

HORTONVILLE HIGH SCHOOL

Co-Curricular Code of Conduct



HORTONVILLE AREA SCHOOL DISTRICT
CODE OF CONDUCT
Grade 9-12 Co-Curricular Code

1. PHILOSOPHY

The Hortonville Area School District sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity and fun. Although the co-curricular program is a valuable part of the total educational experience, participation in co-curricular programs is a privilege, not a right. As such, all participants must abide by all rules and responsibilities that apply to each co-curricular program in order to continue participation in these activities.

2. DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities include any school-related activity that is offered outside of academic class requirements.

3. GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular activities have the following major objectives:

- a. To teach attitudes of responsibility and cooperation and to help students realize that participation is a privilege with accompanying responsibilities.
- b. To help students learn good habits of health, sanitation and safety.
- c. To provide activities that create school unity.
- d. To provide activities for learning self-discipline, loyalty, team play, personal and organization pride, respect for the rights of others and the will to be successful.
- e. To provide students with opportunities for competition.
- f. To place the unit, team, squad, class and school above personal desires.

4. ELIGIBILITY RULES

A. Wisconsin Interscholastic Athletic Association (WIAA) Rules:

All public high schools in the state of Wisconsin with interscholastic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply and are available on request.

B. Academic Rules

A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent (school issued) grade-reporting period.

1. Eligibility requirements will commence upon initial enrollment in the first co-curricular activity.
2. The principal, activities director, or his or her designee shall determine whether the participant has failed two or more courses. Incomplete grades shall count as F's until completed.
3. Ineligibility/eligibility begins with the first day of the next grading period, *with the exception of activities that take place after the 2nd semester of the current school year and prior to the beginning of the 1st semester of the next school year.* In this case, the student becomes ineligible on the first day after the 2nd semester ends. See 4-F for further information.
4. The following procedure will be used if a student is ineligible at the end of the most recent grading period and who desires to participate in an activity:
 - a. The coach/advisor will inform the student and parent of the ineligibility to prevent the student from participating while ineligible.
 - b. The principal, activities director or his/her designee in cooperation with the participant's teachers, will review the participant's grades at the end of a fifteen school day period.
 - c. If the participant is failing any classes at that time, the participant will become ineligible for contests and performances **until progress grades are released during that semester.**
 - d. During the period of the fifteen school day ineligibility the student will participate in practice but not through performance.
 - e. Middle school grades will not carry over into high school.

- f. A student may regain eligibility following the 2nd semester grading period through summer school courses for credit towards graduation. The Hortonville Area School District must approve all courses. ***If a student does not regain eligibility through summer school classes, the ineligibility period will be 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. A student must be academically eligible to participate before they start serving a code violation.***

C. Process of Informing Participants of Ineligibility

- a. Each student and his/her parents are responsible for knowing and understanding when he/she is ineligible. e.g. A student is told by two or more of his teachers he/she is failing for the semester, he/she should be aware that **they are** ineligible. e.g. A parent sees two failing grades on their child's report card, they should know their child is ineligible.
- b. The principal, activities director or designee will produce a list of ineligible students. The list will be distributed to all sponsors, directors and coaches of co-curricular activities.
- c. The advisor/coach is responsible for informing her/his participants who are ineligible to prevent the ineligible student from participating.
- d. If the principal, activities director or his/her designees fails to notify the ineligible participant prior to the beginning of the next marking period, the participant will become ineligible as soon as he/she is notified. Timely notification is meant to help the student when possible and will not be used to overturn a finding of ineligibility.

D. Process of Demonstrating Restored Eligibility

- a. Participants will inform and demonstrate to the principal, activities director or his/her designees that his/her eligibility has been restored with written evidence as provided by teachers of the classes in question.

E. Attendance Rules

All students must be in school **for at least ½ the scheduled school day** (by the start of 3rd period) on the days of scheduled events in order to participate.

1. Students may not participate in any co-curricular activity during/after school on the same day as an **unexcused** absence.
2. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.
3. To be eligible to participate in an event, students may only be excused for illness/personal reasons/vacation during the school day prior to the start of 5th hour classes on the day of the event.
4. Exceptions to this attendance rule will include the following:
 - a. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual extenuating circumstances as cleared in advance with an administrator.
 - b. Absences in an activity that is related to a classroom grade.
 - c. Medical appointments scheduled on event days require students to submit their medical appointment excuse/appointment confirmation from the medical provider prior to participating in the event to be eligible to participate or they may be considered unexcused.
5. The student shall be encouraged to seek help through the guidance department or student assistance program (SAP) whenever personal problems may be affecting student attendance.

F. Impact of Quit/Removal

A student who is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coaches or advisors involved. This does not apply if the activity meets all year or if a student is cut from a team.

5. SOCIAL BEHAVIOR AND CONDUCT RULES

A. Accountability for Violations of Conduct Rule

A student is covered by the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her High School co-curricular activity career (including summer months).

The student is 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.

A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive or undesirable (gross insubordination, endangerment of health and safety, etc.)

The coach/advisor shall define the consequences for poor student conduct in writing prior to the start of the season. This will be kept on file with the Activities Director. Consequences may include suspension from participation. Coaches may add or adjust consequences, as each incident is a different situation.

The students shall be encouraged to seek help through the Counseling Office or the student assistance program (SAP) whenever personal problems may be affecting student conduct.

B. Examples of Prohibited Conduct

Rules are established for the best interests of the participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season.

1. A participant must refrain from any conduct at any time that would reflect unfavorably on him or herself or the school. Conduct which would reflect unfavorably on a participant or on the school includes but is not limited to the following:
 - a. Drug abuse, including sale, possession or illegal use. Drug paraphernalia, possession or use.
 - b. Use, purchase or possession of tobacco, smoking, or simulated smoking products
 - c. Insubordination while involved in an activity.
 - d. A criminal offense or violation of an ordinance having a statutory counterpart.
 - e. Acts of vandalism.
 - f. Knowingly present where alcohol is being served illegally.
 - g. Knowingly in the presence of illegal drugs.
 - h. Gross unsportsmanlike conduct.
 - i. **Discrimination, harassment, violence, aggression or threatening behavior to others.**
 - j. Conduct unbecoming to a coach or teammate(s).
1. Hosting a Party: Any person who **knowingly** has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student knowingly hosts a party and it is their first violation, since the party was at their home/property, they would be given a violation as their second offense. NOTE: A student who hosts a party may not use the honesty reduction. **NOTE: Parental permission does not over-ride the provisions of this code.**

6. GUIDELINES FOR MINIMUM PENALTIES

A. Conduct Rules

Rules of conduct are in effect for the calendar year. Rules are in effect whether or not a student is a participant in an activity at the time of any code infractions. All code penalties are superseded by the Hortonville Area School District's policy which specifies penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol, tobacco or drugs on school premises or at any school related activity. 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 code penalty shall prevail. **If any of the acts identified in this code of conduct result in the student being suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.**

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Code violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it is not alcohol.

This code is divided into two Groups (I & II) of sports/activities in which students may be involved. The penalties for violation of school district policies and rules vary depending on whether the student is in a Group I or Group II activity. If a student is involved in both Group I and Group II activities, a violation will result in receiving penalties from both groups according to the code until both penalties are satisfied.

GROUP I ACTIVITIES: (Refers to all WIAA Sports, Cheerleading, Dance Team and Bowling)

GROUP II ACTIVITIES: (Refers to all Co-Curricular Activities not mentioned in Group I)

GROUP I ACTIVITIES

1. First Offense

Consequences:

Athlete will be ineligible for 25% of the contests they are currently involved in at the time of the suspension or their next sport season if they are not currently out for a sport. Contests will be rounded up. Percentages of contests is determined on the regular season schedules.

HONESTY CLAUSE PENALTY REDUCTION: Students who are honest without the intent to deceive upon the initial questioning may be eligible for a reduction in the penalty. Any student involved in a co-curricular code violation for which there is a police report to which the district gains knowledge of an offense, may not benefit from the honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with their first violation.

A reduction in suspension will occur in the event that the student does not attempt to mislead school officials and is honest in the initial questioning related to the incident(s) in question. A reduction based on the honesty clause will reduce the suspension from 25% to 10% in the event of a first offense, contests will be rounded up.

After the completion of the one calendar year suspension, the athlete's eligibility will be restored regardless if they participate in a co-curricular activity or not during that time.

2. Second Offense

Consequences:

Athlete will be ineligible for 50% of the contests scheduled. Percentage of contests is determined on the regular season schedule. Contests will be rounded up.

The student must undergo an assessment to be done by an AODA licensed counselor (with prior approval by the school district) and follow any recommendations for follow-up treatment at non-school expense. The athlete and/or parent must sign a release of information form in order for the school to communicate with the counselor/agency working with the athlete. The student must complete the assessment prior to returning from the suspension and cooperate and complete the recommended treatment to remain eligible. The AODA Assessment and related treatment will be at the cost of the student.

After the completion of the one calendar year suspension, the athlete's eligibility will be restored regardless if they participate in a co-curricular activity or not during that time.

3. Third Offense

Consequences:

Athlete will be ineligible for 100% of the contests for one calendar year starting the date of the suspension.

The student athlete must complete the following in order to be eligible to participate after their calendar year suspension:

The student must undergo an assessment to be done by an AODA licensed counselor (with prior approval by the school district) and follow any recommendations for follow-up treatment at non-school expense. The athlete and/or parent must sign a release of information form in order for the school to communicate with the counselor/agency working with the athlete. The student must complete the assessment prior to returning from the suspension and cooperate and complete the recommended treatment to remain eligible. The AODA Assessment and related treatment will be at the cost of the student.

4. Fourth Offense

Consequences:

Athlete will be referred to the Student Services Team to determine future opportunities to participate.

5. Special Notes

- a. The above-suggested penalties are non-negotiable recommendations only. The District expressly reserves the right to impose a greater penalty it deems appropriate for each individual situation and case.
- b. During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
- c. If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.
- d. A non-co-curricular suspension does not supersede a co-curricular suspension.
- e. Co-curricular participants will be suspended during their current sport season, next sport season, or combination thereof; whichever is applicable. Penalties will carry over into subsequent school years, if necessary.
- e. If a student athlete chooses to participate in a sport/activity they have not participated in the past, this new activity will not satisfy the suspension of the code violation UNLESS the student/athlete completes the season in good standing with the coach.

GROUP II ACTIVITIES

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

1. First Offense

Consequences:

20 hours of School Service (**BEFORE returning to the activity**). Student must meet with a member of the High School Administration Team for an verification of the hours prior to returning to the activity.

HONESTY CLAUSE PENALTY REDUCTION: Students who are honest without the intent to deceive upon the initial questioning may be eligible for a reduction in the penalty. Any student involved in a co-curricular code violation for which there is a police report to which the district gains knowledge of an offense, may not use the honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with their first violation.

A reduction in suspension will occur in the event that the student does not attempt to mislead school officials and is honest in the initial questioning related to the incident(s) in question. A reduction based on the honesty clause will reduce the suspension from 20 hours to 10 hours in the event of a first offense, contests will be rounded up.

2. Second Offense

Consequences:

40 hours of School Service (**BEFORE returning to the activity**). Student must obtain an AODA assessment at his or her own expense from a district approved agency. The student will only be able to return to the activity after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

3. Third Offense

Consequences:

Suspension in participation from all Group II Activities for one (1) calendar year.

4. Fourth Offense

Consequences:

Student will be referred to the *Pupil Services Team* to determine future opportunities to participate.

5. Special Notes

- a. The above-suggested penalties are non-negotiable recommendations only. The district expressly reserves the right to impose a greater penalty it deems appropriate for each individual situation and case.
- b. During a period of suspension, the student may be required to attend all activities to maintain his/her status as a team member, as determined by the coach/advisor.
- c. If a student is participating in more than one co-curricular activity at the time, the full consequence will apply to each activity.
- d. A non co-curricular suspension does not supersede a co-curricular suspension.
- e. Co-curricular participants will be suspended during their current sport season, next sport season, or combination thereof, whichever is applicable. Penalties carry over into subsequent school years, if necessary.
- f. If a student/athlete chooses to participate in a sport/activity in which they have not participated in the past, this new activity will not satisfy the suspension of the code violation unless the student/athlete completes the season in good standing with the coach.

6. APPEAL PROCESS (ACTIVITY COUNCIL)

1. The Activity Council provides an appeal opportunity for students assessed penalties for misconduct. A plurality vote of the council will be used in rendering decisions.
2. The student will remain ineligible during the Activity Council appeal process.
3. The Council will consist of 5 teachers. The activities director will select the teachers and an alternate teacher (in case of an absence) to serve on the council.
4. All members of the Council must be present to conduct a hearing.
5. A Hortonville High School Administrator will chair the Council. **The activities director will not be given a vote as part of the appeal council.**
6. The parents or student must request an appeal in writing to the activities director within 5 school days of the verbal notification to the student and parent(s)/guardian(s) of the suspension.
7. The student and parents involved will be informed by letter or phone call of the meeting time and place. They may attend the meeting to respond, to bring witnesses to speak on the student's behalf, and counsel may be brought as representation provided they notify the activities director of the counsel's attendance and name, address and telephone number at least 24 hours prior to the meeting.
8. The student and his/her parents will be informed in writing of the decision. A copy of the decision will be placed in the student's behavioral file.

7. DUE PROCESS PROCEDURE

1. A written appeal of the decision of the Activity Council must be submitted to the High School Principal within five school days of the verbal or written notification of the outcome. The appeal conference with the High School Principal will then be scheduled within five school days of written notice of appeal submitted to the High School Principal. The appeal to the Activity Council must occur prior to the appeal to the High School Principal. The student will remain ineligible during this procedure.
2. Upon decision by the High School Principal, an appeal can be made to the District Administrator. A written appeal of the decision of the High School Principal must be submitted to the District Administrator within five school days of the verbal or written notification of the outcome of the High School Principals decision. The appeal conference with the District Administrator will then be scheduled within five school days of written notice of appeal submitted to the District Administrator. The appeal to the High School Principal must occur prior to the appeal to the District Administrator. The student will remain ineligible during this procedure. The district administrator shall respond in writing within 5 school days to the appeal of the found outcome of the appeal.
3. The student will remain ineligible during the due process procedure.

8. MISCELLANEOUS

A. Equipment

Each student is responsible for the school equipment issued to him/her. The student must pay for the replacement of any equipment that is lost or damaged. **The coach/advisor of the program will provide the high school office with a quote of the equipment to the office will bill the student/family.**

B. Travel

1. The student must travel to and from out-of-town events via transportation arranged by the coach or advisor. A student who travels **to an event** via other transportation will not participate in that event.
2. A travel release form must be completed for each event in the event of alternative travel. It must be submitted to the Activities Director prior to the start of the event.
3. Exceptions may be made in advance with the written permission of the parents, the coach/advisor, and a school administrator **for travel after an event**.

C. Awards

1. Letters and other awards are earned according to written criteria established by each coach or advisor. These criteria shall be kept on file with the school principal/athletic director.
2. An award MAY be RECALLED by a coach or advisor if the student's CONDUCT warrants such action.
3. **A student may be awarded a certificate of participation, numerals or a letter, but may not be nominated for any team, conference, state or national honors associated with the activity in which the student was participating when the violation occurred or consequence was served. (all violations with in the code will be covered including, but not limited to academic ineligibility, social behavior and prohibited conduct).**

DISSEMINATION

A. Publication of Standards

This code shall be published and remain on file with the Hortonville Area School District. Copies will be available to all interested parties.

B. Preseason Meeting

1. This code shall be distributed to each student at the preseason meeting or on the first day that he/she reports for a co-curricular activity.
2. Additional standards determined by each coach or advisor shall also be written and distributed to each student at this time. A copy shall be placed on file with the activities director and/or school principal.
3. Students should read all items and ask for clarification by the coach or advisor of any items not understood.
4. Students and parents are responsible for signing the code and returning the signed form to the coach/advisor.
5. The Hortonville Area School District shall keep a copy of each student's signed code on file.
6. It is not necessary to sign a new code for every different activity during an individual school year, but it is necessary for parents and students to attend each individual activity's preseason meeting.

C. Parent Involvement

Parental attendance at the preseason meeting is expected and involvement throughout the season is encouraged. Parents should read all items and ask for clarification by the coach or advisor of any items not understood. The responsibility for enforcing this code lies with the student, his/her parents, the coaches/advisors, and the school administration.

**Revised and Approved by the Hortonville Area School District
Board of Education
Co-Curricular Code**

Date: _____

I have read and understand the provisions in the co-curricular code. As the student I give my word that I will follow it. As the parent I will hold my son / daughter accountable to the provisions of this code.

Student: _____ Grade _____
(Please print clearly)

Student: _____
(Signature)

Parent: _____
(Signature)

Please detach this page and return as instructed by your
coach or advisor.