

SR. HIGH SCHOOL CO-CURRICULAR CODE

PHILOSOPHY AND PURPOSE

The School District of Sevastopol recognizes and supports the importance of co-curricular activities which encourage maximum participation and which are organized to meet the physical, intellectual, social, and emotional needs of students. It should be stated that commitment to regular school work must take precedence over involvement in any of the activities. The specific purposes of activities should support and enhance the educational goals of the School District of Sevastopol, and the organizations of co-curricular activities should comply with School Board policies and established administrative procedures.

Because the School District of Sevastopol is proud of the many varied co-curricular experiences available to its students, it is difficult to develop a code which is tailored to each activity. The intent of this document is to provide standards by which a sound, consistent, and fair educational program can be administered.

Participation in co-curricular activities is a privilege not a right. A student must earn this privilege through dedication, desire, and discipline. Without them, a student can in no way do justice to himself/herself or to the activity. The administration and faculty believe that to promote a determined course of action for the pursuit of co-curricular achievement and the character training of young persons, the following co-curricular policies must be understood and agreed to by the school, the students, and parents/guardians.

RESPONSIBILITIES

The participant's greatest responsibility is to be a credit to his/her parents, school, community, and self. Therefore, it is required that the participants:

1. display high standards of social behavior,
2. display high standards of sportsmanship,
3. display proper respect for those in authority, including the administration, faculty, coaches, and officials,
4. display a real spirit of cooperation and togetherness,
5. display proper attitudes toward their appearance.

Parents are expected to set an example for the above responsibilities.

SPORTSMANSHIP
Our Packerland Conference Statement

Sevastopol High School, the Packerland Conference, and the WIAA require good sportsmanship by student-athletes, coaches, parents, and all spectators at interscholastic athletic events.

Good sportsmanship is demonstrated by respecting and positively supporting the student-athletes, coaches, spectators, and officials.

Profanity; racial, sexist, or ethnic comments; and any other intimidating action that is directed at officials, student-athletes, coaches, or spectators will not be tolerated and will be grounds for removal from this interscholastic athletic event.

Good sportsmanship is the responsibility of student-athletes, coaches, parents, and all spectators. Please display good sportsmanship at all times.

Thanks for your cooperation.

Also, as a safety measure, the Packerland Conference is requesting that for basketball games, the first row of bleachers be left open and that all fans stay off the playing surface and the area immediately surrounding the playing surface. Please do not crowd the floor.

CATEGORIES OF CO-CURRICULAR ACTIVITIES

Category I

This area includes those activities where involvement in the activity occurs outside the regular school day and is competitive in nature. The coach/advisor must determine the school team and the criterion for earning letter/certificate awards for successful completion of the activity. The focus for competition is interscholastic, and participants are understood to be all students involved in the activity. This includes managers, statisticians, and student trainers. Activities included in this category are:

Fall Season

Boys Soccer
Cross Country
Football
Girls Swimming
Volleyball

Winter Season

Boys Basketball
Girls Basketball
Wrestling

Spring Season

Baseball
Girls Soccer
Golf
Softball
Track

Category II

This category includes those activities which, for the most part, are conducted outside the regular school day. These activities involve public performances and are usually judged against a set of standards as opposed to competition against other teams. In most cases awards and/or recognition are given for successful completion of the activity. Activities included in this category are:

Destination Imagination	School Musical
Forensics	School Play
Math Team	Special Musical Groups
Mock Trial	

Category III

This category includes activities in which students volunteer to participate. It is understood that students are encouraged to become involved in these endeavors. Activities included in this category are:

Drama Troupe	Peer Leaders
FFA	SADD
Letter winners	Student Council
Multicultural Club	

Students must possess the desire to participate and become part of a group. Each advisor will monitor his/her respective group to uphold and maintain reasonable expectations. In cases where disciplinary situations arise, the advisor will confer with the principal to determine appropriate action.

Category IV

This category includes those activities whose members are elected or appointed to positions of leadership and public recognition from respective student or faculty constituencies. Students in this category are expected to be representative of the values, expectations, and ideals espoused by the school. The activities included in this category are:

Badger Girls and Boys	Youth in Government
Class Officers	
Envirothon	
Homecoming Court	
National Honor Society	
Prom Court	
Sadie Hawkins Court	
Solar Olympics	
Trees for Tomorrow	

In order to be eligible to be selected for a category IV event, students must be in good academic standing as determined by this code, and have no code violations or out-of-school suspensions in the six months prior to the election/selection. Once a student has been notified of selection to an activity listed above, the student will be required to adhere to the Code of Conduct established by this Co-Curricular Code to maintain eligibility.

ACTIVITY CHANGES

A student may drop one activity and join another during the same season with the approval of the two head coaches/advisors involved. If the two coaches/advisors cannot agree, the student may contact the athletic director or principal who will meet with the two coaches/advisors and make a decision. The Athletic director must be informed of all roster changes.

PERSONAL APPEARANCE

Because an individual in a co-curricular activity is viewed by the public, he/she becomes a representative of the school and is considered to be in a position of leadership. Therefore, the student's personal appearance not only reflects upon his/her attitudes but those whom he/she represents.

Due to rapid changes in styles, no definite rules can be adopted in regard to personal appearance or dress, but neatness, cleanliness, and moderation shall be encouraged. The School Board policy and student handbook dress code applies. Each coach shall set his/her own regulations and enforce them. Disciplinary action as deemed necessary shall be taken by the coach and principal.

ELIGIBILITY

1. To be eligible for co-curricular activities, a student must be in compliance with the Sevastopol School policies concerning correct and legal enrollment (residency) and the rules and regulations of the individual activity associations, i.e., athletics, WIAA, forensics, NHS; etc., and this Co-Curricular Policy.
2. The participant and his/her **parent/guardian must sign** an "acknowledgement of receiving the school athletic code and WIAA rules of Eligibility" or attend an individual conference held by the Athletic Department before the student will be permitted to participate.

ACADEMIC ELIGIBILITY

1. All students in Grades 9 – 12 in any co-curricular activities under Category I, II, or IV must meet one of the two following academic expectations for the previous quarter in order to be eligible to participate:

pass all classes for the previous quarter and earn at least a 1.5 GPA for the previous quarter.

or

with one F for the previous quarter still earn at least a 2.5 GPA for the previous quarter. **The F grade can not be in a required class.**

Incompletes will be reviewed on the appropriate due date.

2. If a student does not meet the criteria stated in No. 1, he/she will not be allowed to participate (placed on academic suspension) in games, contests, or performances for three weeks (15 consecutive school days **and nights** including Saturday events) as outlined in a meeting with the student and in a letter set to the parents/guardians. During the suspension time, the student must continue to practice and attend meetings, but he/she may not be involved in any inter-school competitions or performances. Considerations may be granted during a conference with his/her teachers, principal, and parents/guardians to a student who passed all his/her classes but did not receive at least a 1.5 GPA for the quarter.

If a student is found to be academically ineligible, he/she must complete a minimum of five 30-minute study sessions with an instructor in a content area in which he/she is failing or deficient.

The Wisconsin Interscholastic Athletic Association (WIAA) felt that these rules applied to fall activities were unfair. Thus the following modification has been made for athletes academically ineligible for the fall season. The period of ineligibility shall be the lesser of

(a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport

or

(b) one-third of the maximum number of games/meets allowed in a sport (rounded to the nearest whole game/meet).

3. At the conclusion of the ineligibility period, the student may be reinstated by the following procedure:
 - a. Verify in writing on a form obtained from the athletic director that he/she is doing passing work in all courses in which he/she is currently enrolled and has at least a 1.5 GPA.
 - b. Satisfactorily complete the five -30 minutes study sessions.
 - c. Present the form to the principal or athletic director.
 - d. The principal or athletic director will reinstate the student.
4. All coaches and advisors must excuse students arriving late to practice at or before 4:00 p.m. if he/she has an academic excusal from a teacher. Teachers may require a student to attend an after-school session if that student missed a class for a co-curricular activity.

WIAA ELIGIBILITY WHO MAY PARTICIPATE INTERSCHOLASTICALLY

A school may use on its interscholastic teams only its full-time students enrolled in grades affiliated with WIAA membership.

Note: No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

The administration of the school is responsible for the eligibility of all its athletes. A student must meet school and WIAA definition of a full-time student (as identified by school policy), be carried on a school's attendance roles and be meeting the minimum academic requirement in credits accepted by the school in order to be eligible to participate in any interscholastic competition.

1. Students that are academically ineligible, ineligible due to code of conduct violations, or those required to miss the next competitive event due to being ejected from their last competitive event, may participate in scrimmages against other schools according to local school policy. Students ineligible for other reasons may not participate in scrimmages against other schools.

2. For varsity eligibility, public school students are basically eligible to participate in the district in which their parents reside in their primary residence. A transfer of guardianship, or reaching 18 years of age, does not set aside this rule. Parents may not establish a secondary residence, in a second district, and gain athletic eligibility. Nonpublic school students, with the exception of boarding schools, must reside full-time with parents in their primary residence.

Note: For the purpose of this rule, attendance at one day of class and/or attendance at one athletic practice shall determine "beginning of school year."

3. State open enrollment students are eligible starting with the fall season, from a residence standpoint. If this student transfers back to the school of residence or to a nonpublic school, after attending one day of school or one athletic practice, he/she is ineligible for varsity competition for the remainder of that school year. Additional transfer restrictions may also apply to students who have completed four consecutive semesters following entry into Grade 9.

4. Board of Education approved full-time student(s), paying their own tuition and residing full-time with parents in their primary residence shall be afforded eligibility. Additional transfer restrictions may also apply to students who have completed four consecutive semesters following entry into Grade 9.

5. Students not meeting residence requirements and who are within the first four consecutive semesters following entry into Grade 9 will be eligible for nonvarsity competition only, unless a waiver is provided.
6. All transfer students should initially be treated as ineligible athletes until the athletic director at the receiving school has had the opportunity to completely check all aspects of athletic eligibility.
A student, who transfers with a status of ineligibility for disciplinary reasons or academics, retains such status at his/her new school for the same period as decreed by the former school.
A student who transfers within the first four consecutive semesters following entry into 9th grade, without an accompanying change of parents' residence, is ineligible to compete for the remainder of that school year if transfer occurs after attending one day of school or one athletic practice at the previous school.
First-time 9th grade students will be permitted one transfer upon appropriate petition to the WIAA Board of Control if the student has attended no more than three days of practice and/or no more than three days of school.
7. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for practice and competition for one calendar year unless the transfer is made necessary by a total change in residence by parent(s), or a waiver is provided.
8. If within the first four consecutive semesters following entry into grade 9 and with written consent from both schools directly involved, a first-time transfer student (transfer after beginning of school year) shall be eligible for non-varsity competition only for one calendar year, unless a waiver is provided. Students transferring more than once in any school year are not eligible for any level of competition unless a WIAA waiver is provided. (RE – Art. II Sect. 3-A-3)
9. Foreign exchange students may be granted one year of varsity eligibility if they come to a school through a CSJET approved exchange program with full listing status. These students are not eligible until the appropriate form has been submitted to the WIAA and eligibility has been granted.
Foreign exchange students who transfer from one school to another should be regarded as ineligible for varsity competition, the same as any other transfer student. (RE – Art. I and Art. II)

SCHOOL DECORUM (GOOD BEHAVIOR) **“Conduct unbecoming”**

Since all co-curricular participants are representatives of the school, their behavior should be of such a nature that demonstrates maturity and responsibility. Any misconduct not covered elsewhere in this policy shall be dealt with on an individual basis. Appropriate penalties will be decided on among the coaches/advisors, the athletic director, and the principal.

TRAVEL REGULATIONS

1. Activity members must use the mode of travel provided by the school.
2. A participant who travels to an out-of-town activity with a school group must return with that group. Exceptions to this rule are:
 - a. If a parent/guardian is present at an out-of-town site, the parent/ guardian may request the student to return with him/her. This request must be made in person and in writing by the parent/guardian to the coach/advisor in charge.
 - b. The parent/guardian may make prior arrangements in advance of the trip for his/her student to ride with another adult. A note describing the alternative travel arrangements must be completed by the parent/ guardian. Details of these arrangements will be forwarded to the athletic director or principal for approval and the student may be released to the designated adult.
 - c. The participant may be dropped off at his/her home if it is along the route but not be dropped off at any other location.
3. It is the individual's responsibility to get to and from Sevastopol School for practices and games/meets not held after school.
4. Students participating in cooperative sports, Golf, or other activities as to be determined must have a Transportation Permission Form completed if they desire to drive or must find their own transportation to practices and home contests.

ATTENDANCE

1. If a student wishes to be a member of a school co-curricular activity, he/she must develop a sense of loyalty to that activity. If circumstances arise whereby the student cannot attend practice or a meeting, every attempt should be made to notify the coach or advisor by personal contact, phone call, or written statement from a parent/guardian prior to the missed practice or meeting. The only legitimate excuses for missing a contest or practice are illness, injury, funeral, or an emergency. Working, hunting, weddings, or travel are not necessarily legitimate excuses and shall be handled as seen fit by each coach.
2. A participant **must be in school all day** on the day in which he/she is to practice or participate in a contest except in cases of family emergency, excused preplanned absences, or a written medical release obtained from a physician. All students involved in co-curricular activities are required to attend classes regularly. Those delinquent in class attendance are subject to disciplinary action. Lack of attendance in classes may result in failure of class work resulting in ineligibility.
3. Because students are encouraged to be involved in co-curricular activities, coaches and advisors will work to decrease the likelihood of conflicts in schedules. Because avoiding conflicts in scheduling is not always possible, a student who misses an activity to compete in another shall not be coerced or penalized for the choice that the student and parents/guardians must make.
4. Excessive absence from practices, games, or activities may be cause for removal from the group.

CODE OF CONDUCT

The following are established policies of the Co-Curricular Program. Deviation from these standards will mean suspension from part or the entire program. Unless otherwise described, the term "violation" in this code means a confirmed or admitted violation. Coaches/Advisors will clearly communicate to participants the criteria for awards and letters as well as reviewing this Code of Conduct. This code is in effect for the 12-month period following the end of the last activity a student participated in.

1. All students involved in co-curricular activities shall not illegally use and/or possess any tobacco product, alcohol, controlled drugs, or drug-related paraphernalia during the entire calendar year (including summer months).
2. All students shall not attend any function or facility where alcohol or drugs are openly being used, with the exception of:
 - a. when accompanied by one or both parents or legal guardians.
 - b. at weddings to which the student is invited.
 - c. at any facility which derives a major share of its income from the sale of food or service in addition to the sale of alcohol, as long as the student does not loiter in the bar area.
 - d. in employment situations where a student may serve or sell alcoholic beverages and/or tobacco products at his/her place of employment, provided it is to a person of legal age, and in the presence of adult supervision at all times who possesses a license for such purpose.
3. No student shall transport alcoholic beverages or drugs or be in a vehicle in which he/she **is aware that** alcoholic beverages or drugs are being transported unless he/she is accompanied by a parent or legal guardian.
4. Being at an "unacceptable social gathering" where alcoholic beverages or illegal drugs are being consumed is not acceptable behavior. This will result in a written warning if this is the student's first reported incidence of being at an "unacceptable social gathering" during his/her high school career. Repeat attendance at "unacceptable social gatherings" will result in suspension.
5. Conduct in or out of school shall be such that it will not bring discredit to the student, his/her parents/guardians, the school, or the team.

CODE VIOLATIONS

Accusation of any violation of the Code of Conduct rules must be submitted in writing to the principal and must be signed by the adult (non-student) accuser. Personal admission of an infraction by a student in the presence of school personnel may also be reported. Such reports must be made within 30 days of the said violation. Violations may also be reported by police officers or the court system through the media. Cyber images implicating a student-athlete will also serve as verification of a code violation. These violations will be dealt with by the principal within 30 days of notification of the infraction. Parents/Guardians are also encouraged to report code violations by their own student.

DISCIPLINARY PROCEDURES

An administrator must:

1. give the student oral notice of an alleged violation.
2. give the student an explanation of the information which the school authorities have which supports a finding that the individual has committed a rule violation.
3. request that the student present his/her side of the story in writing. Grant the student permission, upon request, to be accompanied by his/her parents/guardians or other representative during such presentation.
4. make a determination as to whether the student has violated the co-curricular code.
5. notify parents/guardian before any disciplinary action is taken.

PENALTIES

I. Violations

A competitive season is defined as beginning on the first day of practice and continuing until the day following the last contest in a specific sport or activity. Other co-curricular programs may be year-long. Regardless of whether an activity has a specific season or is year-long, all co-curricular programs will be subject to disciplinary action throughout the entire school year.

During the period of suspension, the student will be required to practice and meet all obligations of the activity. Failure to do so may result in dismissal from the activity. The suspension will then carry over into the next activity in which the individual is involved. Students entering an activity with a suspension must complete the season for the suspension to be considered fulfilled. A student who transfers to Sevastopol with a status of ineligibility for discipline reasons retains such status for the same period as decreed by his/her former school.

Any violation which cannot be made up in its entirety during one season will have the remaining percentage carried over into the next activity. For example, if a student was suspended for 50 percent of a season but only had 2 of 10 scheduled activities remaining in the season ($2/10 = 20$ percent), he/she would be suspended for 30 percent of the next activity.

In addition to length of suspension, administration must also consider:

1. AODA violations,
2. multi-activity / categorical involvement,
3. honesty clause,
4. award considerations.

A. First Violation

Category I: The participant will be suspended for 25 percent of the competitive contest season schedule in which he/she is or will be competing. The actual events of ineligibility will be rounded to the nearest whole number (0.5 will be rounded up).

Category II: The participant will be suspended from the activity for one day of performance as determined by the principal.

B. Second Violation

Category I: The participant will be suspended for a number of contests equal to 50 percent of the season. The actual events of ineligibility will be rounded to the nearest whole number (0.5 will be rounded up).

Category II: The participant will be suspended for three days of performance as determined by the principal.

C. Third and Subsequent Violations

Categories I and II: The participant will be suspended for one calendar year from the date of the violation.

Any consequences issued to students involved in Categories III and/or IV activities will be done independently of all consequences for the same offense in other co-curricular activities. Sevastopol administration reserves the right to determine minimum penalties for violations under F. of the Code of Conduct including but not limited to criminal behavior.

II. Alcohol and Other Drug Violations

A. First Offense

If a participant is found to be in violation for the first time, he/she will be required to attend an AODA conference with the school guidance counselor. This conference must occur before the student will be reinstated.

B. Subsequent Offenses

If a participant is found to be in violation a subsequent time, it will be mandatory for him/her to seek and complete an AODA assessment by an outside agency. Such an assessment could involve a cost to be paid by the individual. The student must complete the assessment before he/she will be reinstated.

III. Multi-Activity / Categorical Involvement

Many students are involved in more than one activity at any given time during the school year. The purpose of this section is to clarify the terms of suspension for students involved in more than one activity in Categories I and/or II.

A. Categories III and IV

Any consequences issued to students involved in Categories III and/or IV will be done independently of consequences for the same offense in other co-curricular activities.

B. In-Season Violations

Students will be suspended from every in-season activity in which they participate for the number of contests or performances as stated under I. Violations.

C. Out-of-Season Violations

Students will be suspended from all Category I and II activities until the earliest date that they complete their suspension in one of their current Category I and/or II activities.

IV. Honesty Clause

Students who willingly inform the administration of their own involvement in a violation of the code will have their consequence reduced by one day of performance. This leniency for honesty will be applied one time only during a student's high school career.

V. Award Considerations

In- or out-of-season violations will be treated the same regarding awards/letters. No Sevastopol School District awards or letters will be given in the activity in which the suspension began.

REINSTATEMENT PROCEDURE

Any student suspended from a co-curricular activity for a code violation must be reinstated through a conference between the principal and/or athletic director and the student.

The purpose of this conference is to:

1. aid the student in analyzing the ramifications of his/her choices.
2. provide information about the consequences of future code violations. Written notification of the conference proceedings will be sent to the parent/guardian and coach/advisor.

APPEAL PROCEDURES

This process recognizes the rights of the individual. It outlines his/her recourse in the event he/she feels that the alleged offense did not occur. The appeal procedure outlined hereafter is the process a student and his/her parents/guardians are to follow in appealing decisions relating to suspensions.

1. An individual and/or parents/guardians may formally appeal a suspension decision in writing to the athletic director within one school day from the verbal notification of the suspension. The student will remain under suspension throughout the appeal process.
2. The athletic director will ask the superintendent to arrange an appeal hearing to be set no later than five school days from the date of the appeal request and will make every attempt to have the hearing prior to the next contest or performance.
3. The appeal will be ruled upon by the superintendent or his/her designee. Refusal to meet with the superintendent or his/her designee will result in the forfeit of the right to appeal.
4. The appeal decision shall be put in writing and a copy mailed to the student and his/her parents/guardians within five school days.
5. Any further appeal must be put in writing to the president of the School Board within five school days of the written notification of the superintendent or designee. The student will be under suspension for his/her violation until a ruling can be made by the School Board.