



Cassville School District

ACTIVITIES CODE

TABLE OF CONTENTS

<u>Page #</u>	
	4
Academic Eligibility	8
Activity Equipment and Uniforms	12
Athletic/Activities Code Violation Report	9
Athletic Awards	9
Athletic Injuries and their Care	7
Behavior Expectations	2
Chain of Command	5
Code of Conduct	5
Major Violations	7
Minor Violations	3
Definitions	3
Eligibility Rules	8
Enforcement of Activities Code	10
Fundraising Activities	10
Homecoming	3
Introduction	10
Prom	9
Travel Procedures for all District Events (for each event)	

Chain of Command

Issues regarding practices, team issues, individual issues, playing time must follow this **Chain of Command** if problems are to be resolved in a timely manner.

1. Coaches must be made aware of any/all sports related issues **first** and allowed to handle/address them.
2. Contact the Activities Director after the issue(s) was brought to the coach's attention first and only if the issue was not resolved or finalized. The Activities Director will not address issues until the coach has been allowed to address it first.
3. Contact the Dean of Students after steps one and two were taken and the problem was still not addressed/resolved. The Dean of Students will contact the Activities Director and get the information regarding what happened in steps one and two before proceeding any further.
4. Contact the Superintendent/Principal after steps one, two, and three were taken, and the problem was still not addressed/resolved. The Superintendent/Principal will contact the Dean of Students and get the information regarding what happened in steps one, two, and three before proceeding any further.

Coaching and parenting are both stressful jobs. Complaints and any non-emergency issues must not be discussed during practices, right before, during, or immediately after any sporting event or school performance. The best rule for parents to follow is a 12 hour minimum wait time before approaching the coach. This time frame allows parents to discuss issues with their son/daughter fully before contacting their coach/advisor.

INTRODUCTION

The Cassville School District and community view our co-curricular program as an important and integral part of our educational program. Co-curricular activities are the learning activities sponsored by the school district that take place outside the regular curriculum.

Participation in co-curricular activities is a **privilege**. Students who participate in the district's co-curricular programs are expected to conduct themselves in a positive manner that will bring credit to themselves, their school and their community.

The Activities Code covers students in grades 5-12 and is enforced on a 12-month, year-to-year basis. Students that choose to participate in this school's co-curricular programs are required to abide by the rules and expectations specified within this code of conduct.

Grades 5-12 will follow the activities policies set forth in the Activities Code. When students enter grade 7 and 9, they are given a new start regarding code infractions and the consequences involved. Grades 5-6, 7-8, 9-12 are dealt with as separate time frames with no carry over from one to another.

DEFINITIONS

Co-curricular activities are defined as any activity(s) that are not a direct part of the student's grade.

A list of the co-curricular activities offered by the Cassville School District are Baseball, Boys Basketball, Girls Basketball, Cross-Country, FFA, Football, Forensics, Homecoming Court, Music Boosters, National Honor Society, Prom Court, School Musical, Softball, Student Council, Track, Trap Shooting, Volleyball, Wrestling, and Cheerleading. Participants in community youth activities that are developed by the school district will also be expected to follow the code.

ELIGIBILITY RULES

In order to represent Cassville Public Schools in any interscholastic competition, students must meet all eligibility requirements of the WIAA and Cassville Public Schools. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to (a) parental permission each school year ***including an acknowledgment of receiving the school athletic code and WIAA Rules of Eligibility***, (b) current physical fitness to participate in sports as determined by a licensed physician or Advance Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination or the alternate year card signed by a

parent/guardian, and (c) the Emergency Health Care Form, as assigned by the WIAA, on file in the office before they can participate.

Students participating in WIAA-sanctioned activities must be enrolled and attending Cassville School District full time. Home-schooled students living within the district will follow WIAA rules. Participation is open to all students' grades 5-12 who are defined as academically and behaviorally eligible to participate by the guidelines within the code. Further information regarding the WIAA can be found in its electronic handbook located on the web at www.wiaawi.org/publications/handbook.pdf

ACADEMIC ELIGIBILITY

A student must maintain a minimum standard of work in order to participate in co-curricular activities.

Eligibility is determined on a bi-quarterly basis. Students who receive an F on a progress report are eligible to practice but are ineligible to participate in games, contests and/or activities until the grade is raised to a D- or better. Students, who receive a failing grade at the end of a quarter, will have weekly grade checks in order to regain eligibility status. They may practice, but remain ineligible for games, contests, and/or activities until eligible. Students must obtain an eligibility reinstatement form from the Activities Director. Details about this form are provided in the next paragraph. The progress report dates are set by the Administrator. When students are ineligible, they not allowed to travel with the team.

In order to regain eligibility students must obtain an eligibility reinstatement form from the Activities Director. Then, students must gather grades from all their current teachers and then return the form to the Activities Director. Incompletes will be considered as failing ("F") until the grade is determined as detailed in the student handbook. Students already ineligible **and** are receiving a F at progress report time are not allowed to practice. After the progress reports are distributed, students may regain eligibility at the end of any following school week during the remainder of the current quarter provided they meet the criteria.

For fall season activities, students ineligible due to fourth quarter grades may regain eligibility after **two contests have** expired or at progress report time, whichever comes first, provided they follow proper eligibility reinstatement procedures. Students may erase ineligibility status for one (1) course through summer school courses (including correspondence courses) provided the course is equal to the course failed and have prior approval of the Administrator.

CODE OF CONDUCT

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by ALL students on a twelve (12) month, year-round basis. These rules are in effect for the student's entire career while attending Cassville School District, including summers. The coaches may also add more conduct rules that participants must follow in order to stay eligible by providing them in writing during the season.

MAJOR VIOLATIONS

1. Illegal use or consumption of tobacco, alcohol, or controlled substances including performance enhancement drugs in any form is prohibited.
2. Possession (whether on one's person or in one's clothing, locker, car, equipment, or personal effects), purchase, sale, procurement, **electronic/vaporized devices/parts containing product in violation of the drug-free standards/policy**, or handling of any tobacco, alcohol or controlled substances, street drugs and banned performance-enhancing substances (PES) is prohibited.
3. (The exception to this rule will be when the action takes place as part of a student's employment and follows state and federal rules regarding the afore stated materials.).
4. Theft, serious misdemeanors, disorderly conduct, felonies, or willful damage to person or property is prohibited. (Disorderly conduct is defined as actions or threats toward another person on school grounds).
5. Any conduct on or off the field of play (in or out of school) that is contrary to generally recognized standards for high school interscholastic participants (as determined by the coach, the Activities Director, and/or the Superintendent/Principal) is prohibited.
6. Use or possession of a firearm or dangerous weapon (on or off school grounds) that results in legal action (for a non-hunting violation).
7. Any student who conducts him/herself in a fashion that violates school rules, according to the student handbook. (Examples of such behaviors could include, but are not limited to habitual truancy, abuse of or destruction of property, disrespect, insubordination, excessive use of profanity, fighting, etc.)

Violations from numbers one through six above will result in immediate activities code action regardless if the violations occur in season or out of season

First Offense for Interscholastic Athletics, Managers of Athletic Teams and Statisticians:

1. Suspended for the lesser of 14 calendar days or 10 school days of interscholastic competition. This is not to exceed three (3) contest dates of the sport he/she is participating in. The suspension begins on the date of the first available competitive

contest in which he/she is eligible to participate. This would also be enforced on a minor violation.

2. Must be scheduled to attend at least four (4) group or individual prevention/intervention discussions if alcohol, smoking, or drugs were related to the violation.

Note: For first violations, suspensions do not include practices. She/He must complete that athletic season or suspension will carry over to the next athletic season he/she participates in.

Note: Scrimmages do not count as a contest.

First Offense for Activities:

Activities covered: Instrumental Music groups, Vocal Music groups, Forensics, Musical/Play, Math Team, Homecoming / Prom Court (This list may change due to participation or lack of participation in various activities.)

She/He must complete eight (8) hours of school/community service. Service must be completed for the student to regain eligibility. It is the student's responsibility to locate appropriate community service. The Activities Director will determine whether the service is appropriate and completed.

Note: For first violations, suspensions do not include practices.

IF A STUDENT IS INVOLVED IN BOTH ATHLETICS AND ACTIVITIES AT THE TIME OF THE INFRACTION, THE STUDENT MUST COMPLETE THE SERVICE FOR BOTH ATHLETICS AND ACTIVITIES.

Second Offense for Athletics and Activities:

Students will be ineligible for all extra-curricular activities for **50** school days.

1. If the violation occurs during off-season, the student is suspended for the next athletic season, which he/she has most recently participated in previously.
2. If a student has no previous participation in any activity, the Activities Director will decide on which season will be affected.

Note: Season is defined as fall, winter, and spring. Each season begins and ends on the dates the WIAA mandates.

Third Offense for Athletics and Activities:

Suspended for one (1) full calendar year from the date of the enforcement of the activity code.

Fourth Offense for Athletics and Activities:

Suspended from further participation for the remainder of their high school career.

MINOR VIOLATIONS

Behavior that is listed as a major violation but not considered serious enough to be considered a major violation can be deemed a minor violation by the Administrator or Athletic Director. This will result in the following consequences. Actions include but are not limited to classroom removal, unexcused absences, lying to staff members, Activities Director or Administrator regarding the activities code, and cheating.

Athletes - one or two game suspension

Activities - four (4) hours of school/community service

Obviously, not every possible situation can be listed here. If something occurs that is not listed and the Administrator and/or Activities Director feels action needs to be taken, the occurrence will be classified as either major or minor and disciplinary action will be enforced. Minor violations will not accumulate from one season to the next.

BEHAVIOR EXPECTATIONS

1. No student will be allowed to miss practice, a game, or a meet without the permission of the head coach.
 2. Profane or abusive language will NOT be allowed while participating in sports, during practice, or during an extracurricular activity.
 3. Athletes should be dressed and groomed in a manner so as to be a credit to our school and community.
 4. Absence on day of contest and practice will be dealt with as follows:
 - a. Students are expected to attend all practices. Penalties for unexcused absences and tardiness from practice will be levied by the coach.
 - b. Students cannot participate in a contest or practice on a day absent from school, as defined by the student handbook, unless excused by the Administrator and/or Activities Director. Absence is defined as:
 - i. Arriving to school (in the office) after 9:00 a.m.
 - ii. Being away from your assigned schedule for more than five (5) minutes once you have arrived at school (This includes lunch and lunch detentions.)
- Illness is not a satisfactory excuse. If one is too sick to come to school, he/she is too sick to participate in a strenuous sport or activity.

- c. Students are expected to be in school promptly on a day following an extracurricular event.
- d. Absences not medically cleared with the office will result in a one game suspension.

ENFORCEMENT OF ACTIVITIES CODE

While enforcing the code, the Activities Director may consider the following:

- 1. Adult written statement
- 2. Police reports / citations
- 3. Self-referral
- 4. Credible evidence such as photos, recordings, social networking websites, etc.
 - a. Ex: Facebook, Snap Chat, Twitter...

Any adult citizen may file a written complaint reporting violations with the school administration. The written complaint must be dated and signed. Upon receipt of a violation, the school will give the student the opportunity to admit his/her guilt or innocence. The Activities Director and Administrator will determine the consequence or gather more information. Once the Activities Director/Administrator have determined a consequence, the student may complete the requirements of the Code or request a hearing before the Activities Council. The request for a review by the activities council must be in written form and signed by the student and parent/guardians within 48 hours of the decision. The student will continue to be ineligible during the appeals process.

The Activities Council will consist of the Activities Director (or designee), and at least three (3) of the head coaches or advisors from each Cassville activity and athletic team. The council will meet to conduct a hearing within 48 hours, weekends excluded, after receiving the request for review unless an extended timeline is acceptable to both the student and the school. The council will choose a chairperson (other than the Activities Director) to conduct the hearing. The chairperson may choose to impose time limits of testimony.

The student will be required to appear before this council. Parents/Guardians of the student may attend the hearing if they and the student wish. Witnesses and/or testimony may be allowed for both sides.

After the hearing, a confidential ballot will be conducted to either support or overturn the decision of the Activities Director in closed session. The student may appeal the council's decision to the (Administrator) Board of Education **within 48 hours. The school board will convene at its earliest time when a quorum can be present. The school board may impose time limits when talking to parties involved.** The Cassville Board of Education decision is final.

ACTIVITY EQUIPMENT AND UNIFORMS

1. One of the values of activities is to teach responsibility, and this should apply to the care of equipment, as well as school property. We hope every participant in activities will take pride in the fine facilities the people of Cassville have provided.
2. The original equipment issued to the student must be returned at the close of the season. If equipment needs repair or you need a change in size, be sure the manager makes the change on your equipment sheet.
3. The student will be held responsible for any lost or misplaced equipment. Deliberate mutilation or deterioration due to lack of care of school property will be charged to the student.
4. No athletic equipment or uniforms of any kind may be used after that season is over without the consent of the coach and Activities Director.

ATHLETIC INJURIES AND THEIR CARE

1. All participants in the athletic program must have an athletic permit card in every year and a physical examination card in every other year before they are permitted to practice.
2. Health Emergency Form
3. Any school-connected injury must be reported to the coach by the end of the practice/game and to the office personnel who is in charge of Student Accident insurance by the following day.
4. If an individual has any special medical problem, he/she must notify the coach before he/she may practice or compete.
5. Should an injury be discovered after the athlete has returned home, he/she should go to the physician and report as in (2).

TRAVEL PROCEDURES FOR ALL DISTRICT EVENTS (for each event)

When the district provides transportation, (Grades 9-12) students must return with the team/district unless:

1. A parent has a face- to face and verbal meeting with the coach that he/she is taking their child home. NOT the child alone; the parent must meet with the coach.
2. Any non-parent (grandparent, uncle, friend of family....) must meet face- to face with the coach and provide the coach with a signed note from the parent stating that this person is able to take their child home. The note is left with the coach. Coaches will bring all notes to the HS office mail (C. Ritter) following the event. This can be within the next few days if it was a weekend/Friday event.
3. Any non-parent given permission must be a high school graduate or older.

ATHLETIC AWARDS

1. Students are ineligible for MVP, CAPT, All Conference and Homecoming awards if they have served an activity code violation or received a major violation on the school wide discipline code for the season in which the students are participants.
2. Students who do not finish the season are ineligible to receive awards.
3. The awards night will cover baseball, basketball, cross-country, football, softball, track, trap shooting, volleyball, and wrestling.
4. Athletic awards will be given to those athletes who complete the season for the following sports: baseball, basketball, cross-country, football, softball, track, trap shooting, volleyball, and wrestling. The criteria for lettering are up to the discretion of the head coach.

HOMECOMING

School Administration in conjunction with the student council organizes homecoming activities. Elementary activities are arranged on a yearly basis. Inappropriate behavior that jeopardizes the health and safety of the student body or staff may result in homecoming activities being cancelled. The homecoming court will consist of one couple from each class with one additional senior couple. Students must be eligible under the co-curricular code and have paperwork turned into the office in order to be on homecoming court. Ties will be broken by last quarter's GPA.

PROM

The Prom is held on a Saturday night in the spring. The junior class with the help of the administration and their advisors will organize prom. This is a semi-formal event for which the court (including the king and queen) will be determined by the class under the direction of the advisors and administration. Students must refrain from having any major violations (student handbook and activity code) during the school year in order to be eligible for court. Law enforcement personnel and administration or designee will be in attendance should anyone try to gain admittance to the event while exhibiting signs of being under the influence of alcohol or a controlled substance. A detailed plan for prom must be submitted in writing to the Administrator for approval.

FUNDRAISING ACTIVITIES

Authorizations must be obtained from the Administrator before proceeding with any fundraiser. There should be a specific purpose for any fundraising activity. The Cassville School District shall strive to safeguard the students and their parents from solicitation by organizations, commercial enterprises and individuals.

Fundraising activities will help to maintain student organizations and clubs that may otherwise be discontinued due to lack of funds. Fundraising activities may also provide for extended educational opportunities (study tours, etc.) that require financial assistance.

Excessive fundraising activity may place a financial burden on students' families and the community. Because of this, clubs and organizations must limit the number of fundraising events, not to exceed two per year. If additional fundraisers are needed, these must have prior board approval. The two per year maximum does not apply to the in-school fundraisers, which must meet approval by the Administrator.

ATHLETIC/ACTIVITES CODE VIOLATION REPORT

Name of Student _____

Grade _____ **Date of Report** _____

Alleged Code Violation (Specific Facts):

Date of Alleged Violation _____

Person Making Report _____

I agree to appear before the Activities Council if requested.

Signature