

Co-Curricular Code of Conduct

STATEMENT OF PHILOSOPHY

Participation in co-curricular activities is a privilege and should elicit great pride in both the student and their family. Meeting eligibility requirements and accepting the Co-Curricular Code of Conduct earns one the privilege to participate. Students who participate in co-curricular activities will be held to a high standard of academic achievement and personal behavior.

Co-curriculars provide unique opportunities for students to promote their mental, physical, social, and emotional development. By providing strong co-curricular experiences the Medford Area Public School District (MAPSD) extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Students who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, coaches and school. If accepted, this privilege carries certain responsibilities, and this co-curricular code presents these responsibilities.

RATIONALE

STATE OF WISCONSIN Council on Alcohol and Other Drug Abuse (April 2010)

Recommendations for educational institutions include:

- Youth participation in co-curricular activities is a privilege, not a right. Wisconsin educators and youth would benefit from the adoption and consistent enforcement of a single statewide Code of Conduct for co-curricular activities. Each school district has the right to restrict participation in co-curricular activities for rule violations across conferences with the goal of a statewide, consistently enforced code.

WISCONSIN STATUTE 125.07(1)(a) Underage and intoxicated persons; presence on licensed premises; possession; penalties.

- No person may procure for, sell, dispense or give away any alcohol beverages to any underage person not accompanied by their parent, guardian or spouse who has attained the legal drinking age.
- No licensee or permittee may sell, vend, deal or traffic in alcohol beverages to or with any underage person not accompanied by their parent, guardian or spouse who has attained the legal drinking age.
- No adult may knowingly permit or fail to take action to prevent the illegal consumption of alcohol beverages by an underage person on premises owned by the adult or under the adult's control. This subdivision does not apply to alcohol beverages used exclusively as part of a religious service.
- No adult may intentionally encourage or contribute to a violation of sub. [\(4\) \(a\)](#) or [\(b\)](#).

WISCONSIN STATUTE 961

The possession or use of illegal drugs; including marijuana and all classified street drugs and controlled substances are illegal for all and punishable by criminal arrest and prosecution. Prescription drug possession or use of without a medical authorization is against the law and punishable by criminal arrest and prosecution.

- ❖ SUPREME COURT Sport and athlete specific Athletic Codes of Conduct and drug testing have been upheld five times by the Supreme Court of the United States of America. That is referred to as a shutout! The basis for that support is due to the fact that in athletics we must insure the health and safety of those that partake in high level physical activities.

ELIGIBILITY

WIAA and conference rules will be followed explicitly in the MAPSD athletic program. These rules are in effect from the time a student begins their academic/activity career until their academic/activity career or student eligibility has ended. No MAPSD student can participate in any co-curricular activity, practice, or be issued equipment/school property until the following criteria have been met:

- Enrollment in the MAPSD according to WIAA guidelines.
- A current physical fitness form or alternate year card to participate in physical co-curriculars as determined by a licensed physician, APNP or PA. The physical form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card, with parent(s)/guardian(s) signature is used in the second year of the physical. (Athletes only)
- Signed Activities Code/Parental Permission Form – Every MASH student who plans on participating on a co-curricular/competitive team is expected to attend a Code Meeting with their parent(s)/guardian(s) during their first competitive year. In all subsequent years, the student should attend a Code Meeting as a refresher. The student and a parent(s)/guardian(s) must sign a Code Renewal/Parental Permission Form every year.
- Emergency medical form each year.
- User Fee has been taken care of.
- Concussion information form (as per state law). (Athletes only)
- Cleared by the Activities Office – verification that all forms and fees have been submitted

WIAA GUIDELINES for Athletic Participation

- An athlete must meet school and DPI requirements defining a full-time student or DPI requirements defining a home based private education student and live within the district's attendance boundary in their primary residence.
- An athlete must remain in good academic standings in order to compete in any sport.
- An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
- An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
- An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, billfolds, balls, etc. See exceptions per the WIAA handbook.
- An athlete may not permit the use of their name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
- An athlete may not play in a competition/event under a name other than their own.
- An athlete may not play in a non-school competition/event at the same time that they are a member of a school team in that sport.
- An athlete shall be suspended from interscholastic athletics (competition/event) for acts at any time (including summer) involving buying, selling, use and/or possession of alcohol, tobacco or other drugs.
- An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.

Note: A complete list of WIAA guidelines and procedures for review are available in the main office.

GOALS

Co-curriculars are an integral part of the school experience. They provide learning experiences difficult to duplicate in other school activities. Medford Area Public School co-curricular activities have the following goals:

- To develop leadership skills and responsibility.
- To show team spirit, encourage others and contribute to positive morale.
- To be fair and treat others as one wishes to be treated and to treat all persons respectfully regardless of individual differences; to show respect for legitimate authority (e.g. coaches, officials, captains, advisors).
- To keep commitments to team.

- To offer a wide variety of options to suit all students' abilities and interests.
- To accept responsibility to set a good example for teammates, peers, younger students, fans, and school community.
- To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of co-curricular activities.
- To generate a sense of pride and unity in co-curricular programs for students, staff and community.

RESPONSIBILITIES

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are also expected to share in the responsibility of that opportunity. Students participating in co-curricular are responsible to:

Yourself:

Value character by taking responsibility for your personal actions and acting ethically:

- Leading a healthy lifestyle – respecting your health both physically and mentally.
- Valuing excellence in everything you do.
- **Observing a drug and alcohol free lifestyle.**
- Exemplifying teamwork and lacking selfishness.
- Listening/adhering to instructions and rules.
- Being unconditional leaders - not following the crowd.

Your Academics:

Value preparation for your life as an adult by:

- Placing academics first and exhibiting (attaining) good grades.
- Demonstrating academic honesty.

Your School:

Value your role as a leader when involved in co-curricular activity by:

- Being a role model for younger students and setting a good example.
- Investing in, and encouraging teammates.
- Demonstrating school spirit.

Your Community and others:

Value your role in the community as a representative of yourself and your school by:

- Contributing to community pride and helping our programs be known for their character and excellence.
- Being respectful.
- Displaying sportsmanship and teamwork.
- Remaining Positive under any circumstance.

CODE OF CONDUCT RULES

Academic Eligibility

General Information

- A student who is academically ineligible at the beginning of a season can try out and/or practice. However, if the student becomes academically eligible at the end of the next three-week grading period, they may participate in competition/events with the consent of the head varsity coach or advisor and activities director.

- Advisors/coaches must check the eligibility list provided by the administration to be sure all students are eligible.
- Any student has the right to appeal their academic ineligibility based on extenuating circumstances. Such appeals must be made to the principal within five school days of ruled ineligibility. A three-person committee made up of the principal, activities director and a faculty member chosen by the above two shall decide the appeal.
- The scholastic eligibility requirement does not apply to incoming freshmen at the start of the fall season/school year.

Eligibility

- Being eligible to participate in competition/events or try out for a sport or activity means a student must have at least a 1.7 quarter GPA and failing no classes during the previous quarter grading period. The student is ineligible for three weeks from the day the quarterly progress report is released. In order to regain eligibility, they must meet the requirements at the three-week progress report or next grading period.
- While in season if a student has one "F" at any three week progress report period (excluding the quarter report card), that student is still allowed to practice and participate in competitions/events for a three-week period. The probation will begin when the probation list is posted. After three weeks the coach/advisor will check the student's grades. If the student is not passing every class at this time, the student will then be ineligible to participate until the next progress report or grading period.
- If a student receives an "F" on the fourth quarter report card then the minimum ineligibility period for the start of the fall season shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (round up if one-third results in a fraction.)

Attendance (JE)

- In order to participate in practice and/or a competition/event, a student must be in attendance the day of and the day after a competition/event at least a half day. Exceptions include a pre-excused absence or an absence due to an emergency situation approved by the activities director or attendance officer.
- Absences due to illness may not exceed a half day in order to participate in practice or a competition/event.
- A student not meeting this requirement shall be suspended from the next competition/event.

Dress (JICA)

Every co-curricular student is expected to maintain appropriate standards of dress and grooming while representing their school or team.

Cellphone Privacy (JFCM)

It is the practice of MAPSD to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cellphones are prohibited in any school locker room. If a cellphone is found the advisor/coach has the right to confiscate the phone. Taking compromising photos could result in disciplinary action.

Transportation

A student is required to travel to away competitions/events with the school and return with the school. Parent(s)/guardian(s) are allowed to provide written consent to the coach/advisor for their child to ride home with them or another parent/guardian. Requests will be submitted to the coach/advisor or the activity/athletic director.

Injury

Every student in a co-curricular activity is required to report any injury, however slight, to the coach at the time it occurs. The coach will fill out an accident report form.

Equipment

Co-curricular students are responsible for any uniforms and/or equipment issued to them. Each co-curricular student is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport/activity until they have returned or paid for all uniforms and equipment that was issued to them in a previous season.

Quitting

A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement of both advisors/coaches and the activities director. A student who quits does not receive credit for serving a suspension. Any student who is cut from an activity may compete/participate in another activity during that season.

Honesty Clause

The co-curricular student shall:

- Be truthful.
- Be forthcoming with information.
- Be cooperative.

If an administrator or activities director has a reasonable suspicion that a specific co-curricular student may have violated the district's code of conduct, they may question that student about a possible violation. In responding to any such questioning about their personal actions, it is expected that the student shall answer truthfully. During the questioning process a student may not attempt to mislead or misrepresent themselves, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty may be increased.

CODE VIOLATIONS

Level one

Out of Character Behavior

Out of Character Behavior is best defined by the expectations for student conduct as described in but not limited to the responsibilities section and code of conduct rules within this co-curricular code. Out of character also includes engaging in or being an accomplice to any unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within WIAA, or the ideals, principles and standards of the MAPSD.

Examples are but not limited to:

- Full day in or out of school suspension.
- Displaying disrespectful behavior.
- Academic dishonesty.
- In the presence of illegal consumption of alcohol or drugs.

In the Presence of-Research demonstrates, the more a student has access to and/or is familiar with tobacco, alcohol, and drugs, coupled with the influence of peer pressure, the greater the likelihood that they will use those substances. Similarly, the more often a student is in the presence of others using tobacco, alcohol, or drugs, the greater the likelihood that they may be accused, rightly or wrongly, of the use of these substances. Therefore, if a student is in the presence of alcohol, tobacco or drugs being illegally dispensed or used or are a witness to a hazing or criminal activity, the student must leave and

report their attendance to the activities director or principal. The student has 24 hours to report to the activities director or principal. They may leave a detailed voice mail at 715-748-5951, ext. 484 or ext. 423 or e-mail gudenan@medford.k12.wi.us, lyberji@medford.k12.wi.us. **Once the administration begins questioning a student about an incident, the self-reporting opportunity is over.**

This is an example of self-reporting. I (state your full name) attended a gathering where alcohol was being consumed by under-age people. I left immediately at (state the time).

Exactly following these procedures exonerates the innocent student, assuming that the student is not frequently showing up at these parties and that there is no corroborative information to indicate wrongdoing. A student failing to report attendance at a party where alcohol or drugs were illegally dispensed or used will be judged to have been a party to illegal alcohol or drug use by their presence. It is important to understand that leaving means leaving immediately, or as practical. It is also important to understand that as a member of a team, the student has a responsibility to his individual and team's success to make every effort to encourage teammates present at the party to leave as well.

The intent of the "in the presence of" is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family gatherings.

Cyber Image Guideline – Any identifiable image, photo, or video that implies a student has been in the possession or presence of illegal alcohol or drugs, or that portrays actual use or out of character behavior or crime, shall be considered confirmation of a violation of the code of conduct. Since there is no way to establish a timeframe when or location where an image was taken, it shall be a responsibility that the student must assume. It should be understood that persons may attempt to implicate a student by taking or manipulating such images in order to place the student in a situation where they might be in violation of the code of conduct. This is another rationale for demanding that students not place themselves in the presence of illegal alcohol or drug use.

CONSEQUENCES for Level One Offense(s)

General Information

- The maximum number of competition/events scheduled will be used to determine the length of the suspension.
- Scrimmages are not considered scheduled competitions/events.
- The number of competitions/events the student is ineligible for will be rounded up if the percentage of the consequence results in a fraction. (2.1 or 2.8 = 3)
- The consequence shall be consecutive, starting with the first scheduled event. Consequences will carry over to the next season the student participates in, should the consequence not be completed during the initial season of ineligibility. The student is expected to continue to practice with their team while serving their penalty and must finish the season in good standing.
- In addition to the level one consequence, captains/officers will be ineligible for one more competition/event and no longer be allowed to be a captain/officer for the remainder of that season.
- A student is not allowed to join a sport in order to work off a co-curricular code violation after that sport/season has held its first practice.
- A student will not be allowed to be on the next dance court they are eligible for.

1st Offense

- May not practice or participate in co-curricular competitions/events for the duration of the time they are suspended from school. As a result of their out of character behavior, the student will be ineligible to participate 10% of that activity/sport's scheduled competitions/events.
- It is possible to receive a level one out of character violation and not be suspended from school. If this occurs, using the maximum number of regular season competitions/events allowed by the WIAA/MAPSD in each sport as the base by which to apply the rule, the student will be ineligible to participate in 10% of that activity/sport's scheduled competitions/events.

2nd Offense

- Using the maximum number of regular season competitions/events allowed by the WIAA/MAPSD in each sport as the base by which to apply the rule, the student will be ineligible to participate in 20% of that activity/sport's scheduled competitions/events.

Subsequent Offense(s)

- Using the maximum number of regular season competitions/events allowed by the WIAA/MAPSD in each sport as the base by which to apply the rule, the student will be ineligible to participate in 50% of that activity/sport's scheduled competitions/events. Scrimmages are not considered scheduled competitions/events. The exclusion shall be consecutive, starting with the first scheduled event. Exclusion will carry over to the next season the student participates in should the penalty not be completed during the initial season of ineligibility. The student is expected to continue to practice with their team while serving this penalty.
- A student will not be allowed to be on the next dance court they are eligible for.

Level two (JFCH, KGC, JFCIA)

Use or Possession of Alcohol, Tobacco or Drugs, Hazing and Misdemeanor Offenses

The use or possession of alcohol, tobacco (including tobacco related devices or electronic cigarettes) or drugs (including performance enhancing drugs) will not be tolerated at any time. Students who use marijuana for medicinal purposes are not eligible to participate in co-curricular activities.

Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership or affiliation with any co-curricular team. MAPSD does not condone any form. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Acts that result in the student being arrested by law enforcement will not be condoned. As it has been determined that co-curricular participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the administration, in response to the arrest of a student, to wait for the judicial process to run its course. Therefore, even while misdemeanor charges are pending and adjudicated, the student may be suspended and participation may be denied.

CONSEQUENCES Level Two Offense(s)

General Information

- The maximum number of competitions/events scheduled will be used to determine the length of the suspension.
- Scrimmages are not considered scheduled competitions/events.
- The number of competitions/events the student is ineligible for will be rounded up if the percentage of the consequence results in a fraction. (2.1 or 2.8 = 3)

- The consequence shall be consecutive, starting with the first scheduled event. Consequences will carry over to the next season the student participates in, should the consequence not be completed during the initial season of ineligibility. The student is expected to continue to practice with their team while serving their penalty and must finish the season in good standing.
- A student who commits a second violation during the same activity/athletic season in which they are serving or have served a 1st offense consequence, the 2nd offense consequence will be added to the 1st offense consequence.
- In addition to the level two consequence, captains/officers will be ineligible for one more competition/event and no longer be allowed to be a captain/officer for the remainder of that school year.
- A student will not be allowed to be on the next dance court they are eligible for.
- A student is not allowed to join a sport in order to work off a co-curricular code violation after that sport/season has held its first practice.

1st Offense – The student will be ineligible to participate in 25% of that activity/sport’s scheduled competitions/events.

2nd Offense – The student will be ineligible to participate in 50% of that activity/sport’s scheduled competitions/events.

- In conjunction with both 1st offense and 2nd offense consequences, to provide for the safety and health of the individual student and those with whom they participate with and against, a student who uses or is in possession of marijuana or any other controlled/illegal substance will have to provide, at their expense, medical documentation that they are drug-free prior to resuming participation.
- While serving the suspension, the student will meet with a school counselor at least once.

Subsequent Offense(s) - The student is ineligible to participate in activities/athletics in the MAPSD for the remainder of their high school career. The student may appeal permanent ineligibility to the Co-Curricular Code Violation Committee.

- The activities director will make a recommendation to the Co-Curricular Code Violation Committee which consists of:
 - Administrator from a different building
 - Teacher from a different building
 - Board of Education (BOE) member
- Activities director’s recommended period of ineligibility cannot be less than that established for a 2nd offense.
- After hearing testimony from the student and/or parent(s)/guardian(s), the committee will make a final decision either upholding the activities director’s recommendation or altering/changing it.

Level three

Acts that result in a student being arrested by law enforcement for felony offenses are viewed as acts that require immediate and permanent suspension from participation. As stated in level two, activity/athletic participation is a privilege and not a right; it is to be understood that there will be no obligation on the part of the administration, in response to the arrest of a student, to wait for the judicial process to run its course. Therefore, even while felony charges are pending and adjudicated, all forms of participation will be denied. A student who reaches level three is ineligible to participate in activities/athletics in MAPSD for the remainder of their high school career until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.).

Special Circumstances and Greater Magnitude of Consequences - The activities director has, at their discretion, the ability to impose a greater magnitude of consequences if they feel a student has been belligerent or defiant, shows no remorse, or has behaved in ways to significantly hinder the investigation of a violation.

INVESTIGATION

The following general procedures will occur if a student is suspected of violating the expectations outlined in this code of conduct.

Any individual or stakeholder may choose to report a violation of the code of conduct verbally or in writing to:

- BOE Members
- Building Administrators
- Activities Director
- Coaches
- Teachers
- Counselors
- Support Staff

All employees who receive violation reports concerning student should immediately report such allegations to the activities director. An investigation to determine the nature of the allegations shall begin immediately.

- The activities director and/or a building administrator will interview the student as to the reason(s) for suspected code of conduct violation(s) in an effort to confirm or refute the allegation. If there are no building administrators available, the activities director may bring in another district employee. After this initial interview, parental notification will be made by the activities director regarding the alleged violation, the outcome of the initial interview, and next steps.
- The building principal will be notified of the allegation and the status of the investigation and will be kept aware of the progress of the investigation.
- In the event the initial interview does not bring resolution to the investigation, the activities director will further investigate through interviews with those who may be aware of the violation(s) first-hand, those who may have limited knowledge of the violation(s), and/or those who may be involved with such violation(s).
- If there is reasonable evidence of a suspected alcohol or drug violation, a student may be asked to take a timely alcohol or drug test to confirm their recent alcohol or drug status. Furthermore, the student may be required to submit to more frequent testing during their season.
- Failure to provide the results of such a test or to submit to the test will be considered, as far as remedies and consequences are concerned, confirmation of a violation.
- The approved and appropriate remedies and consequences for the type of violation will be applied and enforced.

Confirmation – Confirmation of a violation of the expectations outlined in this code of conduct may be provided by, *but not limited to*, any of the following:

- An admission by the offending student.
- A positive reading for a restricted substance on a breathalyzer or medically conducted drug screening or test.
- Failure to provide the results of a medically conducted drug screening or test.

- Refusal to take a breathalyzer test or medically conducted drug screening or test.
- Evidence, circumstantial or otherwise, that would support the reasonable conclusion that a violation occurred.
- A credible eyewitness account.

Exoneration – Exoneration of an alleged violation may be provided by, *but not limited to*, any of the following:

- A negative reading for the substance in question on a breathalyzer or medically conducted drug screening or test.
- The absence of any credible evidence, either circumstantial or otherwise, that supports a violation occurred.
- Reasonable evidence or conditions that would support the innocence of the students.

Non-Finding – A non-finding in the investigation of a suspected violation may be considered when it is agreed that no reasonable conclusion of guilt or innocence may be determined in a timely fashion. As part of a non-finding determination in an alcohol or drug allegation, the student may be subjected to on-going testing and verification procedures as to their drug free status.

APPEAL PROCESS

If the parent(s)/guardian(s) of a student disagree with the disciplinary action that has been implemented, they have the right to appeal that decision within 72 hours of the finding to the building principal. The appeal must be made in writing. The basis of the appeal must be that written procedures or guidelines were not correctly applied. The decision of whether a student violated the particular rule is not the basis of an appeal as consequences have been given on the basis of an investigation and determination that the student has committed the offense in question. The building principal will inform the student and their parent(s)/guardian(s) of the outcome of the appeal personally and in writing within 72 hours of the appeal. If the parent(s)/guardian(s) are not satisfied with the decision of the building principal, they can appeal in writing to the district administrator within 72 hours. The district administrator shall inform the student and the parent(s)/guardian(s) of their decision within five days. If they are not satisfied with the decision of the district administrator, they can appeal in writing to the BOE within five days. The decision of the board will be final and the board will inform the parent(s)/guardian(s) of the outcome of the appeal. The student may practice during the time of the appeal but may not participate in competitions/events.

ATHLETIC/COMPETITIVE/PERFORMING TEAMS

All Medford Area Senior High (MASH) School students who are competing or performing as a representative of our school are bound by the Rules and Violations Sections of this Code set out by this Co-Curricular Code of Conduct.

For the purposes of this Code, athletic and competitive teams include, but are not limited to:

Band	FFA
Baseball	Football
Boys/Girls Basketball	Forensics
Boys/Girls Cross Country	Golf
Boys/Girls Curling	Gymnastics
Choir	Boys/Girls Hockey
Dance Team	Math League
FBLA/DECA	Science Olympiad

Boys/Girls Soccer
Softball
Boys/Girls Swim
Boys/Girls Tennis

Boys/Girls Track
Girls Volleyball
Wrestling

PERFORMING ORGANIZATIONS/CLASSES AND NON-COMPETITIVE ORGANIZATIONS

All MASH students who are participating in a school-related organization that is not generally competitive are still bound by the same behavioral expectations set forth in Rules and Violations Section of this Code.

For the purposes of this Code, performing organizations/classes and non-competitive organizations include, but are not limited to:

Acapella Group	Jazz Band
Art Club	Library Club
Battle of the Books	Musical/ Plays
Class Officers	NHS
Chess Club	Pep Band
Drama Club/ Productions	Raider Committed
FFA	Student Council
History Club	Science Club
Interact Club	TAAR Club
International Club	Weightlifters Club
Intramurals	

Eligibility is not determined by academic grades for any trip or activity.

Consequences for Performing Organizations/Classes and Non-Competitive Organizations:

1st Offense – The student will not be allowed to participate in the clubs/organizations that they belong to for one month starting with the first scheduled event.

2nd Offense – The student will not be allowed to participate in the clubs/organizations that they belong to for two months starting with the first scheduled event.

A student is not allowed to join a club/organization in order to work off a co-curricular code violation after that club/organization has held its first event.

While serving the suspension, the student will meet with a school counselor at least one time.

Subsequent Offense(s) -

Each subsequent offense will result in the following action:

- The activities director will make a recommendation to the Co-Curricular Code Violation Committee which consists of:
 - Administrator from a different building
 - Teacher from a different building
 - BOE member
- Activities director's recommended period of ineligibility cannot be less than that established for a 2nd offense.
- After hearing testimony from the student and/or parent(s)/guardian(s), the committee will make a final decision either upholding the activities director's recommendation or altering/changing it.

- The committee decision may be appealed following established appeals process on page 10 of the Co-Curricular Code of Conduct.

LETTER AWARDS

In order to win an athletic letter or emblem, a student must be a member of good standing at the end of the season of a sport and also fulfill the following requirements. (All sport seasons end after the team or individuals compete in the WIAA tournament series and are eliminated from further competition/event.)

Baseball – Play in more than one-half of the total innings or participating in at least three-fourths of the varsity games.

Basketball – Play in one more than one-half of the total number of quarters of the season in varsity play.

Cross Country – Run in at least half of the scheduled varsity contests including sectional competition. If a runner on a sectional roster advances to state competition, they will be awarded a letter for their post-season contribution.

Curling – Be a member of the “A” curling team and curl in at least on-half of the curling matches.

Football – Play in one more than one-half of the total number of quarters of the season in varsity play.

Golf – Earn one point more than one-half the number of varsity matches. Awarded one point for winning individual match or fraction of one point if in a match larger than a dual. Awarded one point for winning meet.

Gymnastics – Compete in one-half the meets on optional level.

Hockey – Play in one-half of the varsity games.

Soccer – Play in one more than one-half of the total number of halves of the season in varsity play.

Softball – Play in more than one-half of the total innings or participating in at least three-fourths of the varsity games.

Swimming – Swim in one more than one-half of the total matches. A student must earn 32 points.

Tennis – Earn 15 points. Points may be earned as follows: 1.) One point for participating in either varsity meet (either singles and/or doubles) – (one point possible). 2.) Two points for winning each varsity singles and/or doubles match. (4 points possible per meet).

Track – Win 25 points in scheduled meets. Anyone placing first or second in the sectional meet will receive double letter points.

Volleyball – Play in one-half the matches.

Wrestling – Compete in one more than half of the total number of possible meets and score 25 points during the season. Duals + invitational tournaments + conference meet + sub regional = total of all of these divided by 2 plus 1.

NOTE: A letter may be awarded at the discretion of the coach provided that the athlete qualifies under one or more of the following criteria:

- If at the beginning of the season the coach felt an athlete is a strong candidate for a letter and this athlete is injured and unable to meet the criteria.
- If the athlete is a senior.
- If any team competes at the state level.

A letter may also be awarded to an athlete in an extraordinary circumstance, not covered above, if approved by the activities director.

Numerals – An athlete can receive numerals, providing they complete the season or upon receiving their first letter.

Certificates – An athlete who finishes a season in good standing and has not receive their letter or numeral will be awarded a certificate of participations.

Awarding a Senior Award Plaque

- A senior award plaque is presented to all seniors who will letter in their senior year.
- The senior award plaque will show the total number of major letter awards earned.
- The athlete will receive his award plaque during senior graduation activities.

Manager Letter Award

- Certificate will be awarded after managing the first season of a sport.
- Numerals will be awarded after managing the second season of the same sport.
- A letter may be awarded after managing the third season of the same sport. A manager would be eligible to earn a numeral/letter at the discretion of the coach and the activities director.

SUPPLEMENT TO THE CO-CURRICULAR CODE

Coach's Expectations

The Co-Curricular Code states that each coach will establish in writing their own expectations which are to include student behavior. The supplement is developed to identify unacceptable student conduct which is contrary to the ideals, principles, and standards of the school and district. Although the major portion of this supplement deals with expectations as a member of a team, your behavior as a member of our community and within our school society will be recognized.

CO-CURRICULAR DRUG TESTING (see board policy: JFCIA)

CONFIDENTIALITY

The results of any test administered under the terms of this policy shall be confidential and disclosed only to the student, their parent(s)/guardian(s) and school officials designated by the district administrator, or as otherwise required by law.

Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.

This policy does not affect other current policies, practices or rights of MAPSD in regard to drug and/or alcohol possession and/or use where reasonable suspicion is obtained by means other than drug testing through this policy. Medford Area Public Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Apart from this co-curricular drug testing program, MAPSD and coaching staff have their own training rules and requirements above and beyond the drug testing. Coaches/advisors have the necessary authority to enforce these rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

SELECTION OF STUDENTS FOR TESTING

Students will be selected for drug testing by one of the following methods:

- A selection of students to be tested will be done randomly by the principal/administrative designee. This random testing will occur three times during each of the co-curricular seasons. The day of the week in which students will be tested will change and will not be in any predictable order. Each student participating in a co-curricular program during that season will be assigned a number and five of those numbers will be drawn from the total pool of students available to be tested during that co-curricular season.
- If a student displays behavior or if other reliable evidence exists that causes the principal and/or administrative designee to have reasonable suspicion that the student may be a user or under the influence of controlled substances, the principal/administrative designee will cause the student's name to be added to the list of students randomly drawn under bullet 1 above. The reasonable suspicion conduct will be documented in writing within 24 hours of the observed conduct. If feasible, the reasonable suspicion conduct will be witnessed by at least two staff members. The principal/administrative designee will receive proper training in the detection and objective evaluation of reasonable suspicion conduct.

No student will be given advanced notice or early warning of the testing by any school district employee or any person contracted to provide or facilitate this testing.

TESTING PROCEDURES

The laboratory selected to perform the testing must follow the standards set by the Department of Health and Human Services and must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and a Joint Commission of Accreditation of Health Care Organizations (JCAHO).

The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody.

The principal/administrative designee will be responsible for escorting students to the collection site. The student will bring all materials currently in their possession with them to the collection site and will not be allowed to go to their locker.

Upon being selected for testing under this policy, a student will be required to provide a specimen which may include hair, saliva or urine according to the quality control standards and policies of the laboratory conducting the test. The 10 Panel test may include Amphetamines, Methamphetamine, Cocaine, Opiates, Oxycodone, PCP, THC, Barbiturates, Benzodiazepines and Methadone and in addition to a Cotinine (Nicotine) test.

Before the student's specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, they may notify the administrator and the testing facility that they are taking a prescription medication.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all co-curricular programs for the remainder of the school year. The reason for this ineligibility will also be reported to the parent(s)/guardian(s).

TESTING NEGATIVE

The certifying laboratory will contact the principal/administrative designee within ten days of the testing date if the results are negative. The parent(s)/guardian(s) of a student who tests negative will be notified by mail within five days of the district's receipt of the information.

TESTING POSITIVE

Any positive tests will be screened by the contracted facilitator's Medical Review Officer. Following that, the principal/administrative designee will be notified of a student testing positive. The principal/administrative designee will notify the student and their parent(s)/guardian(s). The student or their parent(s)/guardian(s) may submit any documented prescription, explanation or information which will be considered by the Medical Review Officer in determining whether a positive test can be satisfactorily explained.

The certifying laboratory will contact the principal/administrative designee as soon as possible (usually within 48 hours) but not to exceed ten days of the testing date if the results are positive. The parent(s)/guardian(s) of a student who tests positive will be notified personally and confidentially by the principal/administrative designee within five days of the district's receipt of the information. In addition, the student or parent(s)/guardian(s) may, within five days of the notification of the positive test result, request that the urine specimen be re-tested by the certified laboratory at full cost to the student or their parent(s)/guardian(s).

If the test is verified positive, the principal/administrative designee will meet with the student and their parent(s)/guardian(s) at a school facility as soon as reasonable after the parent(s)/ guardian(s) are first notified of the positive test result by the principal/administrative designee. At this meeting, the student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies that the family may want to contact for help.

CONSEQUENCES

See Page 7-8 of the Co-Curricular Code.

In addition, the MAPSD reserves the right to continue testing at any time during the remaining school year any participating student who tested positive and did not make satisfactory explanation.

FINANCIAL RESPONSIBILITY

Under this policy, MAPSD will pay for all initial random drug tests, all initial reasonable suspicion drug tests, the initial parent(s)/guardian(s) request test and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently test negative from a follow up test, any future follow up drug tests that must be conducted as required above, will be paid for by the student or their parent(s)/guardian(s).)

A request for a re-test of a positive urine specimen is the financial responsibility of the student or their parent(s)/guardian(s).