are being consumed illegally.
- B. Hate speech, racist, or derogatory actions or language.
- C. Bullying
- D. Theft
- E. Vandalism
- F. Harassment
- G. Plagiarism or cheating
- H. Inappropriate use of Social Media
- I. Repeated refusal to follow school rules.
- J. Actions unbecoming of an athlete

Penalties for Personal Conduct Violations

The School Administration reserves the right to treat each instance on its own merits. The circumstances of each incident will be reviewed and the Administration will issue the final determination of actions.

APPENDIX A

AODA ASSESSMENT/TEEN INTERVENTION PROGRAM

Assessments must be completed by a licensed medical provider. Proof of completion must be provided to the school administration upon completion.

The Teen Intervention Program is a 3 session class that is conducted by the Coulee Recovery Center.

APPENDIX B

APPEAL PROCEDURE

1. After a rule of ineligibility resulting in suspension from an activity has been made, a student and/or his/her parents may formally appeal the decision in writing to the principal/activities director provided an appeal is received within 14 school days of the first day such ineligibility became effective. Students will **NOT** be allowed to compete during the appeal process. They must practice. Notice will be sent to the principal.
2. Within three school days of receipt of such written appeal, the principal/activities director shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents/student outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, (c) the period of suspension, and (d) other pertinent information.
3. After the appeal has been received and the school's formal reply mailed to the parents/student, a date for a hearing will be established by the principal or his/her designee. Such date shall be no later than seven school days after receipt of the written appeal of the student and/or his/her parents. Present at the hearing will be the coach/advisor, an administrator who is on the co-curricular committee, student, parent(s)/guardian(s) and other staff deemed appropriate by the School District. The Activities Director not involved in the original appeal will conduct the proceedings. That Activities Director, after consultation with the Associate Superintendent for Human Resources, will render an appeal decision within four (4) days of the hearings.
 - a. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 - b. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings

will be mailed to the student and his/her parents.

4. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Superintendent or his/her designee. The principal must receive in writing a request for such a second hearing before the Superintendent or his/her designee within 14 days of the mailing of the outcome of the original hearing.

Note: Provisions as outlined in the preceding page, including items a and b, will be applicable to the second hearing. 5. The provisions, as outlined above, shall be the sole and exclusive means for appeal from the rulings referred to in paragraph one.

APPENDIX C

SCHOOL DISTRICT OF LA CROSSE - VARSITY ATHLETIC LETTERING POLICY

I. An Athlete must:

- A) Be a member of a Varsity Team or four-year participant
- B) Complete the season in good standing.
- C) Not have had an alcohol, drug or tobacco related code violation during the season of competition or have had the violation determined during the season of competition.

II. Coaches are encouraged to consider:

- A) Seniors who have participated in the program for four years.
- B) Only athletes who have participated in a minimum of 40% of varsity competitions/performances.

III. Sport specific criteria determined by the coach must be achieved.

- Athletes who have not met the above criteria may still letter with approval from the Activities Director.

TRAVEL

- There are co-curricular activities offered in the La Crosse District that practice/perform off site. As a participant in one of these activities, the student and/or parent/guardian may be responsible for transportation to and from practice within the city of La Crosse.
- See Appendix C for out of District Travel Policy

SCHOOL DISTRICT TRAVEL POLICIES AND FORMS

Electing Not to Use District or Parent/Guardian Provided Transportation

A parent/guardian may opt out of district-provided transportation and *permit a non-parent or guardian to provide alternative transportation*, however this option is strongly discouraged. The district will not request, solicit, or condone this form of alternative transportation.

If the parent/guardian does decide to opt out of district-provided transportation the parent/guardian must inform the trip leader in advance of their intentions to opt out.

Parents may do so by completion of the Travel Decline Form. In choosing to opt out of district provided transportation, the district will be released from all responsibility and liability for the child's well being.

When district transportation is not provided

If the School District does not provide transportation to or from an event, it is the parent/guardian's responsibility to arrange safe transportation. District personnel may not request, solicit, or condone any alternative (non -district provided) transportation for any reason. When district transportation is not provided for an event outside the district, student participation is voluntary.

Approved by the Superintendent's Advisory Team: 06/08/23
Board of Education Informed: 06/24/23

School District of La Crosse Co-Curricular Transportation Decline Form

I _____ will
decline district provided co-curricular (Name of Parent/Guardian)

Transportation for _____ on
_____ (Name of Student) (Date of Event)

The sole purpose of this form is to allow parents to decline transportation provided by the School District of La Crosse for Co-curricular events. In no way does this form signify approval of alternate transportation. Once this form is signed the School District of La Crosse is released from liability and supervision of the above named student.

Parent/Guardian Signature: _____ Date: _____

(Original to Coach/Advisor)