

Elcho Middle & High School

Activities Code Handbook

2023-2024



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PUPIL NONDISCRIMINATION AND EQUALITY OF EDUCATIONAL OPPORTUNITIES

It is the policy of the School District of Elcho that no person be denied admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

The Title IX Coordinators for the Elcho School District are listed below:

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TBA Co-curricular Participants

A. INTRODUCTION

Statement of Principle

The School District of Elcho believes Co-Curricular Activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in activities not ordinarily obtainable in the general curriculum. The student who complies with this code of conduct demonstrates a desire to dedicate himself/herself to self-improvement, a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and the school. As such, all participants must abide by all rules and responsibilities at all times, (24 hours a day/365 days per year) from the time of signing, in order to continue participating in Co-Curricular Activities.

The Board of Education reserves the right to change or revise this code at any time.

Publication

This code shall be part of the materials provided to students by school administration/coaches/advisors and will remain on file with the School District of Elcho School Board. The code will be available online at www.elcho.k12.wi.us and in the school office.

B. ACTIVITY GROUPINGS

For the purpose of disciplinary procedures, this code is divided into three Groups (I, II, & III) of athletics/activities in which students may be involved. Because of the three Groups' differences (i.e. competitions vs. service, number of contests, clearly defined seasons, etc.), the penalties for violation of school district policies and rules vary depending on which group the student is in.

Group I Activities: Refers to all WIAA sanctioned High School Sports and all Middle School Sports currently offered, and any club or team sports offered with competitive seasons or non-competitive seasons including: Cheerleading and Dance if a team is formed.

**Note: Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. (www.wiaawi.org)*

Group II Activities: Refers to all Co-Curricular Activities not mentioned in Group I (*The list of activities below is not all-inclusive*) Drama, Forensics, Band and Choir competitions, SADD, Fishing Club, Trap Club and any other noncompetitive activity not sanctioned by the WIAA.

Group III Activities: Refers to organizations or school honors activities that students are nominated for or selected to participate in. This may include Class Officers, Student Council Representatives, National Honor Society, Dance/Event Courts, and any other activity determined by the administration to fall into this category that is beyond performances in regular classes.

C. ELIGIBILITY

Group I Activities

- Athletes must have a physical by a licensed physician every other year in order to be eligible to practice and compete. Athletes must complete all other district-required paperwork before being eligible to compete.

Group II and III Activities

- Participants in these activities will need to complete all district-required paperwork to be eligible to participate.

Annual Meeting

- Participants and their parents/guardians will be required to attend an informational meeting once per year as arranged by the school. This meeting will take place in the summer before the start of Fall activities.
 - If the meeting is not attended, the participant and their parent/guardian will be required to complete an alternate online training in order to be eligible to participate in any co-curricular activities.

**Note: Additional standards determined by each coach or advisor will be written and distributed to each student at a pre-season or pre-event meeting.*

Grades

Academic progress will be monitored by the Activities Director(s) during scheduled grade checks. The dates of these grade checks will be determined prior to the start of the first athletic season of the school year. These dates will be included as an addendum to this code and distributed to the participants and parents/guardians at the annual co-curricular meeting. Grade check dates are subject to change by administration based on changes to the school calendar.

- If a student is found to have one (1) F at the time of a scheduled grade check they will be ineligible to participate in competition until the failing teacher has signed off that the grade has been changed to passing. A student can still practice during this time.
 - Administration reserves the right to deny any teacher sign-offs after a student exceeds three (3) requests in a school year.
- If a student is found to have two (2) or more F's they will be ineligible to participate until the next scheduled grade check. The student can still practice during that time.
- Coaches and administration reserve the right to sit a student during practice to complete school work to encourage academic eligibility.
- Teachers will be given up to two school days from the time new and/or missing work was submitted by the failing student to update their grade books.
 - For example, if work is submitted on a Friday a teacher will have until the end of the day Tuesday to update their grade books.
- If a student receives one (1) or more F's at the quarter or semester they will be ineligible to participate in competition until the next scheduled grade check. The student can still practice during that time.
 - If a student receives a failing grade for Quarter 4 and/or Semester 2, they will be ineligible for two (2) regular season events in the next Fall sports season. The student can still practice during this time and compete in scrimmages.
 - If summer school is an option, the student can regain eligibility status by retaking and passing the failed course.
- If a student has one (1) or more F's they are ineligible to attend any team travel if the team leaves before the end of the school day until they reach eligibility status again.

**Note: Coaches or advisors may have their own grading policy more restrictive than the current policy.*

Transfer Students

Students who transfer into the district will immediately be deemed ineligible until all grade and eligibility requirements have been met. Students who transfer ineligible in another school will remain ineligible until they meet all requirements of our co-curricular policy.

A student who starts a season after the scheduled start date for any reason will not be eligible to participate in competition for their first seven (7) calendar days. They will be eligible to practice provided they have met all district paperwork requirements.

Attendance

Students are expected to be at school and on time every day and for all scheduled classes following the district calendar and their class schedule.

- On the day of competition, students must be in attendance for all scheduled activities in order to be eligible to compete that day. Absences on the day of competition will require a note from a medical provider to be submitted to the office upon arrival at school.
 - Tardy for the start of the school day will result in the student being ineligible for competition that day.
 - If a competition occurs on a Saturday, the "day of" will be considered the school day prior (i.e. the Friday before).
- On the day following a competition (with the exception of Saturday events), students must also be in attendance for all scheduled classes in order to be eligible for the next competition.
 - For example, if a student participates in a competition on Thursday, they will be required to be in school all day Friday in order to be eligible for the next competition.
 - If a student is not in attendance, the consequences for their absence will be determined by coaches and administration and are not limited to:
 - Making up the missed time before school, after school, during lunch, during Hornet Time, during or after practice, etc. with the teacher(s) of the classes that were missed or with the coach if the teacher is unavailable. Teacher verification of made up time will be required.
 - The student being required to sit part or all of the next scheduled competition, either one half, one quarter, one match, or the entire event.
 - Students are not allowed to pick the consequence in which they serve. Students that are repeatedly absent may be required to serve both consequences described above as determined by administration.
 - Failure to regain eligibility status, if the student is awarded the option, will result in the student remaining ineligible for the next competition.
- Habitual tardiness and/or absences from school may be grounds for removal from an activity by a coach, advisor, or administration.

**Note: Exceptions will only be made in the case of extenuating circumstances and must be approved by administration.*

Transportation

All students are required to use school transportation to and from school-sponsored events. Students will be permitted to ride home with their own parents/guardians after an event and will be required to sign out at the end of the event with the coach. Students may be permitted to ride home with another student's parent/guardian if written permission from their parent/guardian is given to the coach and/or Activities Director prior to the event. Students will not be allowed to ride home from events with other students.

Exceptions to this rule will only be made under extreme circumstances with advanced notice and will require approval from administration.

- Football players may be permitted to transport themselves to and from the practice field in Pearson if written permission is given to the coach and/or Activities Director prior to the start of self-transporting.
- Football players transporting other students to the practice field will be permitted for practices only if written permission is given to the coach and/or Activities Director from each parent/guardian prior to the start of self-transporting.
- Baseball and softball players are not permitted to drive their vehicles to the practice fields after school from the student parking lot.
- Golf players may be permitted to transport themselves to and from Bass Lake Golf Course if written permission is given to the coach and/or Activities Director prior to the start of self-transporting.
- Golf players transporting other students to and from Bass Lake Golf Course will be permitted for practices only if written permission is given to the coach and/or Activities Director from each parent/guardian prior to the start of self-transporting.

D. STUDENT CONDUCT

Expectations

- Students are expected to follow all school rules found in the student handbook and to display good sportsmanship and respect for others. Students should avoid situations where their guilt or innocence is questioned.
- A student must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school, including how a participant conducts themselves in the community and social media as determined by the Activities Director and/or Principal.

Violations

- Conduct which would reflect unsatisfactorily on a student or on the school may result in a violation including, but not limited to:
 - Possession, use, sale, transfer, distribution, or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol); illegal drugs; mood-altering substances; anabolic steroids and other performance-enhancing substances; inhalants or facsimiles/look-alikes; prescribed medications used in a manner other than that for which it was prescribed; or non-prescription drugs used in a manner other than that for which they were directed.
 - Purchase, use, or possession of tobacco products in any form including any product containing nicotine, (unless prescribed by a doctor) or use of any e-cigarette type or vaporization device not for medical purposes.
 - Hosting, sponsoring, organizing, or attending a party/gathering at which alcohol or drugs are being illegally used, consumed, or dispensed.
 - A criminal offense or violation of an ordinance, village, city, or state.

**Note: This generally does not include traffic or parking tickets.*

- Any civil or criminal infraction including, but not limited to theft, willful damage to property, serious misdemeanors or felonies that are determined by the Activities Director and/or Principal to be a violation.
- Vandalism.
- Discrimination, harassment, bullying, hazing, violence, aggression, or threatening behavior to others.

- Representation of themselves or others, inappropriately or unlawfully on the internet, including but not limited to Facebook, Instagram, Snapchat, TikTok, etc.

Hosting A Party

A student who has a gathering at his/her home/property where alcohol or drugs are illegally used and/or dispensed will be given a penalty at the next highest level above the level s/he would normally receive.

- Example: If a student hosts a party and it is the student's first violation, the student would be given a violation as his/her second offense.

**Note: A student who hosts a party may not use the honesty penalty reduction.*

Mere Presence Policy

Presence at gatherings where alcohol or other drugs are being illegally used and/or dispensed is strictly prohibited. Students are expected to leave immediately and encourage as many other students as possible to do so.

Students are not prohibited from attending weddings, reunions, anniversaries, graduation parties, or other ceremonial functions where alcohol is being legally served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission.

**Note: Parental permission does not override the provisions of this code.*

Hosting, Attending, & Consumption at Parties

Attendance at a party or gathering where alcohol or other substances are consumed will be determined by:

1. the student's admission;
2. a police report;
3. a signed statement from a responsible adult witness (i.e. parent, teacher, coach);
4. visual evidence such as a photograph.

If it is determined throughout an investigation that a student attended a party where alcohol or other substances were consumed by themselves or others, a code violation will occur. A student who hosts a gathering at his/her home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level s/he would normally receive.

Other Misconduct

Students who engage in any acts of willful, persistent, disruptive behavior, or any act in violation of, or subject to, the penalty under Wisconsin State Statutes, any local ordinances, and/or School District of Elcho policies and/or procedures, shall be subject to discipline as deemed appropriate by the administration, which may include a suspension from all Co-Curricular Activities for a period of time to permanent prohibition from all Co-Curricular Activities.

D. CONDUCT VIOLATIONS

Failure to abide by established rules will result in loss of the privilege to participate. The policies and provisions of the student handbook supersede all co-curricular code penalties. Additional penalties based on violations to the student handbook may be assigned based on the nature and severity of the violation. This may include pre-expulsion or expulsion agreements.

Students will be penalized during the season in which they participate. Penalties will carry over into a second Group I or Group II Activity if the suspension is not completed in the original season or from one school year to the next.

In order to serve a penalty, a student cannot be academically ineligible. If a student becomes academically ineligible during a penalty, the penalty will be paused and will resume when the student is academically eligible again. Students serving a penalty will not be dismissed early from school to travel with the team if the team leaves prior to the end of the school day.

It is expected that students cooperate fully with school administration, law enforcement, or other outside agencies if a conduct violation is suspected. If a student refuses to participate in an investigation to determine if a conduct violation occurred, the investigation will be conducted without their statement. If there is evidence to suggest a code violation occurred, the student will be disciplined accordingly.

Suspension Calculations

Group I Activities:

Students will be suspended from all Group I Activities at the time of the violation. The length of the disciplinary period will be determined from the mathematical equivalent of 25% (first violation) or 50% (second violation) of the number of scheduled contests (to include the first WIAA playoff contest) rounded up to the nearest whole number. Scheduled contests refer to all games that may be played as part of a contest (i.e. a tournament is one scheduled contest).

- Dual-sport athletes (i.e. participating in baseball and golf simultaneously) will serve the designated penalty in both sports. These students will need to communicate with both coaches to properly serve their penalties.
- If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates.
- Students in Group I Activities who break the code of conduct outside of their season will begin a penalty from the first day of their next Group I Activity.
- Students that have a code violation are restricted from joining a new activity to serve their suspension if that season has already started.
- If a student goes out for an activity to satisfy a penalty, they must complete the season in good standing. The student must be an active participant in all practices and contests as well as follow participation rules and expectations for the specific activity.
- Per WIAA regulations, if the suspension occurs during tournament play the student will be ineligible for the remainder of the tournament series.
- Students serving a suspension for a violation are required to be at all scheduled practices, contests, and/or activities in order for the suspension to be fulfilled. Students are expected to sit on the bench for the duration of each scheduled contest in plain clothes and follow directions from their coaches as to how they can support their team (unless the team is dismissed early from school to travel). Failure to abide by these expectations will result in the suspension not being served.

Penalties will be calculated as follows:

- **First Offense:** Suspension from participation in 25% of contests scheduled.
- **Second Offense:** Suspension from participation in 50% of contests scheduled.
- **Third Offense:** Suspended from all Co-Curricular Activities for one calendar year.
- **Fourth Offense:** Banned from all Co-Curricular Activities for the remainder of their high school career.

Group II Activities:

Students will be suspended from all Group II Activities that they are involved in at the time of the violation or their next Group II Activity if they are not involved in one at the time of the violation.

Academic Competitions (i.e. Northern Lakes Art Show, Welding Competition, Solo/Ensemble & Large Group)

- 1st Violation: 10 Hours of Community Service
- 2nd Violation: Loss of Participation for One Calendar Year
- 3rd Violation: Banned for the Rest of High School

Activities that Last Entire School Year (i.e. SADD)

- 1st Violation: Loss of Participation for 45 School Days
- 2nd Violation: Loss of Participation for One Calendar Year
- 3rd Violation: Banned for the Rest of High School

Activities w/Specific Start/End Date (i.e. Trap Club, Drama Club, Fishing Club, Forensics)

- 1st Violation: 10 Hours of Community Service
- 2nd Violation: Loss of Participation for One Calendar Year
- 3rd Violation: Banned for the rest of high school

Group I & Group II Activities:

Students participating in Group I & Group II Activities simultaneously will only be required to serve the Group I penalty. If the student does not successfully complete the season and serve their full penalty in their Group I Activity, the Group II penalty will apply. Students that are only in a Group II Activity will be suspended until the consequence is served.

GROUP III ACTIVITIES:

Organizations with rules/bylaws (National Honor Society, Student Council, Class Officers) - Follow the rules of the organization. Administration will inform the Activity Advisor of the violation. The Activity Advisor will notify the Activities Director of the determination.

Dance/Homecoming Court -

- 1st Violation - Ineligible for next dance/homecoming event court.
 - *A student can regain good standing/eligibility by completing 15 hours of community service as outlined in the Activities Code, meet all other eligibility requirements (i.e. passing grades, prom work hours, etc.) and have no other major behavior infractions. Community service hours must be completed at least one week prior to event court nominations.*
 - *If an infraction occurs within one calendar week of the dance/event, the student will be ineligible with no opportunity to complete community service hours. If the suspension is being served in the school day prior to the dance/event, the student will not be allowed to attend the dance/event.*
- 2nd Violation - Ineligible for one calendar year with no opportunity to redeem good standing/eligibility.
- 3rd Violation - Ineligible for dance/homecoming court for the remainder of their high school career.

Scheduled Contests: Will be defined and determined based on the WIAA game/meet maximums in each school year. A scheduled contest is a full date in which participation takes place such as a tournament.

Community Service: Will be defined as volunteer hours for a recognized service organization such as a student's church or other official groups. Other acceptable hours could be garnered from "for-profit" organizations that engage in service-related activities.

- For example, a student could volunteer at an assisted living center, shovel snow for elderly residents, sort cans for the Scholarship Committee, etc.

Community service hours will not be counted if they occurred during the school day (i.e. calling in absent to complete hours or leaving scheduled classes to complete hours) or if they occurred during commitments they should be fulfilling within their current activity (i.e. activity practice/performance, scheduled competitions, etc.)

**Note: It is required that all students specify the activity to school administration prior to performing community service so that the service hours can be approved and accepted as a fulfillment of this requirement.*

School Service: Defined as service to the school outside the student's regular school day. Due to safety laws and labor requirements, it should not be assumed that the school can provide any manual labor opportunities.

- For example, a student, purely at his/her own volition, may ask teachers, primarily of elementary grades, if there would be any service that the student could provide and assist in his/her classroom after school, tutor a younger student before school, assist with home sporting events, etc.

**Note: All such assignments must be approved by school administration prior to the service performances.*

E. Additional Penalty Information

The penalties listed are the minimum penalties that will be enforced. Additionally, during a period of suspension, the student may be required to attend all practices and team/group functions to maintain his/her status as a team/group member, as determined by the coach/advisor. A violation for activities with a limited schedule of events could result in exclusion from that activity.

Severity Clause

- Any student who supplies alcoholic beverages, controlled substances, and/or unlawfully possesses or uses a weapon will receive at least a one-year suspension from participation in Co-Curricular Activities.

Penalties are Cumulative

- Penalties are cumulative over a student's high school career.
- A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered their first violation.
 - For example, a student violating the code for the first time at the start of his/her freshman year would start with a clean slate at the start of his/her junior year provided s/he has no further violations prior to his/her junior year.

Special Awards

Students who violate the code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. This includes team captain, all-conference, academic all-conference, all-area, and all-state.

Special award opportunities presented on behalf of the Elcho High School coaching staff are available to students who have upheld and maintained the ideals of our school district's values, have met the criteria for the award, and are selected by coaches and administrators. Conduct violations will be reviewed and considered by nominating coaching staff if applicable.

Honesty Penalty Reduction

Students in Group I & II Activities that turn themselves in to school authorities will receive an initial penalty of half of the normal consequence for the first offense in both Group I & II activities. In order to be eligible for the honesty penalty reduction:

- A student must turn themselves in within 48 hours of the incident.
- A student must turn themselves in before the district obtains any information regarding the incident.
- A student is ineligible for this penalty reduction if there is a police report or any involvement of a police department.
- A student may only receive this penalty reduction once during their high school career and must be used in relation to their first code violation.

**Notes: School authorities are defined as an advisor, coach, or member of school administration.*

***The honesty penalty reduction may not be used to reduce a violation following the two-year no violation clause described above.*

Felony Charges

Any student charged with a felony will be removed from all Co-Curricular Activities immediately upon being charged. Students who are convicted of a felony in either adult or the juvenile court will be banned from activities for the entirety of their high school career. Students not convicted or found not guilty will be placed back on their previous level of eligibility once all proceedings have been completed.

Detentions and Classroom Obligations

It is expected that all students participating in Co-Curricular Activities will meet all classroom obligations including tutoring and/or detentions with their classroom teachers and administration prior to practices or competitions. Failure to do so will void a student's eligibility for that day.

F. PROCEDURES

Process for Determining Violation of Rules

- Any complaint/referral concerning a violation shall be made in writing and signed by an adult who is not a student at Elcho High School and/or by a police report and/or by a published newspaper account to the Building Principal, Activities Director, or their designee.
- The Activities Director and/or Principal will investigate the referral and give the student involved an opportunity to present a response.
- If it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty, and written notification will be mailed to the home address.

- Suspension takes effect at the time that the oral notification is given to the student or written notification is mailed to his/her address of record, whichever is first.
- The Activities Director will inform the parents/guardian of the decision.

G. APPEALS PROCESS

Right to Appeal

- Any student who has been suspended from participating in any group activity by the Activities Director or administration as a result of a code violation has the right to appeal the penalty and/or the violation.
- All students who have been suspended from participation because of a code violation will not be allowed to participate in any group activities, competitions/performances until the final disposition of the appeals process.

Step I

- The student and his/her parents/guardians will have 11 school days from the time the Activities Director/High School Administration sends the student the suspension letter, to appeal to the Principal and to state in writing the reason(s) why he/she believes the penalty is too severe or that he/she is not guilty of any violation.
- The Principal shall render a decision, in writing, within five school days after a meeting with the student and his/her parents/guardians.

Step II

- If the student and his/her parents/guardians are not satisfied with the Principal's decision, they can appeal the decision to the School District Superintendent within 10 days of the Principal's decision.
- The student shall submit a written rationale to the School District Superintendent stating his/her case.
- The School District Superintendent shall meet with the student and his/her parents/guardians. Within five days after this hearing, the School District Administrator/Superintendent shall render a decision.

Step III

- If the student and his/her parent(s) or guardian(s) are not satisfied with the Superintendent's decision, they can appeal the decision to the School Board within 10 days of the Superintendent's decision.
- The student shall submit a written rationale to the School Board stating his/her case.
- The School Board shall meet with the student and his/her parents/guardian as soon as the body can be assembled (not to exceed 20 school days).
- After the meeting, the School Board will render a decision within five school days. The decision of the School Board shall be binding on all parties involved.

Signed copies of this policy will be placed on file with the Activities Director and/or school Principal. Students should read all items and ask for clarification by the coach or advisor for any items not understood. This policy will be in effect for 365 days from the date of signing. Coaches or advisors have the right to impose additional regulations for their activity's code of conduct above and beyond this policy and will be reviewed annually by the Activities Director and/or Principal.

1st Reading, December 20, 2023

2nd Reading & Adoption: January 24, 2024

Grade Check Dates 2023-2024

<u>Student Due Date</u>	<u>Teacher Due Date & Official Check</u>
Grade Check 1 - Friday 09/22/23	Monday 9/25/23 by 7:30 a.m.
Grade Check 2 - Friday 10/13/23	Monday 10/16/23 by 7:30 a.m.
Grade Check 3 -Thursday 11/02/23 *End of Quarter 1*	Monday 11/06/23 by 7:30 a.m.
Grade Check 4 - Friday 12/01/23	Monday 12/04/23 by 7:30 a.m.
Grade Check 5 - Friday 12/22/23	Friday 12/22/23 before leaving for break
Grade Check 6 -Friday 1/18/24 *End of Quarter 2/Semester 1*	Monday 1/22/24 by 7:30 a.m.
Grade Check 7 - Friday 02/09/24	Monday 02/12/24 by 7:30 a.m.
Grade Check 8 - Friday 03/01/24	Monday 03/04/24 by 7:30 a.m.
Grade Check 9 - Friday 03/22/24 *End of Quarter 3*	Tuesday 04/02/24 by 7:30 a.m.
Grade Check 10 - Friday 04/19/24	Monday 04/22/24 by 7:30 a.m.
Grade Check 11 - Friday 05/10/24	Monday 05/13/24 by 7:30 a.m.
Grade Check 12 - Friday 05/31/24 *End of Quarter 4/Semester 2*	Monday 06/03/24 by 3:30 p.m. All grades are to be posted/verified before teachers leave for the summer.

*All grade check dates are subject to change by administration based on changes to the school calendar.