

# De Pere Redbirds

## Co-Curricular Code Handbook



De Pere High School  
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## **INTRODUCTION**

### **Statement of Principle**

The Unified School District of De Pere believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. The student who complies with this Code of Conduct demonstrates a desire to dedicate herself/himself to self-improvement, and a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Participation in school sponsored co-curricular activities is a privilege, not a right, and voluntary. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

### **Publication**

This Code shall be part of the registration materials provided to students and will remain on file with the Unified School District of De Pere Board of Education. The Code will be available online at [www.depere.k12.wi.us](http://www.depere.k12.wi.us) and in the high school office.

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

## **PARTICIPATION REQUIREMENTS**

### **Consent for Random Suspicionless Drug Testing**

The Board of Education in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for remediation and treatment establishes a program of random suspicionless drug testing for District students.

#### **A. Co-Curricular Participants**

De Pere High School students who choose to exercise the privilege of participating in co-curricular activities must consent to participate in the random suspicionless drug testing program. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities. See Board Policy 2431.01, Appendix A

#### **B. Membership**

1. A pre-participation physical fitness form attesting to current physical fitness to participate in sports as determined by a licensed physician, Physician's Assistant (PA) or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination is required. All information must be submitted to the Athletics Office before the athlete is allowed to participate.
2. Parents/Guardians and students are required to know and understand the code of conduct as a requisite of participation.

#### **C. Academic Eligibility**

1. Eligibility requirements shall commence upon enrollment in the first co-curricular activity.
2. A student must satisfy District and DPI requirements defining a full time student.
3. A student must have passed all classes (incomplete classes shall count as F's until complete) in the most recently completed quarter. Only work (ie assignments, quizzes, tests, etc..) completed from the beginning of the quarter to the end of the quarter are included in the calculation of a quarter grade. The semester exam is not included in the calculation of a quarter grade. Because grades for the purpose of determining academic eligibility are based on quarterly grades as defined in this paragraph, as opposed to semester grades, report cards, mailed to households or viewed online, may not accurately reflect the quarter grade for co-curricular eligibility purposes. Students who receive a failing grade in the quarter will be informed by the principal or the principal's designee.
4. GPA requirements are not cumulative and are only based on current quarter grading period.
5. A student must have obtained a minimum 1.5 GPA in the most recently completed quarter. A student whose grade point average falls below a 2.0 GPA in the most recently completed quarter, but higher than a 1.499 GPA will be placed on academic probation and may become academically ineligible.

6. Children with disabilities who are enrolled in a state-approved Special Education Program and who receive grades of I, U, IP, N, or F in a course, or who have a GPA which falls below 1.5, may be considered academically eligible to participate as a non-competitor in Sports if satisfactory progress is being made in their total school program as documented by an Individual Education Program (IEP).
7. A student must be academically eligible to participate before they may start serving a code violation.
8. Summer School classes DO NOT change academic eligibility in the fall. Summer School classes DO allow a student to earn academic credit for graduation.

**D. Academic Ineligibility (1 or more F's or below a 1.5 GPA for the previous quarter)**

1. A student who has one or more F's in the most recently completed quarter and/or whose grade point average falls below a 1.5 GPA in the most recently completed quarter is academically ineligible to participate in sports contests and club/group performances. Students may attend practices at the discretion of the coach/advisor/athletics director/principal.
2. Eligibility may be regained after a student demonstrates passing work in all classes after fifteen (15) scheduled school days and school nights into the next quarter. The exact dates vary for each quarter, and do not necessarily correspond with the 1<sup>st</sup> day of the current quarter.
3. Because most fall sports start before the first day of school, the ineligibility period will be the lesser of (1) 21 calendar days beginning with the date of the earliest allowed competition in that sport or (2) 1/3 of the maximum number of contests allowed in a sport. Since the ineligibility period ends before the start of the academic school year or very early into the school year, a student will not be required to fill out a progress report to become eligible.
4. Other than in the fall at the start of the school year, a student may become eligible based on satisfactory progress in all courses documented through the following procedure:
  - a. The student picks up an academic progress report on the final day of the 15-day ineligibility period Thursday morning from the high school office.
  - b. The student obtains the signature of each teacher who will assess the student's coursework and attendance for the week.
  - c. The student returns the academic weekly progress report to the Athletics Office at 3:15 pm on the final day of the 15-day ineligibility period.
  - d. The student will be reinstated to participate in co-curricular activities if the student is performing satisfactorily in each class and has no unexcused absences.
5. If after the fifteen day period a student is still receiving a failing grade(s), the grade(s) the student can fill out a new form after five (5) school days. The student can have the form filled out up to three (3) times following the initial fifteen-day period; if a student is not passing after the third grade check, he/she will be ineligible for the remainder of the quarter.

**E. Academic Probation (1.5 GPA-1.99 GPA, and No F's from the previous quarter)**

1. A student, whose grade point average falls below a 2.0 GPA in the most recently completed quarter, but higher than a 1.499 GPA, will be placed on academic probation and is academically ineligible.
2. A student may become eligible on a week-to-week basis based on satisfactory progress in all courses that will be documented through the following procedures.
  - a. The student will pick up an academic weekly progress report on Thursday morning from the athletic office.
  - b. The student will obtain the signature of each teacher who will assess the student's coursework and attendance for the week.
  - c. The student will return the academic weekly progress report to the Athletics Office by Thursday at 3:15 pm.
  - d. The student will be reinstated to participate in co-curricular activities for one week (Friday to the following Thursday) if the student is performing satisfactorily in each class and has no unexcused absences.
  - e. The student will remain academically ineligible for the next week if the student fails to return the academic weekly progress report to the Athletic Director by 3:15 PM, does not perform satisfactorily in each class, or has an unexcused absence.

### Academic Ineligibility & Probation

If a student is both ineligible and on probation, s/he must fulfill the 15-day ineligibility requirements and then begin weekly probation reports until the end of the quarter to maintain week-to-week eligibility once the ineligibility period is served.

### RESPONSIBILITY OF THE STUDENT

It is the *student's responsibility* to pick up the proper form(s) in the high school office, get it COMPLETELY filled out by his/her teachers, and return it to the high school office that same day.

### **Quick Chart**

<b><u>Previous Quarter Grades</u></b>	<b><u>Result</u></b>	<b><u>To do:</u></b>
<b>Less than a 1.5GP</b>	<b>Ineligible</b>	15 school days/nights ineligible 15 <sup>th</sup> day – fill out progress report to regain eligibility <i>May still be able to practice, participate but not compete, see coach/advisor/athletics director/assistant principal/principal</i>
<b>One or more F's</b>	<b>Ineligible</b>	15 school days/nights ineligible 15 <sup>th</sup> day – fill out progress report to regain eligibility <i>May still be able to practice, participate but not compete, see coach/advisor/athletics director/assistant principal/principal</i>
<b>1.50 – 1.99</b>	<b>Probation</b>	Able to compete on a week-to-week basis (Fri.-Thurs.) <i>Complete and return progress reports to the HS office every Thursday for the remainder of the quarter</i>
<b>One or more F's &amp; 1.5-1.99 GPA</b>	<b>Ineligible &amp; Probation</b>	15 school days/nights ineligible 15 <sup>th</sup> day – fill out progress report to regain eligibility

May still be able to practice, participate but not compete, see coach/advisor/athletics director/assistant principal/principal. Once removed from ineligibility, able to play on a week-to-week basis (Friday-Thursday). Complete and return progress reports to the HS office every Thursday for the remainder of the quarter.

### **Attendance**

1. Unless an absence has been pre-arranged through the high school attendance office (doctor/dental appointment, etc.), a student must be in school by the start of 5<sup>th</sup> hour in order to participate in co-curricular activities that day.
2. For events on days that school is not in session, the 5<sup>th</sup> hour applies to the last day school was in session prior to the event.
3. Deviations from this rule need to be cleared through the Athletic Director and/or HS Assistant Principals/Principal.
4. Habitual tardiness/absence will not be accepted and could constitute disciplinary action including dismissal from the team/activity.
5. Students are expected to be in school the day after contests/performances/trips. Late bus trips do not justify absences the following day.
6. If a student has an unexcused absence during the day, s/he will not be able to practice or play on the day the administration determines the absence is unexcused.

### **G. WIAA**

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. ([www.wiaawi.org](http://www.wiaawi.org))

### **H. Pre-Season Meeting**

1. Students and a parent/guardian must sign a form indicating they have received the Code prior to participating in athletics and/or other co-curricular activities.
2. Each advisor of an activity will be required to set a meeting time for parents and students.
3. Additional standards determined by each coach or advisor shall also be written and distributed to each student. If there are any inconsistencies between the additional standards and the code, the code prevails.
4. Copies shall be placed on file with the Athletics Director/Activities Director and/or Principal.

5. Students should read all items and ask for clarification by the coach or advisor of any items not understood.

## **VIOLATIONS**

### **A. Alcohol, Tobacco, And Drugs: (A.O.D.A.)**

The purchase, possession, supplying or use of alcohol, any tobacco product or E cigarettes, illegal drugs, mood altering substance (as defined in school board policy) or performance enhancing substances (PES, as defined by the WIAA) in any form is a violation of this code. This shall include inhalants or facsimiles/look-alike drugs, designer drugs, prescriptions drugs that are used or distributed unlawfully, and non-prescription drugs used in a manner other than that for which they were directed. In addition, attendance at a function where alcohol and/or drugs are present and being illegally consumed is a violation of the code.

#### **1. Hosting A Party**

Hosting, sponsoring, or organizing a party/gathering at which any prohibited substance identified above are being used, consumed or offered is a violation of this code. A student who has a gathering at his/her home/property where alcohol or drugs are being used will be given a penalty per the violation charts.

If a student hosts a party and it is the student's first violation, since a party was at his/her home/property, the student would be given a violation as his/her second offense. A student who hosts a party may not use the honesty penalty reduction.

#### **2. Mere Presence Policy**

- a. Presence in bars or attendance at parties after it becomes evident that the drinking of alcoholic beverages or use of alcoholic beverages or use of illegal drugs is occurring is a violation of the code. Students are expected to leave any location as promptly and as safely as possible where illegal use of alcohol and/or drugs is present. Students should avoid situations where their guilt or innocence is questioned.
- b. If a student is in attendance at a party or gathering and it is determined that s/he has not consumed any alcohol, tobacco or drugs, s/he is in violation of the code. Mere presence is evidenced by the student's admission, a police report, a signed statement from a responsible adult witness (i.e. parent, teacher, coach), or visual evidence such as a photograph.
- c. Presence in or employment by an establishment that is not primarily a bar, but does serve alcohol is not a violation of the mere presence policy. (Examples: restaurants, golf courses, bowling alleys)
- d. Attendance at weddings, reunions, anniversaries or other ceremonial functions where alcohol is served is not a violation of the code.
- e. Parental permission to consume/possess alcohol, tobacco or other drugs does not override the provisions of this code.

### **B. Civil/Criminal Offenses**

Certain civil or criminal infractions, including but not limited to serious misdemeanors or felonies, that are determined by the Athletics Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a consequence as prescribed in the Code of Conduct at the violation level the student is currently at.

### **C. Theft**

Theft, in or out of school, is a violation of the code. To commit a theft, one intentionally takes and carries away, uses, transfers, conceals, or retains possession of moveable property of another without the other's consent and with intent to deprive the owner permanently of possession of such property.

### **D. Vandalism**

Vandalism, which is deliberate damage to property, is a violation of the code.

### **E. Possession or Use of a Weapon or Dangerous Instrumentality**

Use or possession of a weapon or dangerous instrument on school grounds/property or the unlawful possession or use off school property is a violation of this code.

### **F. Sexually Explicit Conduct/ Material**

Using, possessing, sharing, providing, sending, texting, tweeting, posting, or in any way disseminating photographs, videos, pictures, material or any visual or verbal representation of sexually graphic or explicit material (i.e. pornography) is a violation of this code.

**G. Discrimination, Harassment, Violence, Aggression, Assault, Hazing, Bullying or Threatening Behavior to Others.**

The physical or verbal assault of any adult or student will not be tolerated, in or out of school. Hazing as defined by Wisconsin Statute 948.51 is also prohibited. Students and parents are reminded that bullying can also, in certain circumstances, violate this code and/or rise to the level of a “physical or verbal assault.” Acts of discrimination, hazing, harassment, disrespectful/defiant attitude, acts of aggression, and cheating/plagiarism are violations of this provision. See applicable definitions in the student handbook.

**H. Social Media and Online Representation**

This Code also applies in online environments such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media site. Students who re-post inappropriate material originally written by others are subject to the same consequences as if they had posted it themselves. Students who fail to meet this expectation and who violate the code of conduct on-line are subject to the same consequences as if they did them in person.

Do not have a false sense of security about rights to freedom of speech. Freedom of speech is not unlimited, especially in the school setting. Online social network sites are NOT a place where students can say and do whatever they want without repercussions. All information on social networking sites is considered public information. Students are expected to maintain a self-image that represents themselves and the school positively.

**I. Other Misconduct**

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Any situation or problem that may arise that is not specifically covered above may be reviewed by the De Pere High School administration for possible disciplinary action. A student must refrain from any conduct which would reflect unsatisfactorily on a student or on the school.

Students who engage in any acts of willful, persistent, disruptive behavior, or any act in violation of, or subject to, penalty under the Wisconsin Statutes, any local ordinances, and/or the Unified School District of De Pere Policies and/or Procedures, shall be subject to discipline as deemed appropriate by the administration. Discipline may include a suspension from all co-curricular activities for a period of time to permanent prohibition from all co-curricular activities.

## **PENALTIES**

For the purpose of understanding the penalty specifications, this code divides extracurricular activities into two groups. Because of the two groups' differences (i.e. competitions vs. service, number of contests, clearly defined seasons, etc.), the penalties for violation of school district policies and rules vary. The administration reserves the right to edit or change the sports/activities section of the code as necessary when sports, clubs, activities are added or dropped, to satisfy WIAA requirements, or to satisfy local, state or federal law.

**Sports:** Refers to all WIAA Sports and Dance Team

**Clubs/Groups/Activities:** School – sponsored clubs, groups, activities that require student and parent to sign the code in order to participate. This group is further divided into two more sub-groups and the application of the code will vary between these two sub-groups:

- **Performance Clubs/Activities:** Non-sports co-curricular includes groups that prepare over time for a competition or performance. This might include co-curriculars such as Forensics, Mock Trial, Robotics, Drama, Musical as well as others.
- **Non-Performance Clubs/Activities:** Non-sports co-curricular includes organizations whose primary activities are not preparing for a competition or performance. They mainly sponsor meetings and activities. This sub-group includes co-curriculars such as DECA, French Club, Sting Cancer, Key Club and many others.
- For a complete list, please refer to the Student/Parent handbook.

**A. Honesty Clause/Self-Referrals**

Co-curricular Code participants in activities who turn themselves into school authorities and/or their head coach or advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, may receive a reduction in penalty at the administration's discretion. Any participant involved in a code of conduct violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction.

B. **Special Awards Restrictions**

Students who violate the Code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end-of-season award. This shall include MVP, MIP, captain, all-conference, all-area, and all-state.

C. **Scholarship Signing Press Conferences**

Students who violate the Code may be ineligible, as determined by administration, for any school sponsored scholarship signing privileges or activities, including but not limited to press releases and the use of school facilities. Press Conferences for scholarship signings are generally intended for full scholarship offers and significant partial scholarship offers at the NCAA Div I & II level or their ability equivalent at non-NCAA sanctioned institutions.

**SPORTS**

- A. All sport suspensions will begin immediately upon the completion of the investigation of the violation.
- B. All consequences are cumulative regardless of the type of violation. See Guidelines.
- C. A student with a code violation will not be allowed to participate on any dance court during the current academic school year that the violation occurs.
- D. All consequences listed are minimum consequences. The De Pere High School Administration has the right to increase a student's suspension based on but not limited to severity of the violation.
- E. Penalties are cumulative over a student's high school career.
- F. All violations are explained in detail in the violations section of the code stating on page 3.

<b>Sports - Violations Chart</b>			
<b>Illegal Use/Possession/Purchase/Transfer/Distribution of a Controlled Substance and/or Illegal Drugs</b> ▲		<b>Alcohol Use/Possession/Purchase/Distribution</b> ▲	
<i>A one level enhancer may be applied to instances of distribution.</i>		<i>A one level enhancer may be applied to instances of distribution.</i>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 4
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 5
<b>Hosting/Organizing a Party where drugs and/or alcohol are knowingly present</b>		<b>Disruption/Detrimental Discriminative Conduct and/or Other Misconduct</b>	
		<i>This section may include but is not limited to violations B, C, D, G and I on pages 4-5.</i>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Unlawful Possession or Use of a Weapon</b>		<b>Social Media and On-line Representation</b>	
1 <sup>st</sup> Violation	Level 5	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 2
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Sexually Explicit Conduct/Material</b>		<b>Attendance at a Party where drugs and/or alcohol are present (Mere Presence Policy)</b>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Any violation for tobacco, alcohol or illegal drugs, will require a student to attend and successfully complete a rehabilitation program determined by DPHS.</b>			

<b>Sports - Consequences Chart</b>	
LEVEL 1	10 hours of approved Community/School Service to be served before participating in an event/game.
LEVEL 2	Suspension from participation in 10% of scheduled contests*
LEVEL 3	Suspension from participation in 25% of scheduled contests*
LEVEL 4	Suspension from participation in 50% of scheduled contests*
LEVEL 5	Suspension from participation for one(1) calendar year
<b>NOTE:</b> On all 4 <sup>th</sup> offenses students are banned from all co-curricular activities at De Pere High School.	

**Co-Curricular Rehabilitation Program:** Participants and parents, at their own expense, must enroll and complete a two-step evaluation process in a program licensed and certified by the State of Wisconsin and accredited by the Joint Commission for Accreditation of Healthcare Organizations and approved by DPHS. Upon completion, the evaluation must be made available to the AD/Principal in writing. In addition, proof of

enrollment and completion of any and all recommendations from this evaluation must also be made available to the school.

\* **Scheduled Contests:** Will be defined and determined based on the WIAA game/meet maximums. If a sport or team schedules less than the maximum allowed games/meets, the total number of games/meets scheduled for that sport will be used. Schedules are subject to change, including cancellations and additions, which can affect lengths of suspensions. The length of the disciplinary period shall be determined from the mathematical equivalent of the number of scheduled contest (to include the first WIAA playoff contest) rounded to the next highest whole number. [See WIAA Game Maximums Chart](#)

**Clubs, Groups, Activities**

- A. All consequences are cumulative regardless of the type of violation. See Guidelines.
- B. A student with a code violation will not be allowed to participate on any dance court during the current academic school year that the violation occurs.
- C. All consequences listed are minimum consequences. The De Pere High School Administration has the right to increase a student's suspension based on but not limited to severity of the violation.
- E. Penalties are cumulative over a student's high school career.
- F. All violations are explained in detail in the violations section of the code stating on page 3.

<b>Clubs, Groups, Activities - Violations Chart</b>			
<b>Illegal Use/Possession/Purchase/Transfer/Distribution of a Controlled Substance and/or Illegal Drugs ▲</b>		<b>Alcohol Use/Possession/Purchase/Distribution ▲ Tobacco Use/E-Cigarette/Possession/Purchase/Distribution ▲</b>	
<i>A one level enhancer may be applied to instances of distribution.</i>		<i>A one level enhancer may be applied to instances of distribution.</i>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 4
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 5
<b>Hosting/Organizing a Party where drugs and/or alcohol are knowingly present</b>		<b>Disruption/Detrimental Discriminative Conduct and/or Other Misconduct</b>	
		<i>This section may include but is not limited to violations B, C, D, G and I on pages 4-5.</i>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 2
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Unlawful Possession or Use of a Weapon</b>		<b>Social Media and Online Representation</b>	
1 <sup>st</sup> Violation	Level 5	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 5	2 <sup>nd</sup> Violation	Level 2
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<b>Sexually Explicit Conduct/Material</b>		<b>Attendance at a Party where drugs and/or alcohol are present (Mere Presence Policy)</b>	
1 <sup>st</sup> Violation	Level 4	1 <sup>st</sup> Violation	Level 1
2 <sup>nd</sup> Violation	Level 4	2 <sup>nd</sup> Violation	Level 3
3 <sup>rd</sup> Violation	Level 5	3 <sup>rd</sup> Violation	Level 4
<b>Any violation for tobacco, alcohol or illegal drugs, will require a student to attend and successfully complete a rehabilitation program determined by DPHS.</b>			

<b>Clubs, Groups &amp; Activities - Consequences Chart</b>	
LEVEL 1	10 hours of approved Community/School Service** BEFORE returning to the activity or identifiable competition or performance
LEVEL 2	15 hours of approved Service BEFORE returning to the activity or identifiable competition/performance
LEVEL 3	30 hours of approved Service BEFORE returning to the activity or identifiable competition/performance
LEVEL 4	30 hours of approved Service and suspension from further activities for a semester (90 school days)

LEVEL 5	Suspension from participation for one(1) calendar year
<i>Note: All community service hours must be approved and signed by a community services supervisor and not a parent.</i>	

**Co-Curricular Rehabilitation Program:** Participants and parents, at their own expense, must enroll and complete a two-step evaluation process in a program licensed and certified by the State of Wisconsin and accredited by the Joint Commission for Accreditation of Healthcare Organizations and approved by DPHS. Upon completion, the evaluation must be made available to the AD/Principal in writing. In addition, proof of enrollment and completion of any and all recommendations from this evaluation must also be made available to the school.

**\*\*Community Service:** Community service shall be defined as volunteer hours for a recognized service organization such as a student’s church, the YMCA, Paul’s Pantry, Goodwill, the Boys & Girls Club, and the Humane Society. Other acceptable hours could be garnered from “for profit” organizations which engage in service-related activities. For example, a student could help out at an assisted living center, a special needs facility, etc. It is recommended that students specify the activity to admin prior to performing community service so that the service hours can be approved and accepted as a fulfillment of this requirement.

**\*\*School Service:** School service shall be determined as service to the school outside the student’s regular school day. Due to safety laws and labor requirements, it should not be assumed that the school can provide any manual labor opportunities. A student, purely at his/her own volition, may ask teachers, primarily of elementary grades, if there would be any service that the student could provide and assist in a classroom. All such assignments must be approved by administration prior to the service.

## GUIDELINES

For any violation, the following guidelines are established setting forth the minimum penalties that shall be imposed.

- A. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.
- B. Participants must adhere to all policies and provisions of the De Pere High School Student Handbook.
- C. A student may be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered her/his first violation. For example, a student violating the code for the first time at the start of her/his freshman year would start with a clean slate at the start of her/his junior year provided s/he has no further violations prior to her/his junior year.
- D. Students will be penalized during the sport(s) or activities in which they currently participate.
- E. If a student is not involved in both a sport/activity at the time of the violation, the penalty will begin once her/his sport and/or activity begins.
- F. Penalties will carry over into a second sports season and/or activity if the suspension is not completed in the original season or from one school year to the next.
- G. A student that is involved in both a sport and an activity, and is suspended, may not necessarily serve the suspension for both activities simultaneously.
- H. During a period of suspension, the student is required to attend all practices and team/group activities/functions to maintain his/her status as a team/group member, unless determined otherwise by the coach/advisor/athletics director/principal.
- I. A violation for activities with a limited schedule of events could result in exclusion from that activity.
- J. A student with suspension penalties must begin and end his/her respective season in good standing in order for the suspension to be completed.
- K. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the penalty shall prevail.
- L. A student must be academically eligible to participate before s/he may start serving a code violation.
- M. Suspensions occurring during the post-season WIAA Tournament shall result in disqualification from the entire tournament series in that sport as required by Article VII, Section 2B in the WIAA Constitution.
- N. In the event that a student who has an unfulfilled penalty pending chooses to try out for a co-curricular activity in which he/she has not previously participated, the student must meet with the Athletics Director and coach/advisor to review the rules of the program. In order to satisfy the remaining penalty, the student must win a spot on the team/activity (if there are cuts) and then fulfill the requirements of the suspension to finish the penalty. Meanwhile, the student must contribute positively to the team, attend all practices and team functions as any other team member would, and complete the season in good standing. If the applicant does not qualify for the new activity/sport or otherwise fails to meet the requirements of the program, all penalties will remain in effect.
- o. Victims of sexual assault and bystanders who report a sexual assault, request emergency assistance,

cooperate with and assist law enforcement, and stay on the scene or who encounter law enforcement at a medical facility at which the victim is being treated cannot be issued a code of conduct violation. The victim or bystanders must meet the State Amnesty Law Requirements. The victim may not falsely claim amnesty knowing that the situation that he or she reports does not exist.

## PROCESS FOR DETERMINING VIOLATIONS

- A. Any complaint/referral concerning a violation shall be made in writing and signed by an adult who is not a student at De Pere High School.
- B. Any complaint/referral by a written or oral police report and/or by a published newspaper account to the Building Principal, Athletics Director or their designee.
- C. The Athletics Director or High School Administration shall investigate the referral and give the student involved an opportunity to present a response.
- D. If it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty, and written notification will be mailed to the home address.
- E. Suspension takes effect at the time that the oral notification is given to the student or written notification is mailed to her/his address of record, whichever is first.
- F. Electronic Evidence: Any digital image, photograph, recording, or video that establishes, shows, demonstrates, and/or, in light of related evidence, reasonably indicates that a student has been in possession or presence of alcohol and/or drugs, has been engaged in use of alcohol and/or drugs, has been engaged in use of alcohol and/or drugs, has displayed behavior reflecting poor character, or has engaged in, supported, or further criminal activity, shall be presumptive evidence of a violation of this Handbook as set forth herein. A student that falsifies, fabricates, or knowingly transmits a falsified digital image, photograph, or video of another student may also be subject to penalty under this Handbook to the extent deemed appropriate by the District, in its discretion. A student shall have the opportunity to dispute the authenticity of any such image, photograph, recording, or video. The District's decisions as to the authenticity and/or probative value of any digital image, photographs, recording, or video in establishing a violation of this Handbook shall be final.
- G. School administration will inform the parents/guardian of the decision.

## APPEALS PROCESS

### A. Right to Appeal

- 1. Any student who has been suspended from participating in a sport or activity by the Athletics Director or High School Administration as a result of a Code violation has the right to appeal the penalty and/or the violation.  
Academic eligibility is determined administratively and is not a "violation", and thus is not subject to this appeals process. Requests for review of academic eligibility determinations may be made to the Superintendent, whose decision is final.
- 2. All students who have been suspended from participation because of a Code violation will not be allowed to participate in competitions, performances or practices until a final disposition of the appeals process.
- 3. Co-curricular Council shall be made up of 2 coaches, 2 advisors and 1 teacher at large.
- 4. Co-curricular Council shall be selected by the Principal, or designee, from a pool of predetermined candidates. Candidates will be chosen on an annual basis.

### B. Step 1:

The student and his/her parent(s)/guardian(s) will have 10 school days, from the time the Athletics Director/High School Administration sends the student the suspension letter, to appeal to the Principal and to state in writing the reason(s) why s/he believes the penalty is too severe or that s/he is not guilty of any violation.

- 1. The Principal shall convene a \*\*Co-curricular Council within 10 school days after receiving the appeals letter. The process includes:
  - a. Principal facilitates the process and is a non-voting member.
  - b. Athletic Director or designee presents the violation and answers Council questions.
  - c. The student and her/his parent(s)/guardian(s) then presents their basis for appeal and answers Council questions. They are then excused.

- d. Principal answers procedural questions from the Council and then is excused to let the Council deliberate.
- e. Council renders decision by way of a ballot vote consisting of a simple majority and informs the Principal.
- f. Principal informs the family in writing of the decision within 5 school days.

**C. Step 2:**

If the student and her/his parent(s)/guardian(s) are not satisfied with the Co-curricular Council decision, they can appeal the decision to the Board of Education within 10 school days of the Co-curricular Council's decision. The student shall submit written rationale to the Board of Education stating her/his case. The Board of Education shall meet with the student and her/his parent(s)/guardian(s) at a time determined by the Board of Education (not to exceed 20 school days). After the meeting, the Board of Education will render a decision within five school days. The decision of the Board of Education shall be binding on all parties involved.

\*\*Co-curricular Council—shall consist of a pool of coaches and advisors who agree to participate in the appeals process. The Principal, or designee, shall randomly select coaches and advisors who are not directly involved with the student who is appealing.

## Appendix A

### 2431.01 - RANDOM SUSPICIONLESS DRUG TESTING OF STUDENTS

The Board of Education in an effort to deter students from the use of illegal drugs and to identify students who are using illegal drugs in order to provide an opportunity for remediation and treatment establishes a program of random suspicionless drug testing for District students.

#### Student Eligibility

The following groups of students will be eligible for random suspicionless drug testing:

A. **Co-Curricular Participants**

District students who choose to exercise the privilege of participating in co-curricular activities that are defined in the Co-Curricular Code of Conduct must agree to participate in the random suspicionless drug testing program. Student participants registering for co-curricular activities will be provided with a consent form. The completion of the consent form by the student participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent, and adherence to the conditions thereafter, shall be a condition for participation in co-curricular activities.

B. **Students Who Register to Park a Motor Vehicle in a District Parking Lot**

District students who choose to exercise the privilege of parking a motor vehicle in a District parking lot during the school day. District students may apply for a parking permit. The parking permit application will include a consent agreement by which a student and at least one (1) parent or guardian, if the student is a minor, will agree the student is to be eligible for random suspicionless drug testing.

C. **Members of the District D.R.E.A.M. Team**

District students who are members of the "D.R.E.A.M. Team" and sign a promise not to use alcohol or illegal drugs. The students and at least one (1) parent, if the student is a minor, must give a signed consent for drug testing should the student be drawn at random from a pool of eligible "D.R.E.A.M. Team" students.

#### Confidentiality

When a student submits a parking registration form or a co-curricular form, they will be assigned a number by a high school administrator. The high school principal and assistant principals will be the only people with access to the list of names assigned to each number. The list will remain confidential in a secure file that is not part of the permanent record file area. The list of students tested and the results of the random tests will remain confidential in a secure file that is not a part of the permanent record file. When a student graduates from high school, all of the student's records pertaining to the results of their test(s) will be destroyed.

#### Substances Tested

The District will test for the following drugs: Amphetamines/Methamphetamines, Barbiturates, Cocaine, Cannabinoids (THC), Marijuana 20/10, Opiates, PCP-Phencyclidine, Benzodiazepines, Methadone, MDMA-Ecstasy, Propoxyphene, and Oxycodone. As circumstances warrant, the District may add or delete from the list of drugs being tested. A student who tests positive for a drug may be exempted if a legal and current prescription for use can be provided within twenty-four (24) hours of notification by the Medical Review Officer.

#### Random Selection of Students Participating for Testing

Students eligible in each pool of students (co-curricular participants and students requesting parking permits) will be assigned a number by school administration. Random draws of numbers will be conducted weekly. A designated number of student participant numbers will be drawn each week.

#### Positive Results/Consequences

Students who test positive for illegal drugs will be subject to consequences as outlined in:

- A. Co-Curricular Code of Conduct
- B. Parking Permit Application

### **Appeal of Positive Tests**

Students will have an opportunity within twenty-four (24) hours of notification of the first positive test result to have the split sample tested at the family's expense. The principal and/or administrative designee may consult with medical professionals to evaluate the results of the test, taking into consideration and evidence offered by the student and/or family. Should the split sample test confirm a positive result, and there is not a satisfactory explanation for the positive results, all consequences specified will apply.

### **Reporting**

Annually, the administration will report to the Board the results of a survey(s) and data regarding student alcohol and other drug use.

Adopted 5/21/07

Revised 10/15/07

Revised 12/17/07

**Appendix B**  
**Form 1**

**Student Drug Testing Checklist Policy 2431.01**

Random Suspicionless Drug Testing of Students - *Draft*

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Number**

Student is a: (*check all that apply*)

- Co-curricular Participant
- Student with Parking Privilege
- Parent Request

Date of Test: \_\_\_\_\_

Time of Test: \_\_\_\_\_ AM PM

School Representatives: \_\_\_\_\_  
\_\_\_\_\_

**Initial**

- |  |                          |       |
|--|--------------------------|-------|
| 1. The student is met by the administration.                   | Time: _____              | _____ |
| 2. The student is escorted to the collection site.             | Arrival Time: _____      | _____ |
| 3. Specimen cup initialed and dated by the student.            | Completed: <u>Yes</u> No | _____ |
| 3. Specimen cup initialed and dated by the student.            | Completed: <u>Yes</u> No | _____ |
| 4. All personal belongings are placed on table, bench or desk. | Completed: <u>Yes</u> No | _____ |
| 5. The student washes and dries their hands.                   | Completed: <u>Yes</u> No | _____ |
| 6. The sample is collected.                                    | Time: _____              | _____ |
| List any irregularities with the sample collection:<br>_____   |                          |       |
| 7. Does the sample collection appear to be valid?              | <u>Yes</u> No            | _____ |
| 8. Is there a need for a second sample?                        |                          |       |
| If yes, start a new form, beginning with item 4.               | <u>Yes</u> No            | _____ |
| 9. The sample is sealed and secured for pick-up by courier.    | Time: _____              | _____ |
| 10. The student is returned to class.                          | Time: _____              | _____ |

## APPENDIX C

Date

Name

Address

City

Dear Parent/Guardian,

As you know the Board of Education has established a program for the random drug testing of students in an effort to deter students from the use of illegal drugs. On (day), your son/daughter was chosen for random drug testing. I am pleased to inform you that the test results were negative for all substances tested, indicating there were no measurable amounts of illicit drugs in his/her system.

You should be proud that your child realizes drugs can have harmful effects and has chosen to remain drug free. DPHS is proud of (name) for this choice.

Sincerely,

Nick Joseph, Principal (or designee)

Policy 2431.01 Form 2

## APPENDIX D

Date

Name

Address

City

Dear Parent/Guardian,

As you know the Board of Education has established a program for the random drug testing of students in an effort to deter students from the use of illegal drugs. On (day), your son/daughter was chosen for random drug testing.

I am sorry to inform you that the test results came back positive, meaning the test identified illicit drugs in your child's system. (Name) is included in the (name) testing pool. As a result of the positive test, the following consequences will be enforced:

As a further intervention, (Name) will be required to complete the two step AODA evaluation process and recommendation of a certified program. DPHS partners with Aurora BayCare Medical Center to provide these services. Please refer to the enclosed information to complete this process.

If I can be of further assistance, please contact me.

Sincerely,

Nick Joseph, Principal (or designee)

Policy 2431.01 Form 3

## APPENDIX E

### Equal Education Opportunity

#### **School Board Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity**

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the District Administrator to:

**A. Curriculum Content**

review current and proposed courses of study and textbooks to detect any bias based upon race, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

provide that necessary programs are available for students with limited use of the English language;

**B. Staff Training**

develop an ongoing program for school personnel designed to identify and solve problems of racial, gender, religious, national, cultural, or other bias in all aspects of the program;

**C. Student Access**

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

**D. District Support**

ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

**E. Student Evaluation**

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, creed, gender, or national origin.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

118.13 Wis. Stats.

P.I. 9, 41

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

## **School Board Policy 2260B Complaint Procedures for Nondiscrimination**

### **Introduction**

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, with one of the District's Civil Rights Coordinators, or the District Administrator

### **Complaint Coordinators**

Director of Pupil Services

High School Guidance Counselor

De Pere Public Schools

De Pere Public Schools

1700 S. Chicago St.

1700 S. Chicago St.

De Pere, Wisconsin 54115

De Pere, Wisconsin 54115

(920) 337-1032

(920) 337-1032

### **Informal Procedures**

The complainant shall orally discuss the complaint with the District's Civil Rights Coordinator, who shall in turn investigate and answer the complaint. The complainant may also initiate the formal procedure as described below.

### **Formal Procedure**

#### **Step 1**

A written statement of the complaint signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of the answer to the informal complaint. The Coordinator shall further investigate the complaint and reply in writing to the complainant within five (5) business days.

#### **Step 2**

If the complainant wishes to appeal the decision of the Coordinator, s/he may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the Coordinator's response. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### **Step 3**

If the complainant remains unsatisfied, s/he may file a written appeal with the Board of Education. The appeal must be filed within five (5) business days of his/her receipt of the District Administrator's response in step two. The Board of Education shall meet with the parties within twenty (20) business days of the receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting.

### **Student Complaint Procedure Under Section 118.13, Wisconsin Statutes**

Consistent with the requirements of Section 118.13, Wisconsin Statutes, it is the policy of the District that no person, on the basis of sex; race; color; religion; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; or physical, mental, emotional, or learning disability; or any other bases protected by law, may be denied admission to school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, student services, recreational or other program or activity. Areas covered by this policy include admission to any school, class, program, or activity. Areas covered by this policy include admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons; instructional and library material selection; methods, practices, and materials used for testing, evaluating and counseling students; facilities; opportunity for participation in athletic programs or other extra-curricular activities; and school sponsored food service programs. Equitable access will be assured for all students.

If any person believes that the District or any part of the school organization has failed to follow Section 118.13, Wisconsin Statutes or in some way discriminated against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, s/he may file a written complaint with a District Civil Rights Coordinator, as indicated above, or the District Administrator.

The procedure for resolution of complaints shall be as follows:

#### **Step 1**

A written statement of the complaint shall be prepared by the complainant on the form provided by the District and signed. This complaint shall be presented to Coordinator. The Coordinator shall send written acknowledgement of receipt of the complaint to the complainant within forty-five (45) days of receipt of the written complaint.

#### **Step 2**

A written determination of the complaint shall be made by the Board of Education within ninety (90) days of the receipt of the written complaint unless the parties agree to an extension of time.

#### **Step 3**

If a complainant wishes to appeal a negative determination by the Board, s/he has the right to appeal the decision to the State Superintendent within thirty (30) days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgement within forty-five (45) days of the receipt of the complaint or made a determination within ninety (90) days of receipt of the written complaint and the parties have not agreed to an extension of time.

Appeals should be address to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

### **Office For Civil Rights**

Discrimination complaints may also be filed with the Federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606, (312) 886-8434. The complaint must generally be filed within 180 days of the date the discrimination occurred. You do not have to file a complaint with the District before filing a complaint with the Office for Civil Rights, and you may file complaints with both the District and the Office for Civil Rights if you wish to do so.

### **Retaliation Prohibited**

Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited.

### **False Information**

Any individual who knowingly files a false complaint or knowingly provides false information concerning a complaint shall be subject to disciplinary action.