

**Green Bay Area School  
District  
Co-Curricular  
Code of Conduct Handbook**

2014- 2015 School Year

# Overview of Co-Curricular Code Philosophy (pg.3)

- Activities are an integral part of the educational process
- Participation carries with it expectations and responsibilities! It is a privilege, not a right to participate.
- We expect students to be a credit to themselves, their family, schools and community.
- Statistics show that students who participate have a higher GPA, a lower truancy rate and have less behavior referrals.

# Overview of Co-Curricular Code

## Goals (pg.3)

- To teach attitudes of responsibility, cooperation and sportsmanship
- Provide opportunities for learning self-discipline, loyalty, team play, personal pride, respect for others
- Encourage all participants to reach their potential
- Develop a sense of connectedness to school

# Overview of Co-Curricular Code

## Purpose of a Co-Curricular Code (pg.3)

- Establish clear and consistent academic and behavioral expectations for students to follow when participating in school district co-curricular opportunities
- Inform the students and parent(s)/guardian(s) of the consequences that will occur for rules violations

# Overview of Co-Curricular Code

## Definition of Co-Curricular Activities (pg. 3-4)

- Co-curricular activities include any school related organized activity that is offered outside of the academic class requirements
- Co-curricular activities for grades 6-12 are divided into three (3) categories including
  - Category 1 – Athletics
  - Category 2 – Performance-Based, Competitive, & Leadership Activities
  - Category 3 – Service Clubs & Special Interest Groups
- The activities that are classroom related in which a grade is attached, are not included in this code

# Overview of Co-Curricular Code

## Participant Requirements (pg. 4)

- All Co-Curricular Activities – Students must complete the Activities Eligibility Form.
- Athletics only – The student must have a physical and/or the alternate year card.
- Athletics only – Bellin HIPPA form - signed once during their high school career

# Overview of Co-Curricular Code

## Categories of Activities – Category 1 (pg. 4-5)

- WIAA high school sponsored athletics

# Overview of Co-Curricular Code

## Categories of Activities – Category 2 (pg. 5)

These are activities that are competitive in nature, require tryouts, or have a defined selection process.

- Examples include but not limited to: Badger Girls/Boys, Cheerleading, Dance, DECA, FBLA, FFA, Forensics, HOSA, Jazz Band, Mock Trial, Musicals, Plays, Show Choir, Swing Choir, Student Council, Lacrosse, and Bowling.



# Overview of Co-Curricular Code

## Categories of Activities – Category 3 (pg. 5)

Clubs and special interest groups are defined as those activities generated by student and/or staff interest. Students participate on a voluntary basis and are not involved in public performances.

- Examples include but are not limited to Art Club, Chess Club, Diversity Club, Environmental Club, Future Teachers of America, Intramurals, and Link Crew.

# Academic Expectations

(pg. 5)

- The academic eligibility standard of Green Bay Area Public School District is that a student **cannot have more than one failing grade** to be eligible to participate in any co-curricular activity.
- This standard is applied when six-week grade reports are issued and again at the end of each semester, when the permanent semester grades are issued.

# Academic Expectations

## High School – Six Week Grade Reports (pg. 7)

- The student is ineligible to participate in games, contests or public events for one week beginning on the Monday\* following the posting of the grades and ending on the following Monday\*.
- If, after one week, the student fails to meet the eligibility standard in all subjects, the student is ineligible to participate until the next Monday\*. Each Monday\*, the student will have another opportunity to gain his/her eligibility.
- The school will provide a form, which the student will complete and give to the Activities Office to determine eligibility.

# Academic Expectations

## High School – 1<sup>st</sup> Semester Grades (pg. 7)

- The student is ineligible to participate in games, contests or public events for a period of 15 consecutive school days and nights if the student has more than one failing grade (two F's) or Incomplete.
- The 15 school days will begin the Monday\* following the posting of the grades by the high school office.
- If, after the 15-day period the student fails to meet the eligibility standard in all subjects, the student is ineligible to participate until the next Monday\*. Each Monday\*, the student will have another opportunity to gain his/her eligibility.

# Academic Expectations

## High School – 2nd Semester Grades (pg. 7)

- For fall sports and activities that begin competition before the opening day of school, the second semester grades from the previous school year are used to determine eligibility.
- The period of ineligibility shall be lesser of 21 consecutive calendar days from the date when the first contest can be scheduled or one-third of the games/meets/events allowed in the sport/activity.
- If, after the ineligibility period the student fails to meet the eligibility standard in all subjects, the student is ineligible to participate until the next Monday\*. Each Monday\*, the student will have another opportunity to gain his/her eligibility.

# Academic Expectations

## Information

- Posting of Grades – Definitions (pg. 8)
- Regaining Eligibility with Summer School Courses – How? (pg. 6)
- Incompletes – Definition (pg. 8)
- Infinite Campus (IC)– This internet tool is available at all middle and high school parents to monitor student's grades and information

# Attendance Expectations

(pg. 8-9)

- A student must be in school for the entire day on the day of a contest, performance, and competitive event in which he/she is going to participate.
- A student must be in school the last one-half of the day in order to participate in practice.

# Attendance Expectations

## Information (pg. 9-10)

- Unexcused Absences - Consequences
- Suspensions: In-School & Out-of-School - Consequences
- Scheduling Conflicts - Guidelines
- Classroom Absences Due to a Scheduled Contest, Event, or Performance – Guidelines
- Excused Absences - Definition



# Behavioral Expectations

## Conduct Unbecoming a Co-curricular Participant (pg. 10-11)

- Students choosing to participate in co-curricular activities agree to act in a manner that positively represents themselves, their team/group, the school and the district. Participation in co-curricular activities is a privilege, not a right.

# Behavioral Expectations

## Conduct Unbecoming Examples (pg. 11)

- Stealing in or out of school
- Flagrant misbehavior in class/school
- Disrespectful attitude toward school personnel (i.e. insubordination, repeated referrals)
- Conduct which adversely affects and impedes the safe and effective management of the school environment and its occupants, including disorderly conduct as defined by state law

# Behavioral Expectations

## Conduct Unbecoming Examples (pg. 11)

- Bullying, harassment or hazing
- Acts of vandalism
- Representation of themselves or others, inappropriately or unlawfully on the Internet. This would include blog sites, on-line profiles, instant messaging, etc.
- Conduct contrary to the ideals, principles and standards of the Green Bay Area Public School District, the Fox River Classic Conference, and the Wisconsin Interscholastic Athletic Association, including but not limited to, criminal behavior.

# Behavioral Expectations

## Conduct Unbecoming-Consequences (pg. 13)

- A student who violates this section of the code the first time, may be provided latitude by the Activities Director, up to and including a minimum 25% suspension from contests or performances. A student violating this section of the code a second time, may be provided latitude by the Activities Director, up to and including a minimum 50% suspension from contests or performances.
- The administration reserves the right to impose a greater penalty as deemed appropriate to the severity of the infraction.

# Behavioral Expectations

## Alcohol, Drug & Tobacco Policies (pg. 11)

- Selling, purchase, possession, or the consumption of alcoholic beverages (This includes non-alcoholic beer or an intoxicant look-a-like)
- Selling, purchase, possession, or the consumption of illegal drugs, controlled substances, street drugs, look-a-like drugs and banned performance-enhancing substances
- Purchase or possession of drug paraphernalia
- Selling, purchase, possession, or use of all tobacco products, tobacco-like products, nicotine products, or alternative smoking products (including e-cigarettes)
- Hosting, sponsoring, organizing, or otherwise arranging a party or gathering at which alcohol, drugs, or look-a-likes are being used/consumed or offered to minors

# Behavioral Expectations

## Consequences for Violations of Alcohol, Drug & Tobacco Policies – Category 1 (pg. 14)

### First Violation:

Suspension from playing 25% of a season's contests/schedule.

### Second Violation:

Suspension from playing 50% of a season's contests/schedule and successfully complete an approved educational counseling, assistance, and/or assessment program and follow through with the recommendations before they are eligible for reinstatement.

# Behavioral Expectations

## Consequences for Violations of Alcohol, Drug & Tobacco Policies – Category 1 (pg. 14)

### Third Violation:

The student athlete will be immediately suspended for one calendar year from date of violation and successfully complete an approved educational counseling, assistance, and/or assessment program and follow through with the recommendations before they are eligible for reinstatement.

### Fourth Violation:

The student athlete will be suspended from category 1 - athletics for the remainder of his/her high school career.

# Behavioral Expectations

## Consequences for Violations of Alcohol, Drug & Tobacco Policies – Category 2 (pg. 14-15)

### First Violation:

Student participants may choose either (a) or (b) as listed below:

- a. Suspension from participating in 25% of an activity's contests/performances. If the activity has more than one performance/contest in a day, the suspension is for the whole day of the scheduled event.
- b. Suspension from participating until Twenty-five hours of community service. This plan needs to be approved and on file in the office of the Activities Director for the student to continue in Category 2 activities.



# Behavioral Expectations

## Consequences for Violations of Alcohol, Drug & Tobacco Policies – Category 2 (pg. 15)

### Second Violation:

Suspension from participating in 50% of the activities contests/events scheduled which the student is in at the time of the violation. If the activity has more than one performance/contest in a day, the suspension is for the whole day of the scheduled event.

### Third Violation:

The student will be suspended for one calendar year, from date of violation. He/she is also required to successfully complete an approved educational counseling, assistance, and/or assessment program and follow through with the recommendations before being eligible for reinstatement.

### Fourth Violation:

The student will be suspended from for the remainder of his/her high school career from Category 2 activities.

# Behavioral Expectations

## Consequences for Violations of Alcohol, Drug & Tobacco Policies – Category 3 (pg. 15)

A student participating in any category 3 activities will be expected to comply with the academic, attendance, and behavioral expectations as listed as part of the co-curricular code. In order to be eligible to participate, a student must be in good standing, exhibit proper school behavior, and have no school violations. A student who violates stated rules is subject to removal from the activity as deemed appropriate by the activity advisor and/or the Activity Director. The advisor and/or the Activity Director will make all eligibility determinations.

# Behavioral Expectations

## Mere Presence Policy (pg. 12)

- This rule prohibit students from being in settings (under-age parties) where alcohol, tobacco or other drugs are present.

# Behavioral Expectations

## Mere Presence-Consequences (pg. 15-16)

### First Violation: (New this year)

Suspension from playing until 15 hours of community service are completed

### Second Violation:

Suspension from playing 25% of a season's contests/schedule.

### Third Violation:

Suspension from playing 50% of a season's contests/schedule.

### Fourth Violation:

The student will be suspended for one calendar year, from date of violation.

### Fifth Violation:

The student will be suspended from for the remainder of his/her high school career from activities.

# Behavioral Expectations

## Hosting or Supplying (pg. 16)

- A student who has a gathering at his/her home/property or supplies Alcohol/Drug items will be given a penalty at the next highest level above the level he/she would normally receive. **Example:** If a student hosts a party and it was his/her first violation, since the party was at his/her home/property, she/he would be given a violation as his/her second offense
- A student who hosts/supplies may not use the honesty penalty reduction.

# Behavioral Expectations

## Cumulative Penalties (pg. 16)

Middle school violations will not carry over to his/her high school years. High school violations will be cumulative over a student's high school career.

# Behavioral Expectations

## Simultaneous Consequences (pg. 16)

- If a student is participating in more than one co-curricular at a time in categories 1, 2, and 3, the full consequences will apply to each activity in all categories he/she are currently involved.
- Consequences for category 1-athletics will apply immediately if in season, if out of season he/she will apply upon the start of the next sports season. Consequences for categories 2 and 3 are for only those that students are currently participating in.

# Reduction of Penalties

## Self Reporting Policy (pg. 16)

- There is an incentive for coming forward and admitting a violation of the code. Students in all Category 1 and 2 co-curriculars who self-report within 24 hours or by the end of the next student school day to school authorities and/or their coach/advisor, and who are truthful **shall receive a 10% of the season/activity suspension (new)** in lieu of the 25% suspension from all category 1 and 2 co-curriculars that they are currently involved in at the time of the incident. This self-reporting must occur before school authorities have started an investigation of a possible code violation.
- A student may receive this penalty reduction only once during his/her middle school career and once during his/her high school career, and it must be used in connection with the first violation.



# Reduction of Penalties

## Student Assistance Plan (pg. 17-18)

- If a student agrees to participate in an educational counseling, assistance, and/or screening program and follows through with the recommendations, the period of suspension shall be reduced by 50% from the original Alcohol, Drug, and Tobacco suspension.
- A copy of the planned assessment and supporting documentation of progress made must be made available Activities Director prior to reinstatement.
- Students may use this for a penalty reduction only once during his/her middle school experience and once during high school.

# Appeal Process

## First Level Appeal – Principal (pg. 17)

### Basis for Appeal:

- a. The interpretation and application of the Code was incorrect
- b. A factual dispute exists as to the underlying facts that form the basis of the consequence
- c. The investigation into the alleged violation was not consistent with due process

### Appeal Process:

The student, parent(s) or guardian(s) may request an appeal if he/she disagrees with a decision made by the Activities Director. The appeal must be directed to the Principal within five (5) school days of the initial decision.

# Appeal Process

## Second Level Appeal – Co-curricular Council (pg. 18)

### Basis for Appeal:

A student, parent or guardian may submit an appeal of the imposed consequence on the basis that due process was not afforded at the First Level of the Appeal

### Appeal Process:

The student, parent(s) or guardian(s) may appeal in writing if he/she disagrees with a decision made by the Principal. The appeal must be directed to the Co-curricular Council within five (5) school days of the initial decision.

# Appeal Process

## Third Level Appeal – Associate Superintendent (pg. 18)

### Basis for Appeal:

- a. Facts or evidence exist that were not considered by the Activities Director, Principal, or Co-curricular Council
- b. Due process was not afforded at the Second Level of Appeal

### Appeal Process:

The student and/or parent/guardian may appeal in writing within five school days after receiving a copy of the decision of the Co-curricular Council to the Associate Superintendent overseeing athletics and co-curriculars.

# General Information

(pg. 19-20)

- Awards
- Coach/Advisor Expectations
- Dropping out of a Co-Curricular Activity
- Equipment
- Practice
- Selection
- Travel

# General Information

(pg. 21-31)

- Appendix A – Suspension Penalty Chart
- Appendix B – WIAA Eligibility Bulletin
- Appendix C – Example of an Academic Eligibility Form
- Appendix D – Concussion Information

Questions?

