



JOHN EDWARDS MIDDLE SCHOOL

ATHLETIC CODE

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John Edwards Middle School Co-Curricular Code of Conduct

Purpose

The purpose of this code is to provide a set of uniform rules concerning participation in the district's co-curricular programs that will assist the student participant in his/her development. It is the expectation of Port Edwards School District students who participate in athletics to follow this code of conduct on a year-round (12-month) basis.

Co-Curricular Activities

Co-Curricular activities are those voluntary activities that are school related. Activities that are a required part of a course and contribute to a student's grade for the course are not considered co-curricular activities. Co-Curricular activities include, but are not limited to:

Athletic Events for Middle School Students

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Volleyball	Basketball	Baseball
Football	Wrestling (co-op)	Softball
Cross Country		Track and Field

Eligibility

Participation in co-curricular activities is a privilege subject to the following requirements:

Academic Eligibility

The Port Edwards School District believes that the first and primary concern for any participant in co-curricular activities is academics. It is definitely in the student's best interest that his/her focus is on academics first and that participation in co-curricular programs comes second. In addition to the assistance that is available in the regular classroom, additional help is available before and after school, during Blackhawk, and at lunch. Students who would like additional help should talk to his/her teacher, coach, advisor, or guidance counselor. These are the academic requirements for eligibility to participate in any co-curricular program:

Midterm

Students with 1 or more failing grades at midterm will be considered ineligible until all grades are brought up to a passing level of a D- or above. It will be the ineligible student's responsibility to obtain a "grade sheet" from the counseling office. If the grade sheet indicates a passing grade for all classes, the student regains eligibility. If any grade remains below a D-, he/she will repeat the grade sheet process until passing grades are reported or until the grades are submitted.

Trimester

Co-Curricular participants must have no failing grades and a semester GPA of at least a 1.67 to be eligible. Students not meeting these minimum requirements will be considered ineligible as outlined in #1 below.

1. A student who becomes academically ineligible at each of the trimester grading periods may regain eligibility by meeting the "No F/GPA" policy following a period of 15 scheduled school days and nights of ineligibility. The 15-day ineligibility period will begin on the school day following the distribution of the report cards.
2. It will be the ineligible student's responsibility to obtain a "grade sheet" from the guidance office on the 15th day of ineligibility, get it filled out by each of his/her teachers and return it to the guidance office. If the grade sheet indicates a passing grade for all classes, the student will regain eligibility. A student can regain eligibility anytime after the 15th school day by raising all grades to a passing level up to the date of the next grading period.
3. Students with an incomplete will be declared ineligible until that incomplete is made up.
4. A student is required to practice and attend meetings in the co-curricular program in order to maintain his/her status. However, if the coach feels it is in the athlete's best interest to skip practice to concentrate on academics, the coach may excuse the student from practice.
5. A student making satisfactory progress in a school's prescribed course requirements as a member of a special education (EEN) class may be exempt from normal academic eligibility requirements if this is based on the student's IEP.

Social Eligibility

A student participating in co-curricular activities will be responsible for maintaining a high level of social acceptance. He/she must conduct himself/herself in such a fashion as to bring pride to his/her family, school, and community. A student shall refrain from willful, persistent, and disruptive behavior.

In addition, during the chosen activity, students must comply with all guidelines set out by the coach. These guidelines shall be distributed in writing to the students at the beginning of the activity.

Students are required to attend practice during social ineligibility.

If a student-athlete must miss school the day of or the day following an athletic contest, it will only be permissible if it is for a medical appointment, legal appointment, death in the family or at the discretion of the principal and/or Athletic Director. The student-athlete must present the Principal and/or Athletic Director with a written parent explanation of the absence or with a signed note from the professional that you saw on the same day of that appointment in order to be possibly considered eligible to participate in the next contest.

Social Eligibility violations will include, but not be limited to:

1. A student must refrain from being disrespectful to members of the school staff, fellow athletes, activity supervisors, or members of the community at large.
2. A student must refrain from behavior that results in a disorderly conduct citation.
3. A student must refrain from consuming, abusing, misusing, possessing, distributing, selling, or purchasing alcohol, tobacco, nicotine, illegal drugs (including steroids), controlled substances, or look-a-like products (e-cigarettes) on or off school property, during the school year or during the non-school days. (Note: the WIAA has published a list of banned performance-enhancing substances; it is the responsibility of each student-athlete to be aware of the products on this list. It can be found on the WIAA website at the following web address
<https://www.wiaawi.org/portals/0/pdf/health/performanceenhancers.pdf>
4. A student must refrain from violations of criminal state statutes (ie: assault, weapon charges, burglary, etc)
5. A student must refrain from academic dishonesty such as plagiarism and cheating.

Conditions:

An athletic director/administration has the right to address violations not covered by this code and assess penalties accordingly. (Including conduct resulting in misdemeanors and felonies)

School administrators and the athletic director will address instances of misconduct after conducting a thorough investigation and considering all the facts and circumstances.

Athletic Eligibility

An athlete is subject to other guidelines beyond academic and social eligibility, as follows:

No athlete may change from one activity to another during the same season without the permission of the involved coaches.

Discipline for Code Violations

Discipline for code violations is cumulative over the course of a student's high school career. A student's violation record is not cleared at the start of each new year. A student does not start the step process over on an annual basis but does include an incentive for good behavior. After a student has an initial violation, if there are no additional violations during a period of the ensuing calendar year, an athlete shall not advance to a higher level of discipline with a subsequent violation. This opportunity to avoid a more severe penalty shall only be available one time during an athlete's academic career.

Students who are ineligible for either academic or social code violations are not allowed to travel as a member of a team or activity on a bus during their disciplinary period. For an athletic competition, it will be the coach's choice whether or not he or she will allow ineligible students to be on the sideline of home games with the team.

A student who is in more than one co-curricular activity when a consequence for a code violation is applied will be subject to consequences for all activities in which they are currently participating (for example; a violation will occur in both basketball and forensics, not one or the other)

*Violations of Academic Eligibility will be followed as outlined previously in this document.

*Violations of Social Eligibility will be addressed as follows:

Discipline for Athletic Social Eligibility Violations **1st Violation**

Suspension:

Athletic season with:

10 or more contests per season - 2 contests

4-10 contests per season - 1 contest

Fewer than 4 contests/events - The coach must submit written documentation of disciplinary action for approval by the athletic director or principal.

*If there is less than the specified number of contests remaining in the sports season of the violation, see "Carryover Policy" under the section "Discipline Conditions and Options."

and

The athlete and his/her parent/guardian(s) must meet with the athletic director/principal to develop an improvement plan. The athlete and parent/guardian(s) must agree to this program and the athlete must successfully complete the objectives of this plan before regaining eligibility. The improvement plan will be developed based on the nature of the violation and may include things such as alcohol, tobacco, and other drug (ATOD) treatment, anger management, behavior modification, or administratively approved service hours.

*For all offenses, counseling must be given by a qualified agency. The athlete must present written documentation following each counseling session. All expenses shall be the responsibility of the athlete or the parent/guardian.

An athlete must participate in all practices during their suspension.

2nd Violation

Suspension:

An athlete will be suspended for all athletics for ½ of all contests per season.

(If there are less than half of the contests remaining in the sports season of the violation, see "Carryover Policy" under the section "Discipline Conditions and Options.")

and

The athlete and his/her parent/guardian(s) must meet with the athletic director/principal to develop an improvement plan. The athlete and parent/guardian(s) must agree to this program and the athlete must successfully complete the objectives of this plan before regaining eligibility. The improvement plan will be developed based on the nature of the violation and may include things such as alcohol, tobacco, and other drug (ATOD) treatment, anger management, behavior modification, or administratively approved service hours.

An athlete must participate in all practices during their suspension.

3rd Violation

Suspension:

The athlete will be suspended for all athletics for the full season.

(If the sport has already started, see "Carryover Policy" under the section "Discipline Conditions and Options.")

and

The athlete and his/her parent/guardian(s) must meet with the athletic director/principal to develop an improvement plan. The athlete and parent/guardian(s) must agree to this program and the athlete must successfully complete the objectives of this plan before regaining eligibility. The improvement plan will be developed based on the nature of the violation and may include things such as alcohol, tobacco, and other drug (ATOD) treatment, anger management, behavior modification, or administratively approved service hours.

An athlete must participate in all practices during their suspension.

4th Violation

Suspension:

The athlete will be suspended from all athletics for 1 calendar year from the date of the violation.

and

The athlete and his/her parent/guardian(s) must meet with the athletic director/principal to develop an improvement plan. The athlete and parent/guardian(s) must agree to this program and the athlete must successfully complete the objectives of this plan before regaining eligibility. The improvement plan will be developed based on the nature of the violation and may include things such as alcohol, tobacco, and other drug (ATOD) treatment, anger management, behavior modification, or administratively approved service hours.

An athlete must participate in all practices during their suspension.

5th Violation for Athletic and Non-Athletic Social Eligibility Violations

Suspension:

The athlete will lose all athletic eligibility for the remainder of his/her high school career.

Severe Clause

A student charged for a violation(s) of the criminal state statutes as determined seriously enough by the district's administrator, athletic director, and principal shall lose co-curricular activity eligibility for the remainder of his/her academic career. The student is eligible to re-apply for reinstatement after 1 calendar year through this code's appeal process if he/she had completed 100 hours of school-approved service.

Discipline Conditions and Options Carry Over Policy

If an athlete is suspended from a sport and the season ends before the term of the suspension is completely served, the remaining suspension will be enforced in the next season in which the athlete participates. The athlete must complete the current and next sports season for the suspension to be fulfilled. The purpose of this rule is to prevent an athlete from completing the term of the suspension in a sport that has no meaning for the athlete and quitting the sport after the suspension is served.

*The athlete must continue to practice and/or finish the remainder of the season to fulfill all or part of the suspension.

Student Present During a Code Violation

In a situation where a student was present during a code violation but not actively involved and self-reports to the athletic director/principal during the first school day after the incident, the following rules will be in effect:

First Occurrence: A student will receive a letter of reprimand for being in a questionable situation. Any subsequent violation of this situation (as described above in this section) during the student's high school years will be treated as a First Offense as outlined in the "Discipline for Code Violations" section of this code. If a third offense occurs with more than one calendar year between the second and third offense, the discipline will be followed as outlined in the First Offense.

Second Occurrence: This will be considered a first offense as outlined in the Violation section of this code with the discipline procedures as noted.

Third Occurrence: This will be considered a second offense as outlined in the Violation section of this code with the discipline procedures as noted.

Options:**Self-Referral for Chemical Abuse**

Student self-referral is the process by which an athlete or his/her parent/guardian seeks help from school personnel for problems resulting from the student's use or abuse of chemicals. Self-referral must occur prior to the student being charged with a violation. When a student self-refers, the student must be willing to accept the help that is offered. A student who self-refers is not subject to any disciplinary action from the co-curricular code. The athletic director/principal will be involved in all self-referral processes. Once the athletic director/principal is made aware of the self-referral, he may:

1. Initiate individual intensive counseling with the student on a weekly basis for not less than three weeks or until the problem is resolved.
2. Refer the student to a support group that meets on a weekly basis for one semester.
3. Refer the student to meet on an individual basis with a trained staff member for not less than three weeks.
4. If the problem is deemed too serious to resolve at the school intervention level, the ATOD (Alcohol, Tobacco & Other Drug) coordinator shall be contacted and a certified alcohol and drug counselor shall make an assessment.
5. A student who self-refers is expected to refrain from the use of alcohol or illegal drugs. If a student involved in the self-referral process subsequently violates the co-curricular code through the use of alcohol or illegal drugs, the student shall be subject to the penalties of a second offense violation of the co-curricular code.

ADMINISTRATION OF CODE & VIOLATION DISCIPLINE

The athletic director/principal will review the code and the alleged violation with the student. He/she will notify the administration and coaches and record all penalties and discipline.

The athletic director/principal will make a referral to the counselor for any discipline requirements of this code and follow up with the counselor to assure compliance.

If necessary, the advisors/coaches may also assist the athletic director/principal in the administration of any discipline.

Records of all code violations will be kept in the student's cumulative files.

For social eligibility violations 1, 2, 4 & 5, the athletic director and/or the administrator have the option of utilizing restorative practices in lieu of the Discipline for Code Violations outlined previously in the Code of Conduct.

REPORTING AND INVESTIGATION OF VIOLATIONS

If an adult reports an alleged violation of the co-curricular code, he/she must be willing to submit a signed statement fully explaining what he/she believes is the violation of the co-curricular, including as much information as possible detailing the alleged violation which was actually observed by the person making the report. Unsigned, anonymous reports will generally be filed for future reference should additional information become available from alternate sources.

If a student reports an alleged violation of the co-curricular code, the student's identity will be kept confidential; however, he/she must be willing to submit a signed statement fully explaining what he/she believes is the violation of the co-curricular code, including as much information as possible detailing the alleged violation which was actually observed by the person making the report.

In cases where a report is received from a student-athlete, additional evidence will also be secured during any further investigation. The student report will be used during the investigation, but the name of the student making the report will be kept confidential and redacted from any statements used as evidence.

The athletic director and principal have shared responsibility for investigating alleged violations of the co-curricular and for assessing penalties.

If there is an initial determination made that there is substance to the alleged violation, the student, the athletic director, or an administrator will contact the parent/guardian. This contact can be either by telephone or by a face-to-face meeting. The athlete and parent/guardian will be informed of the initial determination and possible penalties.

Board of Review

- The student and parent/guardian will be shown the report and have the option of having a hearing before a board of review or waiving the hearing and accepting the appropriate penalty for the alleged violation.
- If the student and/or the parent/guardian request a board of review hearing, they will have an opportunity to present the student's side of the issue to the board of review. The date of the board of review hearing should be mutually agreed upon during the initial contact. If agreement cannot be reached the athletic director or administrator shall set a date that will allow for three a day notice and fall within the next seven calendar days.
- The athletic director or administrator will convene a board of review committee made up of three faculty members. The athletic director or administrator will select two of the members for the board and the student will select the third member of the board. The athletic director or administrator will chair the board as a non-voting member.

- If the student is participating in a sport or activity at the time of the infraction, the advisor or coach may attend as a non-voting member.
- The student, parent/guardian, and/or his/her representative may attend the board of review hearing to present his/her views prior to board action. If the student or his/her representative does not attend, the board will act on the evidence presented. In this hearing, the student will be afforded the right to present testimony and evidence, as well as, the right to confront and question the witnesses.
- A record of the hearing, including the action taken, will be kept. A copy of the findings of the board, including a decision on the discipline to be issued, if any, will be sent to the student, parent/guardian, and the principal.

APPEAL PROCESS

The appeal process outlined here is the procedure for a student who has signed the co-curricular code and wants to appeal a decision relating to eligibility. It should be understood that a student and/or parent/guardian or his/her representatives would be expected to follow the steps carefully in the event such action is initiated.

- If the student and his/her parent/guardian are not satisfied with the findings of the board of review that resulted in a suspension from a program; a hearing may be requested before the board of education.
- The appeal must be in writing, must be directed to the athletic director or administrator, and must be received within seven calendar days from the first day such suspension took effect.
- After the written appeal has been received, a date for the board of education hearing will be established by the principal, such date shall be no later than ten days after the receipt of the appeal.
- Present at the hearing, in addition to the athletic director and/or administrator, shall be the student, the parent/guardian, or his/her representative. If a rule violation related to a specific sport or activity is involved, the advisor or coach of that activity shall be present.
- The student, the parent/guardian, or his/her representative will be provided with an opportunity to testify and present other evidence on his/her behalf, as well as confront and question witnesses.
- The board of education decision based on this hearing shall supersede that of the board of review. The hearing shall be taped and the taped proceedings will constitute the official record of the hearing.
- The decision resulting from this board of education hearing will be put in writing by the clerk of the board and mailed to the student and/or his/her parent/guardian.