

PRAIRIE DU CHIEN
HIGH SCHOOL



Co-CURRICULAR
CODE HANDBOOK

2017 - 2018

TABLE OF CONTENTS

MISSION STATEMENT FOR CO-CURRICULAR EVENTS AT THE PRAIRIE DU CHIEN HIGH SCHOOL

PRAIRIE DU CHIEN HIGH SCHOOL CO-CURRICULAR CODE

ELIGIBILITY REQUIREMENTS FOR W.I.A.A SANCTIONED SPORTS

CODE COMPLIANCE WITH W.I.A.A. STANDARDS

REGULATIONS FOR CO-CURRICULAR PARTICIPATION

ACADEMIC STANDARDS

SCHOOL ATTENDANCE

EQUIPMENT

TRANSPORTATION

PARTICIPATION

WIAA Concussion Policy

SUPPLEMENTS

COACH/ADVISORS' RULES

ADMINISTRATION OF THE CO-CURRICULAR CODE

MANAGERS SERVING SUSPENSIONS

PENALTY CARRYOVER

MAJOR VIOLATIONS AND PENALTIES OF THE CO-CURRICULAR CODE

MAJOR VIOLATIONS

DEFINITION OF POSSESSION

PENALTIES OF MAJOR VIOLATIONS FOR NON-ATHLETIC CO-CURRICULAR PROGRAMS

PENALTIES FOR MAJOR VIOLATIONS OF ATHLETICS

CONDUCT VIOLATIONS AND PENALTIES OF THE CO-CURRICULAR CODE

CONDUCT VIOLATIONS

PENALTIES FOR CONDUCT VIOLATIONS

PRAIRIE DU CHIEN HIGH SCHOOL CO-CURRICULAR CODE APPEAL PROCEDURE

STEP ONE

STEP TWO

STEP THREE

APPENDIX A

Mission Statement for Co-Curricular events at the Prairie du Chien High School

Co-Curricular programs at Prairie du Chien High School develop lifetime skills, which foster emotional, social, intellectual, and physical growth. Students who choose to participate assume additional responsibilities as representatives of their school, their parents, and their community.

W.I.A.A. Sanctioned Activities: Football, Volleyball, Girls' Golf, Cross Country, Girls' Basketball, Boys' Basketball, Wrestling, Gymnastics, Baseball, Softball, Track, Boys' Golf, and Soccer. *(Cheerleading does count for Physical Education credit purposes.)

Non-W.I.A.A. Sanctioned Activities: Biology Club, Chamber Choir, Spring Play, F.F.A., Forensics, Homecoming, International Club, Jazz Band, L.I.F.E., Musicals, National Honor Society, PALS, Dance Team, Prom, Key Club, Student Council, Cheer-leading, and activities or dances at the discretion of administration.

Prairie du Chien High School Co-Curricular Code

The main purpose of the Co-Curricular Code is to establish a uniform code of conduct for Prairie du Chien High School students involved in school Co-Curricular events. Any Co-Curricular Athletic event in which the school district of Prairie du Chien is represented will be considered a Sport under this code.

The Co-Curricular program is an important part of your Prairie du Chien High School years. Co-Curricular programs provide new opportunities and experiences, and help you develop your interests and skills. When you decide to participate in any Co-Curricular, you agree to meet certain responsibilities. Your greatest responsibility is to be a credit to yourself, your parents, school and community. Therefore, it is required that you display proper respect for fellow students, support staff, teachers, officials and outstanding sportsmanship/behavior.

Participation in Co-Curricular programs is a privilege extended to all students at Prairie du Chien High School. We want to be known for our school spirit and sportsmanship. The way to reach this status is to act with integrity. We hope you find that your best efforts and your self-discipline reward you with a feeling of pride in yourself and your school.

Eligibility Requirements for W.I.A.A Sanctioned Sports

- To participate in W.I.A.A. Sports, you must be in compliance with the W.I.A.A. standards. You are not eligible:
- If you are not enrolled as a full time student at your school.
- If you reach (19) nineteen years of age prior to August 1.
- If you did not do passing work in (20) twenty hours of studies for High School credit in the previous grade reporting or evaluation period or if you are not presently passing in (20) twenty hours of work.
- If you have attended more than (8) eight semesters after entering Grade 9 or if your seventh and eighth semesters do not follow consecutively.
- If you have participated in any sport for all, or part of, (4) four seasons.
- If you and your parents do not live in the school district in which you attend school unless you have served one year of ineligibility or unless your residence situation has been approved by the W.I.A.A. office.
- If the school does not have evidence on file of you having passed a physical examination administered by a licensed physician and having received parental permission to participate in sports.
- If you do not follow the code of conduct established by your school.
- If you have violated your status as an amateur athlete by Accepting any amount of money or any kind of useable merchandise, signing a contract for your services as an athlete, permitting your name, picture or personal appearance to be used for promotion, and/or playing under another name.

CO-CURRICULAR CODE HANDBOOK 2017-2018

- If you at any time have received an award of merchandise of value such as a jacket, sweater, watch, billfold, etc. In recognition of your talent or accomplishment as an athlete.
- If you participate in a contest other than for your official interscholastic school team while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport.
- If you have played in an all-star contest or similar Sport involving participants from more than a given league.
- If you participate in any program, which resembles a school, team practice or competition outside of the designated school's season for that sport.
- If you let anyone besides your parents/legal guardian pay a fee for specialized training, like summer camp, or if you are instructed by your school coach outside the season of a sport. (Baseball, track, swimming, golf, tennis, softball, cross country, and gymnastics are exempt from this coaching rule in the summer).

Code Compliance with W.I.A.A. Standards

- The criteria used in making this code, for all Co-Curricular Sports, meets or exceeds W.I.A.A. standards.
- If you are found guilty of or admit to consumption, possession, delivery, or transportation of alcoholic beverages or drugs on school property, at school-sponsored Sport, or if you cause damage to our or to another school's buildings, buses or grounds, you may be suspended from school for 1-5 days as prescribed by the Prairie du Chien High School Student Handbook.
- If you are found guilty or admit to consumption, possession, acquisition, delivery, or transportation of alcoholic beverages, drugs, or theft, and such conduct is verified by the school, you will not be allowed to participate in any events until the school administration reinstates you to eligibility as prescribed by the penalties listed in this code.
- If your conduct in and out of school during the school year or summer months is in violation of the code, you will be ineligible, and it will be the duty of the principal to exclude you from participating in any events until you are reinstated to eligibility by the school administration as prescribed by this code.
- If you are found guilty, or admit to breaking the law (not including minor traffic offenses) or if you are placed on probation status, whether it is voluntary or not, you will be ineligible to participate in any events as prescribed by the penalties listed in this code.
- If you have violated the rules and regulations of this code, you will be disciplined according to the provision and guidelines of this code.

Regulations for Co-Curricular Participation

Academic Standards

- Participation in co-curricular is a privilege, which is given to those who attain a minimum of 1.5 grade point average with no failures. All courses taken during such grading period will be used to evaluate the grade point average.
- Progress Reports will be made available to parents and students at the third and sixth week of each quarter. A student may become ineligible on the third day after grades/progress reports are due at the 6th week and/or the end of the quarter.
- If a student is ineligible at the end of a quarter or 6 week mark, he/she will be ineligible for the following fifteen school days. He/she will be able to regain eligibility on the calendar day following the fifteenth school day of suspension provided the student has at least a 1.5 G.P.A. with no failures.
 - Provision for Non-WIAA sanctioned activities: Students participating in Non-WIAA sanctioned activities that occur within the grade period checks will be determined by administration. The student will be ineligible for not more than one third of the determined activity. Students participating in one day event activities will be required to miss the entire event.
- A student's grades in the 4th quarter will determine that student's eligibility for the following year.
- A student who takes a summer school class may be allowed to use one summer school grade to substitute for one grade from the 4th quarter towards their academic eligibility.

School Attendance

Regular school attendance is an important factor in academic achievement.

- A student must be in attendance by 11:30 in order to be eligible to participate in a practice, contest, or performance that day. A phone call followed by written notification must be turned into the attendance officer before participation is allowed.
- Any student who skips a class or study hall will be ineligible for the next scheduled contest, game, or performance.
- A student must be in attendance by the start of the school day following a game or contest. If the student has missed any part of the following school day, and doesn't have a medical excuse or pre-arranged absence, the student will not be able to participate in the next game or contest.

Equipment

One of the goals of co-curricular events is to teach responsibility. This should apply to the care of all equipment as well as school property. Each participant is expected to take care of his/her equipment. In most co-curricular event, the school will loan every student the equipment necessary to compete in the event. The original equipment issued to you must be returned at the close of the season. If you need to make a change of equipment during the season, be sure the coach/advisor makes this change on your records. You will be held responsible for any equipment issued to you that is destroyed, lost, misplaced, ruined or stolen.

Transportation

All students will use school-sponsored transportation to and from school-sponsored trips.

Exceptions will only be accepted if the participant will be riding with a parent or legal guardian. Any exceptions are to be submitted in writing from a parent or legal guardian to administration prior to the school events. Upon administrations approval the parent or legal guardian must personally hand the written request to the coach after the co-curricular event.

Participation

All students participating in co-curricular event are expected to follow the same rules and regulations. Since there are many differences in the nature of co-curricular offered, the same disciplinary measures are not appropriate to all co-curricular events. For this reason, the code has two sections, one for athletics and one for non-athletic events. Students who participate in both areas should understand that in the event of a violation, they are subject to discipline in both areas.

WIAA Concussion Policy

Updated Policy and Procedure approved March 3, 2011. [\(PDF\)](#).

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. All concussions are brain injuries. The WIAA recommends avoiding the use of nicknames like “ding” or “bell ringer” to describe concussion because those terms minimize the seriousness of concussion.

A concussion can be caused by blow to the head or even a blow to the body alone. The force moves or twists the brain in the skull. It is important to know that loss of consciousness is not required to have a concussion. In fact, less than 10% of athletes lose consciousness. A concussion is a very complex physiologic event that causes a problem with brain function not brain structure. Therefore, CT/CAT scan and MRI are usually normal in athletes with concussion. Imaging studies may be needed to rule out brain bleeds, but are not indicated in all head concussions.

Even what appears to be a mild blow to the head or body can cause the brain to suddenly shift or move. This motion can injure and damage brain cells. Research has shown that this damage may take up to 2 weeks to heal, but it can take longer.

There are unique concerns surrounding concussion in high school sports:

1. Adolescents are more vulnerable and get concussions more often
2. Adolescents take longer than adults to heal from concussion, unlike musculoskeletal injuries
3. Most high schools may not have access to a team physician or an athletic trainer for all of their teams & activities, thus the responsibility for identifying a possible concussion falls on athletes, coaches and parents
4. High school players can be reluctant to admit their symptoms for fear of removal from the contest

Concussion affects people in four areas of function:

1. Physical – This describes how they feel: headache, nausea, vomiting, dizziness, tired and loss of consciousness (which is uncommon in concussion).
2. Thinking – Poor memory and concentration, responds to questions more slowly and asks repetitive questions. Concussion can cause an altered state of awareness and thinking.
3. Emotions- A concussion can make a person more irritable or sad and cause mood swings.
4. Sleep – Concussions frequently cause trouble falling asleep and may wake athletes up overnight, which can make them more fatigued throughout the day.

Based on recent high school injury surveillance information, the following sports have the highest risk of concussion based on athletic exposures (practice + competition). Concussions occur most frequently in the following sports (in order): football, boys & girls ice hockey, girls lacrosse, girls soccer, boys lacrosse, wrestling, girls basketball, girls field hockey, boys soccer, softball and boys basketball.

Noticeable in this data is that the risk for girls is much higher than boys in the same sports; in fact soccer & basketball carry twice the risk for concussion in girls than boys. Most importantly, concussion can happen to anyone in any sport. Concussions also occur away from organized sports in physical education class, on the playground, while skiing or snowboarding, and when involved in a motor vehicle collision.

Everyone involved with high school athletics must be alert for potential injuries on the field and be able to recognize signs and symptoms of concussion. While coaches are not expected to make a diagnosis of concussion, it is expected for coaches to be aware that their athletes may have a concussion and then hold them out of all activity until they are medically cleared by a healthcare provider. Signs are what can be seen by others, like clumsiness, while symptoms are what the injured player feels, like a headache. Remember, athletes should report their symptoms, but they may not unless they are asked and even then it is important to consider that athletes may not be telling the truth. Thus, it is important for schools to educate their athletes, coaching staff and parents in the preseason about the seriousness of concussion and the importance of athletes honestly reporting their symptoms and injuries.

These are some **SIGNS** concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Change in the level of consciousness or awareness
- Confused about assignment
- Forgets plays
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior changes
- Loss of consciousness
- Asks repetitive questions or memory concerns

These are some of the more common **SYMPTOMS** of concussion (what an injured athlete feels):

- Headache
- Nausea
- Dizzy or unsteady
- Sensitive to light or noise
- Feeling mentally foggy
- Problems with concentration and memory
- Confused
- Slow

Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. **“When in doubt sit them out.”**

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

While all concussions are serious injuries, some injured athletes will require emergency care. Anytime you are uncomfortable with an athlete on the sideline, it is reasonable to activate the Emergency Medical System (911). The following are reasons to activate the EMS, as any worsening signs or symptoms may represent a medical emergency:

1. Loss of consciousness, this may indicate more serious head injury
2. Decreasing level of alertness
3. Unusually drowsy
4. Severe or worsening HA
5. Seizure
6. Persistent vomiting
7. Difficulty breathing

If you suspect a player may have a concussion, that athlete should be immediately removed from play. The injured athlete should be kept out of play until they are cleared to return by an appropriate health care provider. If the athlete has a concussion, that athlete should never be allowed to return to activity (conditioning, practice or competition) that day. Athletes with a concussion should never be allowed to return to activity while they still have symptoms.

A player with a concussion must be carefully observed throughout the practice or competition to be sure they are not feeling worse. Even though the athlete is not playing, never send a concussed athlete to the locker room alone and never allow the injured athlete to drive home.

Most concussions are temporary and they resolve without causing residual problems. However in the adolescent population, 10-20% of athletes that have a concussion have signs or symptoms that persist beyond 2 weeks. These symptoms of headache, difficulty concentrating, poor memory and sleep disturbances can lead to academic troubles among other problems. Concussion symptoms may even last weeks to months (post-concussion syndrome).

Allowing an injured athlete to return too quickly increases the risk for repeat concussion. Repeat concussion may cause Second Impact Syndrome. Second Impact Syndrome is a rare phenomenon which happens only in young athletes that causes rapid brain swelling and death. Repeat concussions may increase the chance of long term problems, such as decreased brain function, persistent symptoms and potentially chronic traumatic encephalopathy (a disorder that cause early degeneration of the brain similar to what is seen with Alzheimer's disease).

A major concern with concussion in the high school athlete is that it can interfere with school performance. The signs and symptoms of poor short-term memory, concentration and organization may temporarily turn a good student into a poor student. The best way to address this is to decrease the academic workload by potentially taking time off from school or going partial days. Injured athletes should have extra time to complete homework and tests, and they should be given written instructions for homework. New information should be presented slowly and repeated. Injured athletes will need time to catch up and may benefit from tutoring. If an athlete develops worsening symptoms at school, he/she should be allowed to visit the school nurse. The school and coaches should maintain regular contact with the injured athlete's parents to update progress. Athletes with a concussion should return to full speed academics without accommodations before returning to sports.

Rest is the essential component of concussion treatment. Further contact is to be avoided at all costs due to risk of repeat concussion and Second Impact Syndrome. Physical exertion can also worsen symptoms and prolong concussion recovery- this includes aerobic conditioning and resistance training. Physical activity should not be started without authorization by an appropriate health care provider.

It is also important to remember that the athlete's concussion can interfere with work and social events (movies, dances, attending games, etc.). It is important for injured athletes to sleep as often as possible. It is also helpful for parents to decrease brain stimulation at home by limiting video games, computer time, text messaging, and TV/movies.

Neuropsychological testing has become more commonplace in concussion evaluation as a means to provide an objective measure of brain function. It is best used as a tool to help ensure safe return to activity and not as the only piece of the decision making process. Testing is currently done using computerized neuropsychological testing (example: ImPACT, Axon Sports) or through a more detailed pen and paper test administered by a neuropsychologist.

If neuropsychological testing is available, ideally a baseline or pre-injury test is obtained prior to the season. This baseline should be done in a quiet environment when the athlete is well rested. It is felt that baseline testing should be repeated every two years for the developing adolescent brain. If there is no baseline available, the injured athlete's scores can be compared to age established norms. The WIAA feels that neuropsychological testing can be a very useful tool with regard to concussion management.

RETURN TO PLAY

Current recommendations, which may be required by some school districts, are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their health care provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging

STEP TWO: More strenuous running and sprinting in the gym or field without equipment

STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting

STEP FOUR: Full practice with contact

STEP FIVE: Full game clearance

PREVENTION

There is nothing that truly prevents concussion. Education and recognition of concussion are the keys in reducing the risk of problems with concussion. Proper equipment fit and use may reduce the risk of concussion. However, helmets do NOT prevent concussion. They are used to prevent facial injuries and skull fractures. Most importantly, proper technique for hitting/contact are vital, for example, athletes that lower their head while making a football tackle have a significantly higher risk for concussion and neck injuries. Athletes should never lead with their head or helmet. All schools should have an Emergency Action Plan. This plan can be used for any medical emergency from a concussion to a neck injury to anaphylaxis (severe allergic reaction). There should be an emergency action plan for every practice and competition area which should be practiced yearly. The WIAA encourages every member school to promote concussion education and bring about a positive change in concussion culture by discussing this topic with all teachers, coaches, athletes and parents. Further reading and additional education material can be obtained through the following locations:

www.nfhs.com

www.nfhslearn.com (free concussion education video)

www.cdc.gov/concussion/headsup/high_school.html (Heads Up program)

www.wisportsconcussion.org (Wisconsin Sports Concussion Collaborative)

[American Academy of Pediatrics: Epidemiology of Postconcussion Syndrome in Pediatric Mild Traumatic Brain Injury](#)

Supplements

Along with the National Federation of High School Associations and the W.I.A.A., the administration and staff of the Prairie du Chien School District discourages the use of supplements by students for performance enhancement. Supplements may not and will not at any time be dispensed or distributed on school grounds.

Coach/Advisors' Rules

Coaches/advisors may have rules in addition to these. Additional rules must be approved by the administration and a parent meeting must be held informing parents of these rules. Parents will be asked to sign a form showing that they are aware of these rules.

Administration of the Co-Curricular Code

The standard of proof required for disciplinary action will be the establishment of truth of the charge by preponderance of the evidence. The Assistant Principal must determine that the accused is guilty before any penalty is handed down.

Evidence that the Assistant Principal can take into account for making a determination can come from self-referrals, police reports/citations, statements from an adult, statements from students, and/or other evidence determined by the

investigation. A photograph submitted as evidence must be accompanied by a sworn statement by the person who took the photograph, backing up the authenticity of the photograph.

In the event that the Assistant Principal is made aware by a reliable source that the athletic code was broken, the Assistant Principal will investigate the situation. The Assistant Principal, will take a statement from each person who was said to be involved in the situation. Parents will be notified of the investigation. From the statements taken, the Assistant Principal will make a determination as to who did indeed violate the code. The Assistant Principal will inform the participant of the charges and discuss it with them before making a ruling of ineligibility.

Managers Serving Suspensions

A student may serve their Co-Curricular penalty by serving as a manager with permission from the coach/advisor and Assistant Principal. In order for the suspension to be considered served, the student must attend all games and practices and finish the season in good standing.

Penalty Carryover

If a suspension cannot be completed in the current co-curricular, the suspension will carry over to the next co-curricular. The participant must finish the co-curricular in good standing for the suspension to be considered served. When dealing with a period of ineligibility that is a fraction of a game, meet, contest, or day, the number will be rounded down to the next whole number. (Example: If a student was suspended for 1/3 of a twenty game season that would be six (6) games, not seven (7).) Ninth graders start with a clean slate.

Major Violations and Penalties of the Co-Curricular Code

Major Violations

1. *Alcohol:* The use, consumption, possession, and/or purchase of alcoholic beverages are prohibited.
2. *Assault:* The physical or verbal (i.e., use of profane or abusive language) assault of any adult or student will not be tolerated, in or out of school.
3. *Drugs:* The possession, sale, purchase or use of controlled substances, street drugs and performance enhancing substances is prohibited.
4. *Theft:* Theft, in or out of school, will not be tolerated.
5. *Tobacco:* The use, smoking, chewing, or possession of any tobacco product is prohibited.
6. *Vandalism:* Vandalism, which is the damage of any property, is prohibited.

Definition of Possession

Possession is the act of having the substance on one's own person. Examples: Holding an alcoholic beverage (unless under the direct supervision of a parent) is possessing. Transporting alcohol (unless under the direct supervision of a person of legal age) is possessing.

Penalties of Major Violations for Non-Athletic Co-Curricular Programs

For violations involving the possession or use of alcohol, drugs, or tobacco the participant must successfully complete a Wellness Education Program set up by the school.

First Major Violation:

- Loss of participation in all meetings and performances for 21 calendar days and must attend all practices.

Second Major Violation:

- Loss of eligibility for the equivalent of two terms (18 weeks of school).
- He/She may practice with the advisor's permission. He/She may petition the Assistant Principal for reinstatement after serving the equivalent of the first term (9 weeks of school) of the penalty. Reinstatement will be contingent upon the following criteria:

- o Receive no disciplinary referrals for the time period.
- o Maintain a minimum of a 1.5 grade point average the last quarter before the appeal without any failures.
- o No more than three (3) absences during the time period.
- o Acquire at least three (3) staff recommendations showing noticeable positive improvement in student behavior and manners.
- o Twenty (20) hours of community service prior approved by the Athletic Director/Assistant Principal.

Third and all subsequent Major Violations:

- Loss of eligibility for one year (365 days) from the date that the decision is rendered.
- He/she may petition the Assistant Principal after serving six (6) months of the penalty. Reinstatement will be contingent upon the following criteria:
 - o Receive no disciplinary referrals for one quarter.
 - o Maintain a minimum of a 1.5 grade point average the last quarter before the appeal without any failures.
 - o No more than three (3) absences the previous quarter.
 - o Acquire at least three (3) staff recommendations showing noticeable positive improvement in student behavior and manners.
 - o Forty (40) hours of community service prior approved by the Athletic Director/Assistant Principal.

Penalties for Major Violations of Athletics

First Major Violation:

- Loss of participation for 1/3 regular season contests and must attend all practices.

Second Major Violation:

- Loss of eligibility for the equivalent of two sport seasons. He/She may practice with the coach's permission.
- He/She may petition the Assistant Principal for reinstatement after the first season of the penalty. Reinstatement will be contingent upon the following criteria.
 - o Receive no disciplinary referrals for the time period.
 - o Maintain a minimum of a 1.5 grade point average the last quarter before the appeal without any failures.
 - o No more than three (3) absences during the time period.
 - o Acquire at least three (3) staff recommendations showing noticeable positive improvement in student behavior and manners.
 - o Twenty (20) hours of community service prior approved by the Athletic Director/Assistant Principal.

Third and all subsequent Major Violations:

- Loss of eligibility for one year (365 days) from the date that the decision is rendered.
- He/she may petition the Assistant Principal after serving six (6) months of the penalty. Reinstatement will be contingent upon the following criteria.
 - Receive no disciplinary referrals for one quarter.
 - Maintain a minimum of a 1.5 grade point average the last quarter before the appeal without any failures.
 - No more than three (3) absences the previous quarter.
 - Acquire at least three (3) staff recommendations showing noticeable positive improvement in student behavior and manners.
 - Forty (40) hours of community service prior approved by the Assistant Principal.
- For violations involving the possession or use of alcohol, drugs, or tobacco the participant must successfully complete a Wellness Education Program set up by the school.
- A student who is able to refrain from violating the Co-Curricular code for a period of one year from the date of their first violation only, will return to the level that they were at before that violation occurred.

Conduct Violations and Penalties of the Co-Curricular Code

Conduct Violations

- Unbecoming conduct by a participant may include one or more of the following and will not be tolerated.
- Misbehavior in class and/or at any Sport. Including but not limited to:
 - Being removed from class and/or an Sport for disciplinary reasons
 - Academic dishonesty- cheating on an assignment or test
 - Disorderly conduct, as defined by state law, in or out of school.
 - Disrespect of school personnel and/or other students in or out of school. Including but not limited to:
 - Toilet papering a school employee's house without permission
 - Toilet papering a student's house in a harassing manner
 - Defacing a school employee's vehicle without permission
 - Defacing a student's vehicle in a harassing manner

Penalties for Conduct Violations

First Penalties Violation:

- Athletics- Suspension from one (1) regularly scheduled contest. One date counts as one event.
- Non-Athletics Event- Suspension from Co-Curricular program for seven (7) calendar days. The participant will be allowed to practice with the advisor's permission.

Subsequent and all Severe Penalties Violations:

Suspension will be determined by the administration and coach/advisor. The participant will be allowed to practice with the coach's permission.

Prairie du Chien High School Co-Curricular Code Appeal Procedure

After a ruling of ineligibility resulting in suspension from Co-Curricular program has been made, the participant and/or the parents/legal guardians may formally appeal the decision by taking the following steps.

Step One

- If the participant and his/her parents/legal guardians are not satisfied with the findings, an appeal may be requested before the Principal
- The Principal must receive a Co-Curricular Appeal Reinstatement Form (Appendix A), requesting a hearing within five (5) school days of the outcome of the suspension being handed down by the Athletic Director/Assistant Principal.
- The Principal, within five school days of receipt of such written request, shall contact by telephone (and follow up letter), the participant and/or the parents/legal guardians to establish a date for an appeal.
- The participant and /or parents/legal guardians will be provided an opportunity to present their opinions as part of the appeal.
- The principal shall submit a written report.

Step Two

- If the participant and his/her parents/legal guardians are not satisfied with the findings, a second appeal may be requested before the Superintendent.
- The Superintendent must receive a Co-Curricular Appeal Reinstatement Form (Appendix A), requesting a hearing within five (5) school days of the outcome of the suspension being handed down by the Principal.

- The Superintendent, within five school days of receipt of such a written appeal, shall contact by telephone (and follow up letter), the participant and/or the parents/legal guardians to establish a date for an appeal.
- The participant and /or parents/legal guardians will be provided an opportunity to present their opinions as part of the appeal.
- The superintendent shall submit a written report.

Step Three

- If the participant and his/her parents/legal guardians are not satisfied with the findings, a third appeal may be requested before the School Board.
- The School Board President must receive a Co-Curricular Appeal Reinstatement Form (Appendix A), requesting a hearing within five (5) school days of the outcome of the suspension being handed down by the Superintendent.
- The participant and /or parents/legal guardians will be provided an opportunity to present their opinions as part of the appeal at the next meeting date.
- The School Board will provide their decision to the participant and /or parents/legal guardians at the meeting after the appeal has been presented and discussed.

Appendix A

PRAIRIE DU CHIEN HIGH SCHOOL
CO-CURRICULAR APPEAL REINSTATEMENT FORM

This form is being submitted to the (please circle one):

Principal

Superintendent

School Board President

Date:

I do submit this appeal to be reinstated on the

team/club.

Please **Print** the names neatly for the people speaking on your behalf:

- 1.
- 2.
- 3.
- 4.

Print Name of Person appealing:

Signed by Person's appealing: _____

(A school representative will fill out the bottom portion.)

Meeting Date:

Time:

Place:

Principal/Superintendent/School Board President Signature: