

**JOHN EDWARDS
HIGH SCHOOL
CO-CURRICULAR CODE**



Port Edwards High School Co-Curricular Code

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 co-curricular activities 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:

Forensics, drama club, solo & ensemble competition, student council, class officers, National Honor Society, homecoming court, prom court, math league and non-required field trips.

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. Student's who would like additional help should talk to his/her teacher, advisor or guidance counselor. These are the academic requirements for eligibility to participate in any co-curricular program:

Grade Check: Students with one or more failing grades at midterm will be considered ineligible until all grades are brought up to a passing level of 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 quarter grades are submitted.

Trimester: Co-curricular participants must have no failing grades and a semester GPA of at least 1.67 to be eligible. Students not meeting these minimum requirements will be considered ineligible as outlined in #3 below.

1. A student with an incomplete will be declared ineligible until the incomplete in that course is made up and a passing grade is earned.
2. Grade Check and 3-trimester grades will be used to determine

eligibility. Trimester 3 grades will determine eligibility for the following academic year. Trimester grades will be used to determine eligibility for a student enrolled in the Youth Options program.

3. 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 grades being posted in Infinite Campus except when ineligibility is incurred at the end of the year. In this case, the minimum ineligibility period shall be the lesser of 21 consecutive calendar days beginning with the date of earliest allowed competition/performance in an activity, or; one-third of the maximum number of competitions/performances of the season.

4. It will be the ineligible student’s responsibility to obtain a “grade sheet” from the guidance office on the 15th day of the 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.

5. A student is required to practice and attend meetings in the co-curricular program to maintain his/her status. However, if the advisor feels it is in the student's best interest to miss practice to concentrate on academics, the advisor may excuse the student from practice.

6. 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.

Trimester 3 Grading: A student may erase ineligibility status related to the last grade-reporting period of the school year by taking summer school credit recovery courses that are offered at the Port Edwards School District. The student must complete not less than the same number of courses which caused the ineligibility. (NOTE: Entrance into the summer school credit recovery programs is on a very limited basis and at the discretion of school administration. Not all students are allowed into the credit recovery program, so students should make every possible effort to remain in good academic standing during the regular school year.

Social Eligibility

A student participating in co-curricular activities will be responsible for maintaining a high level of social acceptability. 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 advisor. 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 must miss school the day of or the day following a competition/performance, 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. The student must present the Principal 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, their peers, 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 non-school days.
4. A student must refrain from violations of criminal state statutes (example: assault, weapon charges, burglary, etc.)
5. A student must refrain from academic dishonesty such as plagiarism and cheating.

Conditions:

The 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 of the facts and circumstances.

Participant/Performance Eligibility

A student is subject to other guidelines beyond academic and social eligibility, as follows:

1. A student must be under nineteen (19) years of age on August 1st.
2. An student has eight consecutive semesters of potential athletic eligibility, starting with the first semester of his/her 9th grade year. A fifth year senior is not eligible to participate unless granted a waiver by the WIAA.
3. No student may change from one activity to another during the same season

without the permission of the involved advisor.

4. A student and parent/guardian are required to review the co-curricular handbook, sign and submit.

DISCIPLINE FOR CODE VIOLATIONS

Discipline for code violations is cumulative throughout a student's high school career. A student's violation record is not cleared at the start of each new school 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 the period of the ensuing calendar year, the student 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 a student's academic career.

Students who are ineligible for either academic or social code violations are not allowed to travel as a members of a team or activity on a bus during their disciplinary period. For a performance/competition, it will be the advisor's choice whether or not he or she will allow ineligible students to be present.

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 all basketball, forensics, class officer not one or the other).

Social Eligibility Violations

1st Offense:

Activity such as class officer, student council member, or non-required field trips: 60 school days
Activity such as prom court or homecoming court: the next two events and may not attend the events.

*A student must participate in all practices during the suspension.

2nd Offense

Suspension: The student will be suspended from all co-curricular activities for one calendar year from the date of the infraction.

3rd Offense

Suspension: The student will lose co-curricular activity 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, 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 has completed 100 hours of school-approved service.

DISCIPLINE CONDITIONS & OPTIONS

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

In a situation where a student was present during a code violation but not actively involved and self-reports to the 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 a student 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 before the student is 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 advisor/principal will be involved in all self-referral processes. Once the advisor/principal is made aware of the self-referral, he/she may:

1. Initiate individual check-ins with the student on a weekly basis for not less than three weeks or until the problem is resolved.
2. Refer the student to professional counseling that meets on a weekly basis for one trimester.
3. 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 advisor will review the code and the alleged violation with the student. He/she will notify the administration and advisors and record all penalties and discipline.

The principal could 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 may also assist the principal in the administration of any discipline or improvement plan

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

For social eligibility violations, principal 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-student, 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 advisor 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 advisor or an administrator will contact the parent/guardian. This contact can be either by telephone or by a face-to-face meeting. The student 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 principal or administrator shall set a date that will allow for a three day notice and fall within the next seven calendar days.

- The principal or administrator will convene a board of review committee made up of three faculty members. The principal or administrator will select two of the members for the board and the student will select the third member of the board. The principal 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 principal 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 principal 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.

Transgender Student Participation

Transgender students will be permitted to participate in co-curricular activities in a manner consistent with their gender identity consistently expressed at school.

HAZING

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of harm to the student, or to any third party, in order for the student to be initiated into, or affiliated with, any school group, club, athletic team, grade level, activity or organization. Hazing is strictly prohibited at the School District of Port Edwards and will subject the violator to the disciplinary action explained below.

Wisconsin Anti-Hazing Law 948.51

“No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student-athlete for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student-athlete. In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student-athlete's willingness to participate in the activity.”

The School District of Port Edwards also includes the following activities when used as a condition of initiation or admission into or affiliation with any organization in its definition of hazing for purposes of determining a violation of the anti-hazing policy:

- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature;
- Any activity that subjects a student to an unreasonable level of embarrassment, shame, or humiliation, or which creates a hostile, abusive, and intimidating environment for the student;
- Any activity involving any violation of federal, state or local law, or any violation of school district policies and regulations.

Any student who knowingly is a participant of, or who participates in the planning of any hazing ritual or incident will be considered in violation of the hazing policy. In addition, the violation will be disciplined at the next highest level of **offense violation** of the Co-Curricular Code, e.g., a first offense will become a second offense, a second offense will become a third offense, etc.

