

# CO-CURRICULAR CODE HANDBOOK

## ATHENS HIGH SCHOOL ATHENS MIDDLE SCHOOL

Effective Date Approved by Board of Education  
**July 17, 2017**



*Significant changes are highlighted in “gray”.*

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## I. PURPOSE OF CO-CURRICULAR PROGRAM

### A. PHILOSOPHY

The School District of Athens accepts its responsibility to develop policy, procedures and establish resources for the purpose of providing an optimal environment for the intellectual, emotional, and physical development of its students. The school believes that this responsibility is jointly shared with the community, extended community agencies, and families to create positive conditions that strengthen individual skills needed to lead healthy and productive lives.

In addition to scholastic pursuits, students need to develop self-respect and respect for others, a willingness to accept responsibility, and the ability to make sound decisions and interact effectively. Providing an environment conducive to developing these skills requires an active combined effort of home, school and community.

### B. PURPOSE OF CO-CURRICULAR CODE HANDBOOK

This handbook has been prepared for the benefit of the students, parents, advisors, and coaches and has been approved by the board of education. The purpose of this handbook is to set forth the rules that regulate participation in the co-curricular activities as well as general information about these programs.

Students and parents/guardians are expected to carefully read the entire co-curricular code handbook. The student's participation in co-curriculum activities and the rules set forth in this handbook should be discussed by parents/guardians with the student.

Those not willing to comply with the rules and regulations will not be permitted to participate in the co-curricular activities.

Athens High School and Athens Middle School encourages you to participate in its co-curricular program. As an integrated part of the total school effort and experience, the program is designed to help our students become better individuals and citizens of our school, community, state, and nation.

We feel that the academic area in our high school is of paramount importance, but we also believe participation in a well-directed co-curricular program can open the door to definite opportunities and can afford certain training and experiences not ordinarily obtainable in the regular curriculum. "Trying out" for the "team" indicates awareness by you and your parents of the benefits of this part of our educational curriculum.

The purpose of this co-curricular policy is to provide parents and student participants a reference of responsibilities and expectations for those participating in the co-curricular program.

A student cannot expect "special" treatment just because he or she is participating in a given co-curricular program. We strongly feel it takes a "special" kind of student to make the sacrifices that the normal school load demands plus what a co-curricular program demands. We have come to expect more of such students. Because some students chose to take part in the co-curricular programs, are using facilities provided for that purpose by the community, and are benefiting from tax funds expressly set aside for these programs, greater demands are made of them. These demands are manifested in the form of specific rules and regulations demanded only of those students who take part in our programs.

We also feel that students should understand that through the co-curricular program the school is serious about teaching that chemical use is not in a person's best interest. The school regards chemical substance use, addiction, or dependency as a behavior/medical problem and recognizes that the misuse or abuse of chemical substances precedes more severe dependencies. It is not in the best interests of anyone involved, nor even accurate, to attach a moral or social stigma to such personal problems. The school wishes to cooperate with all segments of the community in precluding the development of less constructive patterns of other chemical substance use and in providing assistance to those who do develop such patterns of behavior.

C. POLICY ON WHEN THIS CO-CURRICULAR CODE IS EFFECTIVE

The co-curricular code handbook applies to all middle school and high school students. Every student (public and parochial) will be required to sign a "Student Code Agreement" agreeing to the Co-Curricular Handbook beginning at the 6<sup>th</sup> grade or 9<sup>th</sup> grade level. This policy will remain in effect throughout the student's middle school or high school years. The co-curricular code handbook will be sent home to parents of 5<sup>th</sup> grade and 8<sup>th</sup> grade students in April so that the new code agreements can be signed by the end of the student's 5<sup>th</sup> and 8<sup>th</sup> grade years to be effective throughout the summer. Offenses will carry over from year to year although freshmen students will receive a "fresh start" with regard to past violations and academic achievement from middle school. Coaches will review this policy via a parent meeting with students and parents at the beginning of each season. Advisors will review this policy with students and parents at the beginning of their co-curricular season. Any new updates to the code approved by the board of education will require the signing of a new "Student Code Agreement".

**The code is in effect 24 hours per day, 365 days a year.**

D. EFFECTIVE DATE OF CO-CURRICULAR CODE

The rules and regulations set forth in the Co-Curricular Handbook are to apply effective immediately upon adoption by the School board including any disciplinary action then pending. Any new updates to the code approved by the board of education will require the signing of a new "Student Code Agreement".

E. NONDISCRIMINATION:

The School District of Athens shall not discriminate in student participation in co-curricular programs or activities, standards and rules of behavior, disciplinary actions or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional or learning disability.

F. SPECIAL NOTE TO PARENTS AND STUDENTS

For the majority of you, the agreement you are about to make will become the first contract you will have entered into. Our expectations of you are high but not impossible. They are, however, necessary in order for our teams, your teams, to be competitive and the best possible.

What we ask for on your part is dedicated commitment to your fellow student-athletes, and to your club, organization, advisor, team, and coach. In return you will be extended the privilege of representing your school, and for some, to be able to receive school, conference and state awards and recognition.

Finally, we ask that you enter into this contract in good faith and fully live up to all responsibilities and rules therein.

## II. REQUIREMENTS TO PARTICIPATE

### A. DEFINITION

Co-curricular activities are defined as those activities in which students appear, perform, join, serve, participate, or compete as representatives of Athens High School or Athens Middle School but which are not extensions of a specific course for grading.

### B. ACTIVITIES

The Co-Curricular Activities covered by this code include but are not limited to the following:

1. Middle School
  - a. Athletics – football, volleyball, cross country, basketball, wrestling, track, softball, and baseball.
  - b. Clubs & Organizations – math league, forensics, ~~musical~~, FFA, and student council
2. High School
  - a. Athletics - football, volleyball, cross country, basketball, **hockey**, wrestling, track, softball, and baseball.
  - b. Clubs & Organizations
    - i. Academic Decathlon
    - ii. Color Guard
    - iii. Math League
    - iv. High Quiz Bowl
    - v. National Honor Society
    - vi. Forensics
    - vii. FBLA
    - viii. Skills USA
    - ix. Student Council
    - x. FFA
    - xi. Show Choir
    - xii. FCA
    - xiii. FCCLA
    - xiv. Solo-Ensemble
    - xv. Science Olympiad
    - xvi. Prom **Court**
    - xvii. Homecoming Court

### C. GENERAL REQUIREMENTS

#### 1. Co-Curricular Rules

These co-curricular rules are established for the best interests of the student and the school. Any student who complies with these rules demonstrates the desire to dedicate him/herself to self-improvement as well as to enhance the best interest of the organization, teammates, advisor, coach and school.

#### 2. Required WIAA Physical Card – (Athletes Only)

The physical examination by a licensed physician is required every other year. Physical cards are available in the high school office. On years when a physical is not required, an alternate year card must be completed, signed, and returned to the office in order to participate. Concussion information needs to be distributed **yearly** to all athletes and their parents with a “sign-off” form completed.

#### 3. Care of Equipment

The school board has provided the students with very adequate equipment. The student is responsible for the proper use and safekeeping of equipment issued to them. Read all labels prior to the washing of uniforms to prevent any unnecessary damage or discoloration. Please treat all equipment with respect. Students will be charged for all necessary repairs or replacement cost for damaged school equipment. Lost or stolen items must be paid for by the student through the school office. The student will be charged the replacement cost of the issued equipment.

4. **Wearing of Jerseys, Uniforms, and Other Related Apparel**  
Practice and game jerseys and other related apparel will be used for practices and competition but not for casual wear. Game uniforms may only be worn to school on the day of a scheduled athletic event.
  5. **Returning Equipment**  
Most co-curricular equipment and/or apparel are school property and are to be used during a particular activity. The equipment must be returned to the advisor/coach in charge immediately following the completion of the activity. Parental assistance in this matter is requested. The student will not be allowed to participate in another activity until all equipment or fees are collected. Unreturned equipment and/or apparel will be charged to the student; double the cost to seniors.
- D. **PRACTICE/MEETING AND GAME/CONTEST/PERFORMANCE PARTICIPATION**  
Students are expected to attend all practices/meetings and games/competitions/performances. They may be excused from practice/meeting by the head coach/advisor. Penalties for unexcused absences from practices/meetings will be handled by the coaching staff/advisor.
- E. **SCHOOL ATTENDANCE/TARDIES**  
A student is expected to be present the full day of school. Students are expected to be in school the day following competition to ensure that they are maintaining a high standard of academic excellence. The school principal has the discretion regarding appointments and special situations on a case-by-case basis (absences for deer hunting are not included in this statement). **Pre-Planned Absence requests should be used when applicable.**
- F. **TEAM/CLUB RULES**  
Each coach/advisor may enact and enforce rules/program expectations in addition to those rules stated in this Co-Curricular Code Handbook. These rules/expectations will be provided, in writing to the participating student, upon approval of the principal and athletic director. Each student participant is under the jurisdiction of three types of "codes": (1) the coach/advisor expectations, (2) the Athens co-curriculum code handbook, and (3) WIAA (athletes only) or respective to other club/organization local, state, and national codes (for example, National & Wisconsin FFA, Booster Club, Wisconsin Academic Decathlon, National Honor Society, etc.). **The strictest code shall be enforced.**
- G. **STUDENT HEALTH FOR ACTIVITIES**
1. **Physical Exam (Athletics)**  
A medical examination is scheduled during business hours by the medical clinic prior to the start of school. All students who are planning on participating in athletics are required to have a medical examination (physical) in order to be eligible to participate. This is a WIAA requirement which all member schools (which includes Athens High School) must follow. Students missing the scheduled examination must schedule and get the examination on their own, preferably after school.
  2. **Injuries/Concussions**  
All co-curricular participation injuries must be reported immediately to the coach/advisor by the student and/or parent/guardian. An accident report will be completed.
  3. **Doctor Clearance**  
Whenever a student receives medical treatment that prohibits participation in a co-curricular activity, a note signed by the attending physician giving medical clearance for continued participation must be on file with the coach/advisor in order for the student to participate.

H. TRANSPORTATION

1. Transportation to Game/Contest/Performance Site

Team members must use the mode of transportation provided by the school district in order to participate in a particular co-curricular activity. Extenuating circumstances will be handled individually through the high school principal. Athens High School will assume no responsibility for any student who missed the prescribed mode of transportation to a game/contest/performance and attempts to travel to the destination on their own. The coach/advisor will review the school district bus rules before leaving for the competition/performance. All students are expected to follow the bus rules.

2. Transportation from Game/Contest/Performance Site

On out-of-town trips, the coach/advisor shall release a student only to the student's parent(s)/guardian(s) for the return trip home. In situations where prior approval by the principal or athletic director is needed, the Travel Release Form must be completed.

3. Overnight Trips

On overnight trips, students must follow all rules and guidelines established by the student's coach/advisor and adult chaperones. Students will not be allowed to occupy hotel rooms occupied by members of the opposite sex after 10:00 PM or prior to 8:00 AM the following morning.

I. ACADEMICS

1. The following grading periods will be used to determine co-curricular eligibility. Suspension due to grades will be reviewed quarterly and will not be cumulative:

- a. 1<sup>st</sup> quarter
- b. 2<sup>nd</sup> quarter
- c. 3<sup>rd</sup> quarter
- d. 4<sup>th</sup> quarter
- e. Non-Traditional Courses (i.e. CWETN, on-line, technical college, university) – outcome to be determined on a course-by-course basis

2. A student must be doing passing work in all of his/her classes. This includes all credited course work on and off campus. The effective date for grades shall be the last day of the quarter. Incomplete grades are treated as failing grades until made up and the student is passing. Once the quarter grades are finalized, the consequence goes into effect. 4<sup>th</sup> Quarter Grade consequences will be enforced during the following Fall Season. Illnesses and extenuating circumstances may be considered on a case-by-case basis. Participants who are ineligible for academic reasons and are failing more than one class will not be permitted to miss any portion of the school day for the purpose of accompanying/supporting the team or activity during the period of time that they are ineligible.

3. Consequences

- a. One failure is a 20% suspension of games/contests/performance in a season. In addition, it is recommended that the student attend study sessions, tutoring, or seek additional teacher help.
- b. For multiple failures, the participant is not eligible to perform until all courses are passing with a minimum restriction of 15 days. (WIAA rules apply to student-athletes who receive multiple failures.) (Non-athletic clubs/organizations subject to these same guidelines.)

J. UNACCEPTABLE BEHAVIOR

A student is a representative of his/her school, community, and family as well as him/herself and is expected to be on his/her best behavior. The athletic director/principal/co-curricular coordinator interprets each case of unacceptable behavior.

1. Prohibition of alcoholic beverages, illegal drugs, and tobacco products (controlled substances)
  - a. A student is prohibited from possessing or consuming alcohol or imitation alcoholic (i.e. Sharps, Pabst NA, wine coolers, etc.) beverages.
  - b. A student is prohibited from possessing or using any tobacco product.
  - c. A student is prohibited from possessing or using mood-altering chemicals (drugs).
  - d. A student is prohibited from possessing or using any vapor-devices.

Prescription medicines are exempt when used by the individual for whom they were prescribed in a manner and amount prescribed as prescribed by a physician.

2. General unacceptable behavior

Examples of unacceptable behavior, of a student may include, but are not limited to:

- a. Vandalism to school and/or community property.
  - b. Fighting on school grounds.
  - c. Detentions – six or more in any one quarter.
  - d. Disrespect to administration, faculty and staff of the school district (swearing, obscene gestures, not following directions, insubordination, etc.).
  - e. Negative attitude - condoning or encouraging co-curricular code violations.
  - f. Unexcused absence from school. An unexcused absence may include any part of a day including being unexcused for one class period in a day.
  - g. Breaking school district transportation rules.
  - h. Proven violations of civil law – may be reviewed by the principal, co-curricular director, advisor or coach. Examples: theft, assault, forgery, contributing to the delinquency of minors, etc.
  - i. Inappropriate use of social media.
  - j. Any acts that are believed to reflect poorly on the reputation of the School District of Athens.
3. Consequences

Each violation is cumulative with the exception of academics.

**FIRST VIOLATION OF REQUIREMENTS**

- a. Suspension for 25% of the total scheduled games/contests/performances. For all activities, a minimum two-game/contest/performance suspension shall be imposed.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple activities covered by this co-curricular code, the suspension covers all activities concurrently.
- d. Under the coach/advisor prerogative, the participant may practice with the activity.
- e. Officer/leadership positions are suspended.
- f. The participant shall complete a “Fix-It” plan and then carry it out.
- g. Honesty Clause – A student athlete who, when initially confronted about a first offense violation, is honest and tells the truth will have an opportunity for an adjustment of the consequences. A student who is honest about the code violation will accept a 20% suspension of total scheduled games/contests/performances. Minimally, the suspension shall be reduced by one event. If only one event is affected by the suspension, the suspension still applies.

## SECOND VIOLATION OF REQUIREMENTS

- a. Suspension of all activities for 50% of the total scheduled games/contests/performances. For all activities, a minimum three-game/contest/performance suspension shall be imposed.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple activities covered by this co-curricular code, the suspension covers all activities.
- d. Under the coach/advisor prerogative, the participant may practice with the activity.
- e. Officer/leadership positions are suspended.
- f. The participant shall complete a "Fix-It" plan and then carry it out, along with a parent meeting.
- g. Honesty Clause - a student who is honest about the code violation will accept a 40% suspension of total scheduled games/contests/performances. Minimally, the suspension shall be reduced by one event. If only one event is affected by the suspension, the suspension still applies.

## THIRD VIOLATION OF REQUIREMENTS

- a. Suspension of all activities for 75% of the total scheduled games/contests/performances. For all activities, a minimum four-game/contest/performance suspension shall be imposed.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple activities covered by this co-curricular code, the suspension covers all activities.
- d. Under the coach/advisor prerogative, the participant may practice with the activity.
- e. Officer/leadership positions are revoked.
- f. The participant shall complete a "Fix-It" plan, and then carry it out.
- g. Honesty Clause - a student who is honest about the code violation will accept a 60% suspension of total scheduled games/contests/performances. Minimally, the suspension shall be reduced by one event. If only one event is affected by the suspension, the suspension still applies.

## FOURTH VIOLATION OF REQUIREMENTS

- a. Suspension for all activities for rest of school career.

## K. POLICY ENFORCEMENT

1. Notification
  - a. Parent(s)/guardian(s) shall be notified immediately of a violation.
  - b. The co-curricular code coordinator (when co-curricular activities are involved) and the athletic director (when athletic activities are involved) will enforce the rules of the co-curricular code.
  - c. The penalties shall be assessed immediately.
2. Due Process
  - a. All students have the rights given by due process.
  - b. A student who desires to appeal a decision on the basis of a violation of the co-curricular code shall request a hearing in writing within five (5) school days after the initial decision to the principal. The student (and his/her parents) can be present during the appeal to present any evidence and information to the appeals board.
  - c. **The student will be ineligible during the appeal process.**

- d. Appeal Board
  - i. Membership - Three head coaches, three advisors, athletic director or co-curricular code coordinator will make up the appeal board. The principal or designee will act as the facilitator during the appeal.
  - ii. Functions
    - \* Submit co-curricular policy and philosophy for administration and school board approval.
    - \* Review, uphold, or overturn the original decision of violations of general co-curricular requirements.
- e. If the student and his/her parents/guardians are not satisfied with the findings of the appeal board, an appeal may be made in writing to the district administrator. This appeal must be made within five (5) school days after the initial appeal hearing.
- f. If the student and his/her parents/guardians are not satisfied with the findings of the district administrator, an appeal may be made in writing to the board of education. The request must be received in writing within five (5) school days after the district administrator's decision.

# STUDENT CODE AGREEMENT

- 1) I AGREE to abide by all rules and regulations set forth in the pages of this co-curricular code and all others established by the coaches/advisors of my sport/activity/club/organization.
- 2) I AGREE to pay for any equipment which I may lose, misplace or damage. I further agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practice, games, meets, performance, or contests.
- 3) I CERTIFY that I have read, understand, and agree to abide by all of the information contained in the WIAA High School Athletic Eligibility Information Bulletin. I further certify that if I have not understood any information contained in this document I have sought and received an explanation of the information prior to signing this statement.

DATE \_\_\_\_\_ SIGNATURE OF PARTICIPANT \_\_\_\_\_

I, WE, AS PARENT(S)/GUARDIAN(S) OF \_\_\_\_\_ have read the rules and fully understand the foregoing rules and regulations and shall help and encourage my child to uphold them. My signature also gives my child permission to train, under adult supervision, off of school property during various athletic seasons.

DATE \_\_\_\_\_ SIGNATURE OF PARENTS/GUARDIANS \_\_\_\_\_

This code is in effect for the student's entire middle school years or high school years 24 hours per day and 365 days per year.