



# Extra-Curricular Activities Code of Conduct



**Life of a  
Rocket**

Neenah Joint School District

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**Definition of Extra-Curricular Activities:** For the purpose of this Activities Code, we are using the following definition of extra-curricular activities. Extra-curricular activities are voluntary activities recognized by the Neenah Joint School District that includes, but is not limited to preparation for an involvement in public performances, contests, music performances, athletic competitions, and club activities. The Neenah Joint School District Code of Conduct applies to all high school extracurricular activities.

## **Introduction:**

**STATEMENT OF PHILOSOPHY:** The Neenah Joint School District sponsors and encourages student participation in extra-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity and competitive experiences. The value of supplemental activities is important to the total educational process. It is the position of the Neenah Joint School District that involvement in Extra-curricular activities is a privilege with accompanying responsibilities and expectations. It is the interest of the school and community that equitable standards for participation be established and administered.

**DISTRICT GOALS** (includes Coaches, staff and all district): The extra-curricular activity program is an integral part of the educational curriculum. It provides opportunities for learning experiences difficult to duplicate in regular school activities. extra-curricular participation has the following major objectives.

1. To teach attitudes of responsibility and cooperation.
2. To help students realize that participation in extra-curricular activities is a privilege with accompanying responsibilities.
3. To provide activities that help to create school unity.
4. To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, leadership, and the will to be successful.
5. To provide students with opportunities for competition and participation.
6. To place the unit, team, squad, club, class and school above individual desires.
7. To accept responsibility to set a good example for teammates, peers, younger students, fans and school community.
8. To understand how individual wellness and decision making impact the team, activity and school.

The Neenah Joint School District extra-curricular code is strongly aligned with the Life of an Athlete Program, a comprehensive prevention program developed by Olympic Trainer John Underwood. Life of an Athlete takes a proactive approach to improving school climate by coordinating all aspects of high school activities, including coaches and advisors, administrators, parents, communities, prevention professionals and students themselves (*See Appendix A for a LOA Program Description*).

**STUDENT COMMITMENT:** We believe that student participation in extracurricular activities is a privilege and participating students are looked to as leaders among their peers. As such, leaders are expected to be role models on and off the fields, rinks, and courts, and in school and their community. Wherever a student leader may be, they are expected to not only represent themselves, but also their team, school, family, community, and fellow teammates. As leaders, students involved in activities should positively represent the Neenah Joint School District, both on and off the field, by displaying the following characteristics (*See Appendix B for the Leader's Job Description*):

- **COMPETENCE:** Has necessary level of skill development, knowledge, fitness, and healthy behavior.
- **CITIZENSHIP:** Demonstrates social responsibility to the team community through commitment, teamwork and role modeling.
- **CHEMICAL HEALTH:** Supports zero tolerance of chemical use, both individually and on the team.
- **CHARACTER:** Demonstrates attitudes and behavior that relate to moral strength, including responsibility, accountability, dedication, self-control, trustworthiness and fair play.
- **CIVILITY:** Show characteristics of honesty, loyalty, enthusiasm, decisiveness, endurance, fairness, and courage.

**PARENT COMMITMENT:** We understand that parents play an integral role in their students' lives and their involvement in extracurricular activities. Parents can help support their child's commitment to the Extra-Curricular Code by doing the following:

- Being a positive role model so that through my own actions, I can help to make sure that my child has the best experience possible.
- Being a "team" fan, not a "my kid" fan. Weigh what my child says in any controversy, since it is normal for youth to tend to slant the truth to their advantage.
- Showing respect for the opposing players, coaches, spectators and support groups.
- Being respectful of all officials' decisions.
- Not instructing my child before or after a game or performance, because it may conflict with the coach's or advisor's plans and strategies.
- Praising students-in activities in their attempt to improve themselves as students, as athletes, as performers and as people.
- Gaining an understanding and appreciation for the rules of the sport and expectations of performances.
- Recognizing and showing appreciation for an outstanding play by either team.
- Helping my child learn that success is experienced in the development of his/her skills, and that he/she can feel positive about their skill development during the season, regardless of the team's record.
- Taking time to talk with coaches/advisors in an appropriate manner, including proper time and place, if I have a concern. I will respect the coach by following the designated chain of command.
- Supporting the alcohol, tobacco and other drug-free policies of our school and district by refraining from the use of any such substances during athletic contests. I will also support my child and hold him/her accountable for their commitment to abstinence from all illegal substances as outlined in the Code. In addition, refraining from hosting parties that have alcohol or drugs or allowing my child to be at a party with alcohol or drugs.

It is also recognized that there are various types of extra-curricular involvement. For a list of all extra-curricular activities that fall under the Neenah Joint School District Code of Conduct Rules see <https://www.neenah.k12.wi.us/schools/high/activities.cfm>. Consequently, standards for participation are to be equitably established and carefully defined with regard to the type of activity. These standards should include consideration of academic performance, personal behavior and mood-altering chemical involvement. It is the belief of the Neenah Joint School District that adherence to the standards established in this document will promote the growth of a responsible, member of the community.

The Board of Education reserves the right to change or revise this code at any time.

**DETERMINING EXPANSION/REDUCTION OF EXTRA-CURRICULAR PROGRAM** The methods used in determining recommendations to the Board of Education for additions or deletions to the Extra-curricular program should include a comprehensive examination of the number of participants, opportunities to compete, financial resources, physical facilities (fields, courts, locker rooms, rehearsal spaces etc.), patterns of growth, and school/community support. These factors should include an annual review of the yearly participation summary (7- 12), end-of-the-year activities summary (7-12), coach/ parent/ student/athlete dialogue and ongoing discussions in the advisor/advisee program. When all the information gathered from these sources indicates a need for additions or reductions in the Extra-curricular program, the high school/middle school administration will formulate recommendations to be presented to the Board for approval.

**ELIGIBILITY RULES** To retain eligibility for participation in Neenah Joint School District extra-curricular activities, students must conduct themselves as good citizens, both in and out of school, at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. The Eligibility and Code of Conduct Rules are in effect on a year-round (12 month) basis. Consequences will be immediately applied, or enforced at the start of the student's next activity if that student is not involved in an activity at the time of the violation

**ACADEMICS:** The Neenah Joint School District encourages all students to strive for academic excellence. Students participating in extra-curricular activities are expected to pass all course work. Students will comply with WIAA academic standards. Therefore, students must be enrolled as a full-time student within the Neenah Joint School District. A student must pass five courses and may not have more than one failure to be eligible to participate in extra-curricular activities.

**ACADEMIC INELIGIBLE STUDENTS** will be prohibited from practice, competition or performance for 15 scheduled school days during this period of academic ineligibility. In addition, the student may be prohibited from practice at the discretion of the coach or Activities Director. Ineligible students may not miss class to attend a practice or an event. Furthermore, all 'incompletes' must be made up within 15 scheduled school days, otherwise they will be interpreted as failures. Incompletes shall count as failures until made up. Eligibility for any 15-day period shall be determined by the last grade reporting period. Second semester grades can be made up in summer school.

Qualified students with exceptional needs or problems shall be provided equal opportunity for participation in extra-curricular activities. A student in a special education program, or a student with an exceptional need or problem, may be exempted from normal academic requirements provided there is satisfactory progress and success in an ongoing program of remediation or counseling. Decisions regarding such cases will involve the student, parent, coach, counselor, case manager and the activities director.

**NCAA CLEARING HOUSE:** each year students who think they might compete in interscholastic sports at Division 1 or 2 levels in college should consult with their guidance counselor to ensure they are taking the required courses so they are eligible to compete as freshman. It is the responsibility of the student to schedule the consultation with their guidance counselor.

**ATHLETICS:** To ensure the safety and best care for our athletes, NJSD requires all athletes to have the following documentation on file the Friday prior to the first day of sport tryouts or practice.

- A. **ATHLETIC EMERGENCY INFORMATION CARD;** The Athletic Emergency Information Card should be filled out with accurate and current information and provided to the advisor/coach prior to the first day of participation. It is the responsibility of multi-sport athletes to retrieve the Athletic Emergency Information Card from their coach after their season is done to pass on to the coach of their secondary/tertiary sport OR fill out a new emergency card to provide their coach. It is the responsibility of the athlete and/or parent to update the coach if any information on the emergency card has changed. An emergency medical form must be completed each year.
- B. **PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM / ALTERNATE YEAR CARD;** All students participating in interscholastic athletics must have a pre-participation physical evaluation clearance form or alternate year card completed by a licensed physician on file with the activities department prior to practice or participation. The Physical examination must be conducted after April 1st and thereafter is valid for the following two school years expiring on March 31st. Physical examinations taken before April 1st is valid only for the remainder of that school year and the following school year.
- C. **AUTHORIZATION FOR THE DISCLOSURE OF HEALTH INFORMATION;** The authorization for disclosure of health information allows the sharing of information from a licensed athletic trainer and/or medical personnel to release information to all coaching staff, and activities director who are involved in the sporting events as it pertains to health-related limitations and abilities to continue to participate in sporting events; and information about the injury to ensure safe participation in sporting events.
- D. **ATHLETIC INSURANCE WAIVER;** The insurance waiver signifies that the parent or legal guardian accepts full financial responsibility for any injuries sustained by the athlete while participating in practice, contest, or performance. Additionally, this authorizes a coach or designated school district official to admit the athlete to a medical facility and/or to the care of a physician if conditions warrant such actions.
- E. **PARENT & ATHLETE AGREEMENT;** The agreement form authorizes that the parent and/or guardian have read all pertinent information regarding concussions and head injuries and recognize the signs & symptoms as well as the importance of medical treatment in case of concussion. Furthermore, the parent/guardian and athlete agree to report suspected concussion or head injury to the coach or parent/guardian. By completing this form all parties agree to being removed from practice/play if concussion is suspected
- F. **WIAA HIGH SCHOOL ELIGIBILITY INFORMATION BULLETIN;** The eligibility information form acknowledges the WIAA code of conduct and provides a summary for the official handbook; because NJSD is a member of the Wisconsin Interscholastic Athletic Association all students participating in athletics or activities must understand and follow the rules enforced by the WIAA as well as by Neenah Joint School District. Completion of this form by parent/guardian and student certifies that all agree parties have read, understand and agree to abide by all of the information contained in the bulletin.

**ATTENDANCE:** NJSD encourages all students to strive for perfect attendance, emphasizing that regular attendance is essential to the pursuit of excellence. Students appearing as unexcused from class or study hall will be ineligible to practice, perform, or compete in any activity on the day of the unexcused absence.

- A. A student who is verified as truant or has a verified unexcused absence from school for one or more class periods on a given day while a participant in an Extra-curricular activity shall be ineligible to participate in the next contest or event in that activity, and may not practice that day.
- B. In case of excessive truancy or unexcused absences out of the season, the student, parent, counselor, activities director and coach/advisor shall meet to establish attendance expectations. Should there be no improvement, they shall determine consequences that could include the suspension from a given number of events from the next activity of participation.
- C. A student who is absent and is not present at all of his/her/their classes during the day other than for school-related activities, shall be withheld from participation that day. The student must be in school all day on the day of a practice/ contest/ performance to be eligible to practice, compete, or perform.
- D. Excused absences on the day of practice, contest, or performance must be verified and pre-approved by the activities director or an administrator. The student will be asked to provide a valid doctor's note, or the equivalent (i.e. documentation of family emergency, court order, drivers test documentation, etc.)
- E. A student who is absent the whole day on Friday shall be withheld from participation on Saturday unless the student has been given permission for the student to participate by the activities director or an administrator. The coach/advisor and activities director shall make the final decision on participation, taking into consideration the student's health and welfare.
- F. A student who refuses to participate in class activities will not be allowed to participate in extra-curricular activities that day.
- G. A student getting out of school suspension (OSS) for 5+ days during a semester will lose privileges of participation in Extra-curricular activities for 90 consecutive school days.

A student, when he or she joins an activity, is expected to dedicate the time specified for practice by the Coach/Advisor. Regular attendance at practice sessions/events is required. At the discretion of each Coach/Advisor, when a student is absent due to being on vacation with his/her family, and/or is in a conflicting school event/activity, the student may receive a consequence, if any, that will not exceed one-half (1/2) of the First offense consequence (12.5%). Participants and their parents are highly encouraged to speak with their Coach/Advisor as soon as possible if there are plans for the student to miss any part of the season.

**EXTRA-CURRICULAR CODE MEETING:** The purpose of the extra-curricular code meeting is to review student, parent, and district expectations of participation in extracurricular activities and open discussions about issues that may interfere with students' abilities to commit to the Code. The meetings are an essential introduction to each year of participation, and all participants and their parent/guardian *must* attend these mandatory each year. Upon attendance at these meetings, all participants and their parent/guardian must return a signed Neenah High School Extra-Curricular Code of Conduct Commitment Form *prior* to starting the activity.

**DRESS:** Every extra-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team.

**EQUIPMENT:** The Neenah Booster Clubs expend significant amounts of money each year to supply, equip and clothe participants in the various activities. Each student is responsible for the school equipment issued to him/her. All lost equipment must be paid for by the student to whom it was issued prior to any involvement in another school activity. Any student possessing school equipment not issued to that student faces disciplinary action which may prevent his/her further involvement in any Neenah Joint School District student activity. Each student is required to accept the responsibility of good care and safekeeping of such equipment and uniforms, as outlined below:

- A. Locks: A lock is issued to students for the safekeeping of their personal belongings as well as equipment and uniforms of the school. DO NOT tell the combination to anyone, and never leave it in the unlocked position. If the lock is lost or damaged, the student must pay the replacement fee before being allowed to participate in another sport.
- B. Uniforms and Equipment: Once uniforms and equipment are issued to a student, they become the sole responsibility of the student until they are properly checked in at the end of their season.
  - a. Any of these items that are lost, stolen or damaged through negligence on the part of the student shall be replaced at the student's expense before being allowed to participate in another activity/sport.
  - b. Uniforms are not for personal use, nor are they to be worn as personal apparel.
    - i. The only exception to this is the day of games or meets when the team apparel is worn to school
    - ii. A school uniform or apparel may not be worn at clinics or sport camps, nor out-of-season, nor physical education classes.
- C. Any student wearing or having in their possession, without appropriate authorization, uniforms or equipment from NJSD, or from other schools against whom we compete, will be suspended from further competition and the stolen property shall be returned immediately.
- D. Students finding school uniforms or equipment are asked to return it to their coach or school office.

**INJURY DURING ACTIVITY OR CONTEST:** Any student who is injured during an activity or contest shall report the injury to the Coach/Advisor or Athletic Trainer at once.

**QUITTING/DROPPED FROM TEAM:** Students who are dropped from one activity for disciplinary reasons, or who quit, shall not be eligible to compete in another activity for that particular season without mutual agreement of Coach/Advisor. However, any student who is cut may compete in another activity during that season.

**TRANSPORTATION:** A student who travels to an out-of-town activity with a school group must return with the group. The only exception to this rule is if parents or guardians complete the transportation Waiver form and submitted it to the Activities Office a minimum of 24 hours in advance, parents must be present at the out-of-town site they may request that their son/daughter return with them. This request must be made in person by the parent or guardian to the Coach/Advisor. The request must include written permission releasing the Neenah Joint School District of responsibility for transportation.



**OTHER:** If the number of students trying out for an activity is more than the facilities and equipment can accommodate, selection will be made on the basis of ability shown. The middle schools will encourage participation of as many students as possible in an activity.

**CODE OF CONDUCT RULES** Any student who, after a hearing at which the student shall be confronted with an allegation, the basis of the allegation, and given an opportunity to tell his/her side, is found to have violated the Neenah Joint School District's Code of Conduct Rule will be deemed ineligible for a period as described below. A student may lose eligibility under the Code of Conduct Rule for any of the following behaviors:

1. Conduct unbecoming of a student in activities. Examples include but are not limited to:
  - Causing a disruption in class, the community, or at an event
  - Repeated inappropriate behavior
  - Fighting
  - Academic Dishonesty
  - Bullying or Harassing someone
  - Inappropriately use of social media and/or inappropriate use of an electronic device

Consequences for Violating Conduct Unbecoming Participants will be suspended for no less than one contest/event/performance and up to the following percentages of the total games in a season

- First offense = 25% loss of season
- Second offense = 50% loss of season
- Third offense = in-eligible for 1 calendar year
- Fourth offense = in-eligible for extra-curricular activities for the remainder of their career at NHS

\*Suspensions will carry over into the following season if not fulfilled during the season

\*Participants may complete 5 Community service hours to reduce their suspension (See suspension index)

2. Alcohol, Tobacco, & Other Drugs (ATOD): Examples include but are not limited to:
  - Possession, use, or purchase of tobacco or nicotine products, regardless of the student's age. This also pertains to electronic cigarettes, supplies, paraphernalia, and solutions of any kind.
  - Possession, use, or purchase of alcoholic beverages, including liquor, beer and wine, regardless of the student's age.
  - Possession, use, purchase, or attempted sale/purchase of illegal drugs, look-alike drugs, or mood-altering substances, or the unauthorized possession, use, purchase, or attempted sale/purchase of unlawful drugs, drug paraphernalia or mood-altering substances.
  - Unlawful or school violation by possession, use, purchase, or attempted sale/purchase of prescription medication.
  - Possession, use, or purchase of any WIAA performance-enhancing and banned substances by student-athletes.
  - Being in attendance at a function or party where the student knows, or has reason to know, that alcohol or other drugs are being consumed illegally by minors, and fails to leave despite having a reasonable opportunity to do so (also referred to as the "Mere Presence Rule").

- Hosting a function or gathering at his/her home/property where alcohol or other illegal drugs are being consumed by minors.
- Transporting other students to a function or gathering where there is known or believed to be known consumption of alcohol, or other drugs by minors.
- Any identifiable image, photo or video which implicates an extra-curricular participation to have been in possession of or in the presence of alcohol or other drugs or portrays actual use or out of character behavior or crime, shall be confirmation of a violation of the Code of Conduct.

#### Consequences of ATOD

- 1<sup>st</sup> offense = 50% loss of season. In addition, the student is required to participate in an AODA screening facilitated by our Student Assistance Program Coordinator.
- 2<sup>nd</sup> offense = 75% loss of season. In addition, the student is required to meet with our Student Assistance Program Coordinator and participate in an AODA Assessment facilitated by a licensed AODA provider in the community.
- 3<sup>rd</sup> offense = loss of eligibility for 1 full calendar year. In addition, the student is required to meet with our Student Assistance Program Coordinator, participate in an AODA Assessment facilitated by a licensed AODA provider in the community and follow all recommendations of that provider.
- 4th offense = Loss of eligibility for remainder of career at NHS.
- **Hosting Consequences:** Any student who has a gathering at his/her home/property where alcohol or other drugs are being used by minors will be given a penalty at the next highest level at which he/she would normally be suspended. Example: If a student hosts a party or gathering, and it is his/her first violation, since the party/gathering was at his/her home/property, he/she would be given a violation as their second offense. NOTE: A student who hosts a party may not use the “Admission Prior to Determination” reduction.

#### Mere Presence

- The loitering of a student in the vicinity where alcohol or drugs are used, possessed, sold or distributed illegally is a violation of the Code of Conduct. A student who finds themselves in this situation, must LEAVE IMMEDIATELY. Having the intention to leave, or being the “designated driver” is not a qualifying defense for this violation.

#### Mere Presence Consequences:

- A student who violates the “Mere Presence” provision of this policy shall serve a 10% suspension for their first offense. Second, and third/subsequent violations will follow the same suspension amount as all other ATOD Violations.

**\*Restorative Practice Option:** Restorative Justice is a theory of justice that emphasizes repairing harm caused and is best accomplished through cooperative processes that include the student, the coach or advisor, and all members of the team, club or activity. This process includes education (occurs during the student meeting with the SAP Coordinator), correction (coaches/advisors reiterate with students what the expected behaviors are as part of the team/activity), and restoration (students take steps to repair harm to the team through a guided discussion with other team/activity members). A students’ participation in the Restorative Practice Option will result in the following reductions in consequences:

- Reduction of 50% loss of season to 25% loss of season with completion of 10 community

- service hours and participation in the Restorative Practice Option with their team or activity.
- Reduction of 75% loss of season to 50% with completion of 20 community service hours and participation in the Restorative Practice Option with their team or activity.
- There are no reduction options with the 3rd or 4th offense.

\*In order to promote a healthy school environment and provide students, parents and the school community with information about the impact of substance use, the Neenah Joint School District supports a Student Assistance Program (SAP). The SAP provides district-wide alcohol and other drug prevention by educating students to make good decisions about the use of alcohol and other drugs. In addition, our program provides early identification and intervention with students having chemical abuse or misuse problems or concerns; problems that can impede success on and off the field. Our District SAP Coordinator is a great resource for discussing concerns about alcohol or other drugs; concerns about your child's involvement or for getting more information about the impact of substance use on mental and physical health and athletic performance. For more information about our Student Assistance Program, or for contact information, visit our Website; [http://www.neenah.k12.wi.us/schools/high/nhs\\_studentassist.cfm](http://www.neenah.k12.wi.us/schools/high/nhs_studentassist.cfm)

Admission Prior to Determination (Self-Reporting a Violation): Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and, who do not attempt to deceive or mislead school officials shall receive a 15% suspension from all activities. Any student involved in an extra-curricular code violation for which there is a police citation, report or involvement of a police department may not self-refer under this honesty reduction policy. This reduction is available for first offenses only. This reduction is not available for second, third, or subsequent offenses.

### 3. Criminal and other Inappropriate Behavior:

- Engaging in any act that would-be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations).
- Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with adults/authorities). NOTE: This includes group conduct.
- Hazing of any kind is not permitted. No extra-curricular participant shall stage any type of initiation ceremony or hazing for extra-curricular participants at any time and on any level.
- Harassment and/or Bullying is not allowed per School Board Policy.

### 4. Criminal Behavior:

- Possession or use of a weapon, or concealed weapon
- Reproducing or distributing school keys
- Theft greater than \$250
- Vandalism to school property
- Threatening a staff member
- Hazing
- Battery or sexual assault

### Consequences for Criminal Behavior

- Suspension of up to 365 days from all activities

- 2<sup>nd</sup> offense suspension of 2 full calendar years

#### Notes on all Suspensions

- Above penalties are guidelines only, the district reserves the right to impose more severe consequences if deemed appropriate.
- During suspension students, may be required to attend all practices and team functions to remain in good standing with the team. Students will work with their coach to determine their attendance requirements.
- Student must finish the season in good standing for the suspension to be served. If student does not complete the season than the suspension will be applied to their next activity.
- When a suspension results in a fraction of games, the number will be rounded up. Ex. 2.4 rounds up to 3.0

#### ELECTRONIC DEVICE/INTERNET BEHAVIOR:

- Students will not represent themselves or others inappropriately or unlawfully on the internet or any other form of electronic device. This would include blog sites, instant messages, social networking, texting, etc.
- Any identifiable image, photo or video which implicates an extra-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code of Conduct.

#### OTHER:

- The Administration will consider the complete set of factual circumstances for each situation and assign appropriate consequences based upon the nature and extent of the violation of the Code of Conduct.
- Any situation or problem that may arise that is not specifically covered above may be reviewed by the Administration.

COOPERATION DURING INVESTIGATION: If a Neenah Joint School District Administrator or Activities Director has a reasonable suspicion that a specific Extra-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. It is important for all participating students to understand that involvement in our extra-curricular programs is a privilege. With this privilege comes the responsibility and commitment to the extra-Curricular Code of Conduct. In the event that a participating student comes under investigation for possible violations to the provisions of this code, it is expected that:

- The student be 100% truthful
- That the student be 100% forthcoming with all information
- That the student not be deceptive or untruthful in any way
- That the student be fully cooperative throughout the entire investigation

Great weight must be placed on the privilege of representing our programs outside the confines of our community and any student that would fail to be truthful and/or cooperative would jeopardize the perceived character of our programs. With this, if any student has lied, been deceptive or been untruthful prior to or after the determination of guilt and or consequences, he or she may be subject to a greater level of consequences up to and including full expulsion from the athletic program for the duration of the student athletes' future career.

PROCESS FOR DETERMINING VIOLATION(S) OF CODE OF CONDUCT RULES Any student reported for a violation of any of the eligibility or Code of Conduct rules shall have a fair hearing, and the following process shall be used:

- Violations of the Code of Conduct Rule will be deemed authentic based upon the word of an authorized adult, which is defined as a coach, sponsor, administrator, teacher, police officer, the student's parent or guardian, or by the admission of the student.
- The building administrator and/or designee who may include the Assistant Principal, Activities Director, or Coach/Advisor will meet with the student to determine rule violations.
- An attempt will be made to contact a parent/guardian concerning the penalty established.
- The student and parent/guardian will be informed, in writing, of the nature of the offense and the penalty deemed appropriate by the administrator or designee.
- The parent/guardian may appeal the penalty decision. This written appeal is to be sent to the Principal within seven (7) school days of the parent/guardian receiving the notice of the penalty. A student, parent, or guardian may submit an appeal of the imposed consequence on the following basis:
  - a. The investigation into the alleged violation was not consistent with due process
  - b. The interpretation and application of the Code was incorrect
- The Principal will refer the appeal to the extra-Curricular Council. The extra-Curricular Council will be designated and chaired by the Principal or his/her designee who also will serve as a non-voting member. There will be separate councils at Horace Mann, Shattuck, and Neenah High School. These Councils will deal with appeals from any extra-curricular activity. The extra-Curricular Council will consist of five members each having one vote. Length of term for all Representatives will be one year. The members are two Representatives from the athletic area; one Representative from the music area; one At-Large Activity Sponsor; and one Teacher-At Large.
- The student, and/or parent/guardian may appeal the decision of the extra-curricular council by following the grievance procedures below

#### GRIEVANCE PROCEDURE FOR STUDENTS

- Definition: A grievance may be defined as any request, complaint, controversy, or dispute that arises between students, between a student and a staff member, or between a student and the school.
- Grievances should be settled as promptly and as close to the point or origin as possible.
- If the grievance is not settled to the mutual satisfaction of the parties concerned within five (5) school days, then the grievance may be submitted to the Superintendent or a designated administrator in a further effort to resolve the grievance.
- If the grievance is not settled to the mutual satisfaction of the parties concerned within ten (10) school days, then the grievance may be submitted to the Board for final determination. The parties to the grievance are obligated to accept the decision of the Board as binding and final. It is the responsibility of the aggrieved to initiate the above stages.

Limited Schedule: For those activities with a limited schedule of events, a violation may result in exclusion from that activity. Administrative discretion regarding specific penalties may be applied to situations in which students are participating in only one event. The District expressly reserves the right to impose any penalty it deems appropriate for each individual situation and/or case.

Special circumstances that may affect penalties for violations:

- If the student is eligible for, and currently in an Extra-curricular activity, the period of ineligibility will begin immediately upon a violation being established. If the student is not currently in an extra-curricular activity, or if the penalty goes beyond the season or time period of the activity, the penalty will be carried over to the student's next extra-curricular activity participation.
- If a student drops out of an activity prior to completion of an ineligibility period, the full penalty or the remainder of the penalty, based on the administration's discretion, will begin when the student seeks to participate in an extra-curricular activity.
- An ineligible student shall attend all practices or rehearsals, but may not "suit up" or perform/participate.
- If a student violates the Code of Conduct Rule while ineligible due to an earlier violation, the penalty for 6 the subsequent offense will begin at the completion of the earlier penalty.
- A student who is released from incarceration (under the Huber Law, electronic monitoring program, or any other program that releases a student from incarceration to attend school) may not participate in activities which are subject to regulation under the Good Conduct Rule. When a student is released from incarceration, he/she will not be eligible to participate in any activity until the next full season begins.
- Coaches/Advisors have the right to enforce penalties in addition to those imposed by the administrator involved. The administrator will make parents/guardians aware of this possibility.
- The minimum penalty for violations of the Neenah Joint School District Code of Conduct Code, which occur after a school begins WIAA tournament competition, is immediate disqualification of the student for the remainder of the total WIAA tournament series in that sport. (WIAA policy).

\*\*The Neenah Joint School District shall commit to a bi-annual review of our Code of Conduct. The district shall convene a committee of staff and community partners to review the code that includes but is not limited to:

- The Athletic Director
- A coach
- An advisor of an activity
- A representative from our downtown District Offices
- A non-coaching teacher
- A representative from the District SAP Program
- A student involved in athletics
- A student involved in activities
- A parent

**Appendices:**

A - LOA Program Description

B - LOA Leader's Job Description/Foundation of a Leader

# Appendix A

## PROGRAM DESCRIPTION



The Life of an Athlete (LoA) program is a comprehensive prevention program developed by Olympic Trainer John Underwood. LoA takes a proactive approach to improving school climate by coordinating all aspects of high school athletics, including coaches, athletic directors, administrators, parents, communities, prevention professionals and athletes themselves. The program is centered on Athletic Codes of Conduct, while Student Leadership, Engaging Coaches, Stakeholder Unity and Pre-Season Meeting support the enforcement of athletic codes.

LoA is evolutionary and ongoing. The program components can be implemented in the order that best meets the needs and readiness of the school community. Below is a diagram describing each component of the program.



### STUDENT LEADERSHIP

Identify and develop student team leaders who assist the coach in improving athletic performance and team unity through the promotion of positive lifestyle choices.



### ENGAGING COACHES

Engage coaches at all levels to understand and promote positive lifestyle choices among athletes, provide workshops on how to communicate to the team and utilize youth leaders to monitor team dynamics.



### ATHLETIC CODES OF CONDUCT

Bring a code of conduct from conceptualization to implementation and enforcement based on the principles of restorative justice, which includes strategies for fan behavior, parental issues and non-negotiable conditions for being part of an athletic team.



### STAKEHOLDER UNITY

Ensure all members of the community take a stake in improving lifestyle choices among youth.



### PRE-SEASON MEETINGS

Conduct seasonal meetings for parents and athletes to discuss conditions for involvement, expectations, philosophy, the impact of lifestyle choices on performance, and what it means to be an athlete.

## Appendix B

# FOUNDATION OF A LEADER

### WHY ME COACH?

Leaders are picked based on the **5 C's of leadership**:

Leaders tend to be strong in some areas, but weak in others. Leaders of the team must be willing to consistently practice in all areas of leadership. Included in this guide is a self-evaluation to assist leaders in efforts to improve in all areas on a daily basis.

## THE 5 C'S OF LEADERSHIP:



### COMPETENCE:

Demonstrates necessary level of skill development, knowledge, fitness, and healthy behavior



### CITIZENSHIP:

Demonstrates social responsibility to the team and community through commitment, teamwork, and role modeling



### CHEMICAL HEALTH:

Demonstrates support for zero tolerance of drug and alcohol use, both individually and on the team



### CHARACTER:

Demonstrates attitudes and behavior that relate to moral strength, including responsibility, accountability, dedication, self-control, trustworthiness, and fair play



### CIVILITY:

Shows characteristics of honesty, loyalty, enthusiasm, decisiveness, endurance, fairness, and courage



# PROGRAM THEORY

Life of an Athlete (LoA) is based on the socio-ecological model of behavior change. The socio-ecological model is a widely recognized framework used to design public health promotion programs, prevention practices and interventions. The theory provides a basis for understanding the multiple influences or layers of influence that impact behavior.

An individual's behavior is influenced by their own knowledge, skills and attitudes. However, their close friends and family, where they spend their time and the people they spend it with, and the political and social culture of the community, state and nation in which they live, all influence behavior. This theory can be useful in designing prevention programs that aim to influence population-level behavior change as opposed to focusing on change only among a small group of individuals.

The table below demonstrates how LoA is designed to influence behavior at the individual and interpersonal, organizational and community levels.

LEVEL OF INFLUENCE	HOW DOES LIFE OF AN ATHLETE INFLUENCE BEHAVIOR?
Individual and Interpersonal	Pre-season meetings, student leadership, and training for coaches are designed to impact the interpersonal influence on individual behavior by providing knowledge and setting norms and standards among youth, their parents and coaches.
Organizational and Public Policy	In the LoA program, the review, strengthening and enforcement of Athletic Codes of Conduct serves as the fundamental influence; providing standards for the behavior of athletes at the organizational level; particularly the school-level.
Community	Stakeholder unity is designed to create support for positive lifestyle choices within the broader communities in which athletes live.



# LEADER'S JOB DESCRIPTION

## LEADER'S CODE

- Loyalty to family, school, coaches, team and teammates;
- Compete every day with honor and integrity on and off the playing field;
- Ready to lead, willing to follow, always an agent of change;
- Be the example in ALL situations;
- Take responsibility for your actions and those of your teammates
- Excel through discipline and innovation in the classroom and during athletic events;
- Persevere and thrive on adversity;
- Train for competition, and compete to win;
- Be a role model each and every day as a student athlete leader.



### **As a student athlete leader for the Life of an Athlete Program, you must demonstrate the ability to:**

- Conduct yourself on and off the fields of play with behavior that is an example to others
- Communicate with a high level of skill
- Confront any behavior of concern or violations of athletic codes of conduct
- Act as a conduit between team and coach
- Bring any serious concerns to the attention of adult authority
- Hold team meetings to discuss lifestyle choices
- Ensure and inspire team goals and effectiveness
- Model healthy behaviors

# STYLES OF LEADERSHIP

Leadership is a process of mutual influence directed at achieving purposeful results. The development of leadership begins with personal initiative and awareness, and understanding one's passion, motivations, strengths, limits, and personal values. The process of self-discovery is ongoing and the pursuit of leadership requires perseverance and a commitment to perpetual learning.<sup>2</sup>

Leadership styles vary. It is important for leaders to find their own style and then fine tune their strengths.

## Quiet Leadership

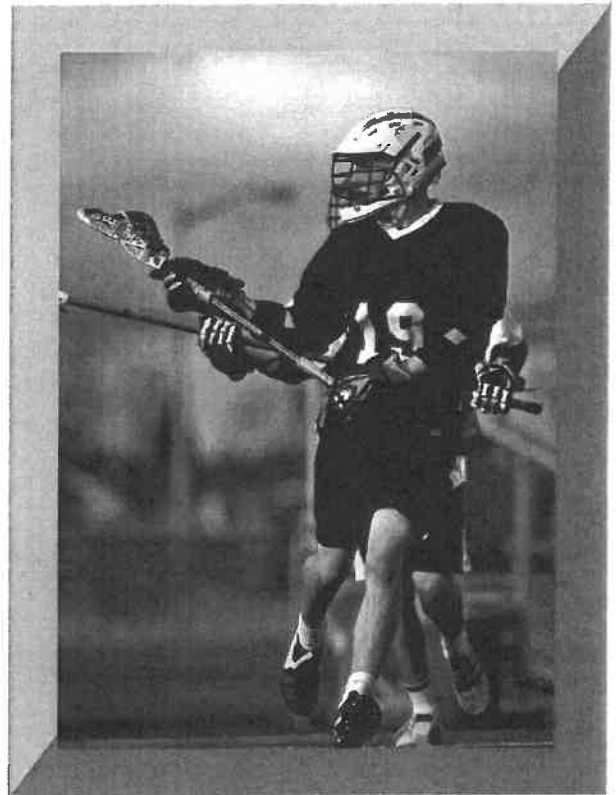
A quiet person leads by example by:

- Playing hard
- Being respectful to officials
- Staying focused during practice and games
- Performing well
- Setting the bar in the classroom
- Having confidence to take a stand on alcohol, drugs and other prohibited substances
- Making choices for nutrition and sleep based on solid statistics and studies

## Vocal Leadership

A vocal person leads by working hard and verbally motivating the team by:

- Maintaining a positive atmosphere
- Setting the bar in the classroom
- Discussing choices for alcohol, drugs, and other prohibited substance
- Discussing choices for nutrition and sleep based on solid statics and studies
- Performing well



No matter what the style, everyone works toward the same message. We must make wise choices: good nutrition based on hard facts; healthy sleep habits; and zero tolerance for the use of drugs and alcohol. Student athlete leaders in the Life of an Athlete program break new ground and demonstrate the ability to change team and school cultures, which ultimately creates a healthier atmosphere in communities.