

SCHOOL DISTRICT OF ARCADIA
CO-CURRICULAR CODE
GRADES 6-12
Approved August 2003

PHILOSOPHY

The Co-Curricular code is a privilege open to all students who wish to become involved, and who are willing to abide by the rules and regulations set forth by the State Association, the Board of Education, and the Co-Curricular Code. The program is designed to teach the values of a sound body, self reliance, co-operation, sportsmanship, good citizenship, and to give the best competition we can offer those we compete against. It should provide each student the privilege to develop both mind and body to their fullest extent, and should be implemented by qualified staff personnel.

OBJECTIVES

1. To develop within the student a personal pride and sense of accomplishment in his or her abilities and that of his/her peer group.
2. To develop within the student the determination and dedication necessary to complete his or her chosen goals.
3. To develop the self discipline necessary to succeed in life.
4. To develop good citizenship and lasting friendships.
5. To develop cooperation and a willingness to place the good of the group before the desire of the individual.
6. To develop a competitive spirit necessary to succeed in life.

LIST OF CO-CURRICULAR ACTIVITIES

Group A – will consist of all WIAA athletics at the high school level – Golf, Football, Cross-Country, Volleyball, Basketball, Wrestling, Gymnastics, Softball, Track, Baseball

Group B – Will consist of all clubs/organizations that represent our school – A-Club, FBLA, Forensics, Student Council, Academic Decathlon, FFA, Librarians Club, VICA, Class Officers, FCCLA, Masquers, Foreign Language Club, Spanish Club, Cheerleading, Poms, National Honor Society, Band & Choir Competitions and Trips, and all other events and clubs where our students represent our school outside the classroom.

PERFORMANCE ENHANCING DRUGS

The Arcadia School District regards performance enhancement drugs to be dangerous in nature and does not promote the use of such substances. In order to minimize the health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance purposes (e.g. creatine, androstenedione, etc.).

TEAM TRAVEL

All athletes will travel to and from athletic contests in the transportation provided by the school. A coach may grant permission to an athlete to ride home with his/her parents/guardians or an adult designated by the parent or guardian. This permission can only be given person to person with the parent at the contest or prior to the contest. **DUE TO VERIFICATION DIFFICULTIES, NO NOTES WILL BE ACCEPTED.** (Board of Education Policy 3085)

PARTICIPATION RESPONSIBILITIES

1. Group A

It is required that the athlete observes the following WIAA and the School District of Arcadia eligibility rules:

- A. The student must be enrolled in the Arcadia School District.
- B. The participant cannot become 19 years of age before August 1.
- C. A student cannot participate in practice or contests until the school has the following items on file in the office:
 - 1) parental/guardian permission/physical fitness card as determined by a licensed physician,
 - 2) waiver of insurance or payment of insurance, and
 - 3) signed agreement to Co-Curricular code signature page and medical information sheet.
- D. The athlete is ineligible after attending 8 semesters and may not participate in a sport for more than 4 seasons while enrolled in grades 9-12.

Group B

- A. Signed Co-Curricular Code
- B. Follow the induction or joining requirements as set forth by each activity or group.

- 2. A student must attend school the entire day in order to participate in an athletic contest or practice on that day. Absences due to an emergency, extenuating circumstances, or excused in advance by the Principal or Athletic Director may be accepted. A student may not participate in **PRACTICE OR A GAME** if he/she was absent from school because of illness for any portion of that day.
- 3. Theft or possession of unauthorized equipment will result in a suspension. The length of the suspension will be determined by the Athletic Director. (Board of Education Policy 3010)
- 4. Any athlete who is expelled or suspended in or out of school shall be ineligible for all athletic participation, including practices, during the period of suspension or expulsion. They shall be eligible for athletic competition when they are readmitted to school, unless the reason for suspension or expulsion involved a violation of the athletic code.
- 5. The Co-Curricular Code is a minimal standard for all athletes to meet. Head coaches have the prerogative to establish rules within their respective sports over and above these standards. These rules must be made known to the athlete and have the approval of the Athletic Director. **A written copy of these rules and standards must be submitted to the Athletic Director and Principal by the coach or the advisor.**
- 6. On days of competition or field trips involving early dismissal or absences, the student/athlete is responsible to make up any work missed. The athlete will not have any extra time to complete his or her work.

SCHOLASTIC ELIGIBILITY

All students covered by the Co-Curricular Code shall be scholastically evaluated at the end of each quarter. The quarter grade will be used to determine eligibility. An academic ineligibility penalty that would include any part of the WIAA Tournament series will not result in being out for the entire tournament series. They will be allowed back to participate after the ineligibility period has been completed.

1. **Group A Standard:** In order to be eligible for athletics at Arcadia High School, an athlete must be passing a minimum of six classes. A student who receives two or more failing quarter grades shall be ineligible to participate in all athletic contests for three weeks - 15 school days and nights. Ineligibility begins the first day of the next quarter. After fifteen school days, the student must provide written verification to the coach and/or Athletic Director that he/she has improved the grade(s) to an acceptable level before becoming eligible. Students receiving three or more failing grades are ineligible until the next grading period.
2. **Spring/Summer Sports/Ensuing Fall Sports:** After the close of school, athletic seasons are considered an extension of the fourth quarter. An athlete who does not meet the academic eligibility requirements after the fourth quarter shall be...
 - a. **Summer Athletes:** Ineligible for all athletic contests for 21 consecutive calendar days. Ineligibility begins with the first day after the completion of the fourth quarter. There will be no fall penalty for a summer athlete.
 - b. **Fall Athletes** with no summer baseball or post academic year competition: If the student does not participate in summer sports/post academic year competition or summer school, the athlete will be required to sit a portion of the fall sports season.
 1. If classes begin prior to the first date of competition, the student will be ineligible for 15 scheduled school days and nights.
 2. If the earliest allowed competition is before the first day of class, the student will be ineligible for the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of contests allowed in a sport (rounded up if 1/3 results in a fraction).
3. **Incomplete Grades:** If a student receives two or more incomplete grades for a quarter he or she is ineligible to compete in all athletic contests until the incomplete grade(s) are satisfactorily made up. Once a student reduces his/her incompletes to one or less, he/she will be eligible to practice and compete.
4. **Middle School Standard:** Students must be passing all of their classes. A student who receives a failing mid-quarter, quarter, mid-trimester, or trimester grade shall be ineligible for five (5) school days. After five school days, the student must provide written verification to the coach, and/or Athletic Director, and/ or Dean of Students that he/she has improved their grade(s) to an acceptable level before becoming eligible.
5. **Group B Standard:** The advisor of “Group B” activities may establish academic eligibility requirements, however they must not exceed “Group A” standards unless approved by the Principal.

EQUIPMENT

Equipment provided by the school district is for the protection and benefit of those who compete. Charges will be made to the student in proportion to the condition of the piece of equipment that is lost, stolen, or intentionally misused causing it to be repaired or replaced.

If a student does not return to the coach equipment issued to them, they will pay for that equipment. Students may not participate in any other sporting event or practice until the above responsibilities have been met.

CODE OF CONDUCT

The School District of Arcadia has adopted the following rules and consequences for violation of these rules. Violations during the summer will be applied to a summer activity (regular season or WIAA tournament series) or will carry over to the following school year.

Any student subject to this code shall not possess, use, or consume cigarettes, cigars, or any form of tobacco; use of enhancement drugs; violate any of the Wisconsin Criminal Statutes in the following chapters: Chp. 125 Alcohol Beverage; Chp. 961 Controlled Substance Act; Chp. 938 Crimes Against Children; Chp. 939 Crimes-General Provisions; 940 Against Life & Body; Chp. 941 Crimes Against Health & Safety; Chp. 943 Crimes Against Property; chp. 944 Sexual Morality; Chp. 945 Gambling; Chp. 946 Crimes Against Government; Chp. 947 Disorderly Conduct; Chp. 948 Crimes Against Animals. They shall not violate Wisconsin Traffic Statutes 346.63 Operate under Influence of Intoxicant/Other Drug; 346.63(2M) Absolute Sobriety; 346.93 Minor Transport; 346.935 Open Intoxicants by Driver/Occupant. Further, they shall not be in violation of any municipal, county ordinance or laws of other jurisdictions in conformity with the previous listed statutes. Consequences for a violation of the above are listed below.

1. **First Offense:**

Group A –

- a. Suspension for 20% of that season.
- b. Mandatory meeting with the parents/guardian, athlete and Athletic Director.
- c. Athlete is expected to practice with the team.
- d. Athlete may NOT wear their uniform to the game.
- e. If the coach approves, the athlete may sit with the team in street clothes during the game and may travel with the team to away competitions.
- f. Any suspension resulting in missing any portion of the WIAA tournament series will result in automatically being ineligible for the entire WIAA tournament series. (WIAA Rule)

Group B –

- a. Referral and participation in the R.A.P. (Raider Assistance Program)
- b. The advisor of “Group B” activities may establish step on consequences, however they must be preapproved and on file with the Principal.

2. **Second Offense:**

Group A –

- a. Suspension for one complete athletic season. If the violation occurs during a season, the athlete will be suspended for the remainder of that season and for a percentage of their next sport season.
- b. Any suspension resulting in missing any portion of the WIAA tournament series will result in automatically being ineligible for the entire WIAA tournament series. (WIAA Rule)
- c. Mandatory meeting with the parents/guardian, athlete and Athletic Director.
- d. Coaches discretion whether or not the athlete is allowed to practice during the suspension.
- e. Athlete may NOT wear their uniform to the game.
- f. If the coach approves, the athlete may sit with the team in street clothes during the game and may travel with the team to away competitions.

Alternative to Second Offense: A suspension reduction for one-half of an athletic season will be implemented by completing a Drug/Alcohol assessment/educational program through an agency approved by the high school AODA Coordinator and paid for at the athlete's expense. Reduction of the suspension is contingent upon successful completion of any programming or recommendation resulting from the program. If the program is not successfully completed, the full suspension will be reinstated.

Group B- (Second Offense)

- a. Assessment/Educational program through an agency approved by the high school AODA Coordinator at the student's expense.
- b. Programming must be completed with evaluation/completion reports prior to reinstatement of eligibility.
- c. The advisor of "Group B" activities may establish step two consequences, however they must be preapproved and on file with the Principal.

3. **Third Offense or Ensuing Offenses:**

Group A –

- a. Loss of eligibility to compete interscholastically for one calendar year from the time of suspension
- b. Any suspension resulting in missing any portion of the WIAA tournament series will result in automatically being ineligible for the entire WIAA tournament series. (WIAA Rule)
- c. Mandatory meeting with the parents/guardian, athlete and Athletic Director.

Group B –

- a. Suspension for one calendar year and mandatory assessment.

4. **Other Considerations**

A. Present But Not Consuming: If a student is present, but not consuming where controlled substances are being consumed, he or she is demonstrating conduct unacceptable for athletes. Any student present, but not consuming, will be...

1. Suspended from one contest for the first offense. The suspension shall be at the next immediate contest, and the student shall attend, but not participate in that contest. Any suspension resulting in missing any portion of the WIAA tournament series will result in automatically being ineligible for the entire WIAA tournament series. (WIAA Rule)
2. A student present but not consuming after any previous conduct violations (not academic), will be suspended 20% of an athletic season. Any suspension resulting in missing any portion of the WIAA tournament series will result in automatically being ineligible for the entire WIAA tournament series. (WIAA Rule)

An exception will be made if the student is with his/her parents. If a student leaves at the first opportunity where underage/illegal activity is occurring and if the student reports the incident to the Athletic Director and/or Principal at the first opportunity that school is in session and the student is present.

B. Transition from Junior High to High School:

Middle school offenses will not be carried over to the senior high school, unless they occurred during the summer prior to the ninth grade or if an appealed decision is pending.

C. Self-Referral Component:

When a student self-refers, the school district will only deal with the student who is self-referring himself or herself. The procedure to report other student violations will be followed according to the code procedures outlined in this guide. If a student self-refers the consequence for the offense will be reduced by one-half if it involves a suspension.

Timeline for a Self-Referral: The student must report to the Athletic Director or the Principal at the first opportunity that the school is in session and the student is present after the code violation.

D. Students in Both Group “A” and Group “B” – Group A consequences will take precedent.

Chart of Suspension Percentages:

Games	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
20%	1	1	1	1	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	5	5
50%	1	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13

VOLUNTARY ASSISTANCE PROGRAM

A student/athlete who voluntarily seeks help from a teacher, coach, counselor, administrator, or athletic director will be referred to the Guidance Counselor and or the AODA Coordination. They will see that the student/athlete is placed in the school district's Student Assistance Program.

While voluntary assistance is being sought, no punitive penalty will be enforced. The student/athlete will sign a statement indicating step one of the Athletic Code will be passed by to step two should another violation of the Code occur.

Should an additional report of an Co-Curricular Code violation be brought by a reliable source to the school authorities within one week of the admission of a drug/alcohol problem, the student/athlete will be in violation of the Co-Curricular Code. In like manner, should the student/athlete fail to complete the Student Assistance Program, he/she will also be in violation of the Code.

ARCADIA CO-CURRICULAR COUNCIL

The Co-Curricular Council shall consist of five (5) members of the school district, three (3) staff personnel, four (4) members of the student body (Class Presidents), and the high school Principal. The Athletic Director will nominate qualified representatives from as many areas of the school district as possible. The Co-Curricular Council must be approved annually by the Board of Education.

The Co-Curricular Council shall rule on violations only after the Athletic Director has set forth a ruling on the alleged violation and such ruling is unsatisfactory to the accused.

REPORTING VIOLATIONS

A responsible person witnessing a violation of the athletic code shall be encouraged to present in writing to the A.D., or Principal, within two weeks of the alleged violation, the time, place, and act of violation. **Anonymous letters will not be considered.** However, newspaper accounts or reports from police or social service agencies which implicate a student athlete as having violated the Co-Curricular code shall be considered as a valid report at any time and shall cause the investigatory process to be initiated. Any student accused of an Co-Curricular code violation will meet with the Athletic Director and Principal to discuss the alleged violation.

PROCEDURES FOR INVESTIGATING CODE VIOLATIONS

The athletic director and/or principal will meet and inform the student of the charge. The following procedure will be followed:

1. Student will be offered to have a parent present. If yes, the parental contact will be attempted by phone at home or at work
2. The Principal or Athletic Director will inform the student of the alleged incident and all specifics – time, place, etc.
3. The Principal or Athletic Director will ask the student “Did you violate the Co-Curricular Code?”
4. The Athletic Director or Principal will render a decision whether a code violation occurred.
5. The student’s parents will be notified of the Athletic Director’s or Principal’s decision.
6. The student will have two options.
 - a. Accept the prescribed punishment.
 - b. Appeal the case to the Co-Curricular Council for a hearing.

APPEAL PROCESS

Students who have been punished under the policies of this code may appeal the decision to a higher authority. **All penalties shall be stayed through the appeal process.** If the decision is reversed at any point, the student will be reinstated immediately following the conclusion of the appeal. The following steps are to be taken in said order:

1. Appeal to the Co-Curricular Council

If the student is not satisfied with the decision of the Athletic Director or Principal, he/she may file a grievance in written form with the Athletic Director within two (2) school days after the decision is rendered. Within three (3) school days after receipt of the written grievance, the Athletic Director, Principal, student and his/her representative and will make an effort to resolve the grievance. After hearing both sides, the Co-Curricular Council will discuss the information and vote on whether to uphold or overturn the alleged violation.

2. Appeal to the Superintendent:

If the student is not satisfied with the decision of the Co-Curricular Council, he/she may file a grievance in written form with the Superintendent within three (3) school days after the Co-Curricular decision is rendered. Within three (3) school days after the receipt of the written grievance, the Superintendent shall meet with the student and his/her representative and an effort to resolve the grievance. If needed, the Superintendent will have one (1) school day to make the final decision after all information is gathered.

3. If the student is not satisfied with the decision of the Superintendent, he/she may file the grievance in written form with the Board of Education within three (3) school days after the decision rendered by the Superintendent. The Board of Education will meet in executive session at its next regularly scheduled meeting (if proper notification time has been given for agenda and press release time) to consider said grievance. The student may appear with his/her representative before the Board of Education and be heard. The board shall state its decision in writing within ten (10) days of said meeting.

FLAGRANT OR UNSPORTSMANLIKE CONDUCT

A student disqualified from a contest for flagrant or unsportsmanlike conduct is suspended from interscholastic competition for no less than the next competitive event (but not less than one complete game or meet). An unsportsmanlike ineligibility penalty that would include any part of the WIAA tournament series will not result in being out for the whole tournament series. They will be allowed back to participate after ineligibility has been completed. The only way to be out of the tournament series is if it is an individual sport or if the team is eliminated.