



**PK – 12  
Co-Curricular  
Handbook**

2022-2023

(Revised July 2022)

**Algoma School District**  
**PK – 12**

**CONDUCT CODE FOR CO-CURRICULAR ACTIVITIES**

**PHILOSOPHY**

An individual's total education extends beyond the classroom. The purpose of an effective co-curricular program must be to provide each student with opportunities for emotional, cultural, mental, physical and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

**Non Discrimination Policy**

The School District of Algoma is committed to equal educational opportunity for all students in the district. It is the policy of the School District of Algoma that no person, on the basis of sex, race, color, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability or learning disability/handicap or homeless status, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. For more details, see p.9 of Algoma School District's Student Series (400) policies, specifically policy 411.

**OBJECTIVES**

Those students who participate in a co-curricular activity commit themselves to the following personal goals:

- a primary focus on academic development and attendance;
- the presentation of a positive image through dress and grooming;
- avoidance of any action which would bring embarrassment or disrepute to themselves, their team, or the school;
- development of desirable personal health standards (which includes the avoidance of tobacco of any kind, vaping, alcoholic beverages and illegal drugs and substances);
- development of talents and skills;
- growth of a philosophy which includes sportsmanship and citizenship that contributes to school and community spirit, morale and pride.

**RESPONSIBILITIES**

School officials and parents will work together to foster the development of the young people under their supervision. The primary responsibility of supervision falls on school personnel during the school day and while participating in or attending school activities; supervision will be the responsibility of the parent at all other times. School officials will report violations of school rules to parents. Parents will be expected to report to school officials any inappropriate or unlawful behavior that occurs outside of school, and appropriate plans of action will be developed jointly in an attempt to correct the behavior and avoid further infractions. When appropriate, this may result in the removal of a student from co-curricular participation.

Participation in certain co-curricular activities requires affiliation with state and national organizations. In many cases, these organizations have eligibility and participation requirements based on academic status and conduct as well as specific sanctions for infractions. It is the responsibility of school officials to provide information regarding these requirements and to enforce them. These regulations may require school officials to monitor out-of-school activities of co-curricular participants. The Wisconsin Interscholastic Athletic Association (W.I.A.A.) has very specific requirements regarding the use of alcohol, tobacco and other illegal substances as well as regulations regarding amateur status. These regulations will be enforced for those students participating in co-curricular programs. Furthermore, each head coach/advisor may establish additional, individual expectations for his/her team, club or activity regarding attendance at practice sessions, personal conduct, and personal appearance. These rules must be distributed to students at or before the commencement of the activity and must be on file in the main office. Both students and parents will sign a form indicating understanding of all rules, expectations, and consequences of infractions prior to commencement of the activity.

## CO-CURRICULAR DEFINITION

Co-Curricular activities are defined as those activities outside the classroom that are not an integral part of a course grade or credit earned. The following is a list of athletics and activities governed by the co-curricular code of conduct throughout the twelve-month calendar year:

**A) STUDENT ACTIVITIES:** (An activity is defined as any program/contest/event that is funded by the school or in which the student(s) is a representative of the school and will include but not limited to the following)

National Honor Society	Musical
Art Club	One Act
Bowling Club	Packerland Math Team
Dance Courts (Homecoming, Prom)	Student Council (Class Officers)
Decorating for Dance (Homecoming, Prom)	Ski Club
Destination Imagination	
Forensics	
FBLA	
Jazz Band	

**B) ATHLETICS:**

Baseball	Basketball (Girls/Boys)	Softball
Cross Country (Girls/Boys)	Track (Girls/Boys)	Soccer
Football	Volleyball	

## ELIGIBILITY

**A) ATTENDANCE**

Co-Curricular participation is open to all full-time students enrolled in the Algoma School District. A student is ineligible if he/she has not been enrolled in school by the seventeenth day of a semester or:

- a) A transfer student accompanied by change of residence to the Algoma School District by a parent or guardian becomes eligible at the beginning of the next activity/sport season.

**1. Participation on Days of Absence from School**

- a) **A student must be in class for the full school day on the day of a practice or contest and the day after the contest/activity to be eligible to compete/participate. Absences on the day after a scheduled activity/contest can result in a student losing eligibility for the next scheduled contest/activity. Exceptions may be made for absences resulting from medical or legal appointments or with prior administrative approval.**
2. According to School Board policy, if a student is suspended from school, he/she may not be on the campus or attend any school function for any reason. This applies to all activities/contests (home and away) as well as practices. Students are also not allowed to participate in any athletic practice/activity sessions or contests on the day of an in school suspension. A student may participate on Saturday following a Friday suspension unless the length of the suspension continues into the following week. In addition, students may not participate in contests or events if they have assigned disciplinary consequences that have not been served (i.e. detentions).
3. **All athletic participants are expected to ride to and from all contests in transportation provided by the school and under the guidance of the coach/advisor staff unless special permission is granted by the coach/advisor of the sport or the school administration. Written parental permission must be submitted to the coach/advisor and Principal prior to the event. Extenuating circumstances will be handled by the Athletic Director, and/or Principal. Parents should contact the school well in advance of the event if there are any questions. Relatives and/or friends of the family are not allowed to transport participants.**

#### **4. ACADEMICS**

##### **Students**

A student athlete is primarily responsible for his/her grades. If a student knows they are struggling academically they should take the time needed to improve and seek help when needed. This may mean they voluntarily withdraw from co-curricular activities for a time while they work to improve. It is expected that students will communicate proactively with coaches when they know they are struggling to perform academically. Students must pass all of their classes or be making satisfactory progress towards learning targets in order to participate in co-curricular contests and performances. Algoma High School Middle School students are required to maintain a passing grade in all classes and must have earned no "F's" at the time of grade checks and/or the end of the most recent grading period prior to the start of a particular athletic or activity season. Algoma Venture Academy student's eligibility will be based on maintaining growth in learning targets and eligibility will be declared by the Academy's Lead Educator and/or Principal at the time of grade checks and/or the end of grading periods.

##### **Parents**

After the student, the parents/guardians are responsible for a student's grades. Proactive and responsible parents encourage excellence in the classroom. They will not allow their student to participate in co-curricular activities if they know their student is not performing well academically. It is expected that parents will communicate proactively with coaches when they know their student is struggling to perform academically.

##### **Teachers**

Teachers may communicate concerns about a student to the student, parent, activities director and/or coach of the co-curricular that the student may be currently participating in. Coaches are encouraged to strongly consider the input of teachers when deciding if participation of a student in the co-curricular is in the student's best interest or not.

##### **Activity Director**

The activity director will check grades every three weeks. Any student deemed ineligible at that time will immediately stop participating in all co-curricular contests/performances until the student is deemed eligible. Eligibility is earned by the student bringing the grade(s) up to passing in most circumstances. In exceptional circumstances the grades must be brought up to the satisfaction of the teacher(s), coaches, and AD. Student academic performance at the end of quarters and semesters falls under WIAA requirements for academic eligibility.

##### **Coaches**

Coaches are responsible for monitoring student's grades on a weekly basis. In between the three-week grade checks performed by the AD, coaches have the autonomy to handle academic discipline as they see fit. Non-staff coaches may request grade reports from the AD.

#### **6. DUE PROCESS**

- a) A student and his/her parent or guardian will be advised by the Principal, or Athletic Director of the charges against him or her.
- b) The student and his/her parent or guardian will be given the opportunity to respond to the charges.
- c) The student and his/her parent or guardian will be advised by the Principal, or Athletic Director of any disciplinary action taken as a result of the charges.
- d) Any objections to the disciplinary action should be brought first to the AD, then the principal, and if necessary, the superintendent. If resolution is not achieved, the grievance can then be brought to the school board for resolution.

#### **7 VIOLATIONS AND SANCTIONS:**

A co-curricular program must have some minimum of regulations which are essential for both the protection and well being of a participant and should be of such degree as to insure the survival of an effective school program. Following, therefore, are the published rules, penalties, and enforcement sections of the code as decided and agreed upon by a representative committee composed of students, school board members, coach/advisors, parents, and school administration:

No individual participant shall be permitted to be in possession of, or use alcoholic beverages, tobacco, or any kind of vape, nor shall they be in possession of, involved in the sale of, or use of any illegal drugs or drug paraphernalia. In addition, no athlete shall be involved in any type of unacceptable conduct.

A. **USE OF ALCOHOLIC BEVERAGES, TOBACCO, VAPE, ANABOLIC STEROIDS, MOOD ALTERING CHEMICALS, AND DRUGS**

During the entire year (entire year to be 12 months) a student shall not use, consume, possess, buy, sell, or give away any alcohol, vaping products, tobacco products, anabolic steroids, or any other controlled substance.

1. The investigation of misconduct will involve the head coach/advisor of the participant's activity, the coach/advisor at the level in which the student participates, the participant, and his/her parent(s) or legal guardian, or other persons requested by either the participant his/her parent(s) or legal guardian, or the school district representative(s).
2. The activities director under the supervision of the 7-12 principal will evaluate all evidence and arrive at a decision for the penalty to be assessed.
3. Any appeal, once a penalty has been set should be taken to the building principal, and if needed the school board.

B. **PENALTIES FOR VIOLATION(S)**

1. **First Offense** – The participant will be suspended from participating in 25% of scheduled competitions. Per the WIAA Senior High Handbook, in-season violations of the school code will result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts involving possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES). When the suspension results in a fraction of a game, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 games equals 3 games.) If the violation occurred with less than 25% of the current season remaining, the remainder of the suspension will be carried into any post-season tournament if the athlete would otherwise have been eligible to participate in the postseason tournament contest. In the absence of the post-season tournament, the suspension will be carried into the next season in which the student participates.
  - a. **Tournament Violation** – Violations occurring during post-season tournaments shall result in disqualification from the entire tournament series in that sport as required by Article XXVII, paragraph B-4 in the WIAA Constitution.
  - b. **Regaining Eligibility** – Once the student has served his/her period of suspension, he/she is eligible to once again participate.
  - c. **Loss of Awards** – A student who is suspended for a violation will forfeit any special awards which may have been earned during the season or performance. Should the violation suspension span two sport seasons, the student shall be ineligible for special awards in both seasons. Letter awards earned during the season will be presented to first time offenders who comply with the honesty clause which is stated hereafter. An athlete who violates for the second time in his/her career will not be awarded a letter for the season in which the violation occurred. Furthermore, section 5 article A4 of the Packerland Conference constitution states: “Any athlete suspended for any non-academic athletic code violation from the start of the WIAA season through the All-conference selection date shall be ineligible for an All-Conference award during the season(s) the suspension was served.
  - d. **Continuation as Team Member** - In all cases, suspended students will be required to attend all meetings, practices, and functions as any other student during the period of their suspension.
2. **Second Offense** – For a second violation, a student is suspended from participation in 50% of the contests of the season in which he/she is currently participating. If the violation occurs with less than 50% of the current season remaining, the remainder of the suspension will be carried into any post-season tournament in which the athlete would otherwise have been eligible to participate. In the event this stipulation does not apply or does not fulfill the required number of contests, the suspension will be carried into the next season in which the athlete participates.
3. **Third Offense** – The student will be suspended from all interscholastic athletic activities for a period of 12 months from the date of the third infraction.
4. **Fourth Offense** – The student will no longer be able to participate in the interscholastic athletic program.
5. **Reinstatement after Third or Fourth Offense** - Following the third or fourth offense, a participant may regain eligibility by undergoing treatment in an in-patient rehabilitation program at the student's expense. This is

not only for AODA violations and may include such things as anger management treatment and other rehabilitation services.

Following treatment, a participant may be reinstated upon entering into a written contract with the participant, parent/guardian, principal, athletic director, and Co - curricular Council which indicates a renewed willingness on the part of the participant to adhere to the principles of the Co - Curricular Code. A single violation of that agreement will result in a permanent suspension from participation in the athletic program.

6. Successful Completion of Penalties - In order to erase an athletic penalty, the participant must successfully participate from the first day to the last day of the season. Success will be determined by the coach/advisor of the sport.

### **SCHOOL POLICIES**

7. Any unexcused absence on the day of a contest will prohibit the participant from practicing or playing on that day.
8. **All athletic participants are expected to ride to and from all contests in transportation provided by the school** and under the guidance of the coach/advisor staff unless special permission is granted by the coach/advisor of the sport or the school administration. Written parental permission must be submitted to the coach/advisor and Principal prior to the event. Extenuating circumstances will be handled by the Athletic Director, and/or Principal. Parents should contact the school well in advance of the event if there are any questions. Relatives and/or friends of the family are not allowed to transport participants.

### **C. TRAINING RULES**

1. A student may not practice for, or participate in, interscholastic athletics until the school has written evidence on file in its office attesting to (a) parental permission each school year and (b) current physical fitness as determined by a licensed physician, no less than every other school year with April 1 the earliest date of examination. It is recommended that a student also have dental fitness attested to by a licensed dentist.
2. Proper food and regular sleeping habits are essential to an athlete. Participants are expected to comply with the requirements as set by the coach/advisor of the sport. The coach/advisor is responsible for establishing the penalty if this requirement is not followed.
3. All participants are expected to attend all practice sessions, meetings, and games. Permission must be granted in advance by the head coach/advisor of the sport if a participant is to be excused. Injured athletes who are able to attend practice sessions shall be expected to do so, unless special permission is granted by the head coach/advisor. The coach/advisor of the sport is responsible for establishing the penalty if this requirement is not followed.
4. Once a sports season has started, the switching of participants from one sport to another or participating in two sports within a season (i.e. cheerleading or volleyball) may be done only by mutual agreement of the two coaches/advisors involved.
5. Participants are required to follow additional rules as established by the individual coach/advisor of the sport.

### **D. ENFORCEMENT AND REPORTING OF RULES AND REGULATIONS**

1. Any report of violation of training rules and regulations given to the principal, the athletic director, coach/advisor staff, any member of the faculty, law enforcement official, parent, or reliable source, indicating sufficient evidence will be investigated. The participant will be informed of the alleged violation and the penalty will be assessed as per the Co - Curricular Code. Once the penalty has been assessed, the principal or his designee shall notify the parents of the violation, the date of the violation, the penalty assessed, and any other pertinent information. Notification will be mailed to parents if requested. The AD will make and keep a digital report of the violation.

## **REPORTING**

1. Reports of violations must be made immediately upon knowledge of the violation by a credible source and brought to the attention of the Principal, and/or Athletic Director. The administrator(s) will take one of the following steps:

- a) Review the report to determine its accuracy and seriousness through investigation.
- b) If the administrator makes a determination that the student should be placed on Co-Curricular Suspension, the administrator or designee will notify the student's parents of such action.
- c) Reports of out-of-school violations known by school officials will be made to parents by school authorities.

### **Statement of Insurance**

Students participating in sports are not covered by the district student accident insurance policy. In order to be eligible for benefits, a student must purchase individual coverage prior to the start of the activity. A brochure explaining the benefits and exclusions will be distributed at the co-curricular meetings.

**IMPORTANT REMINDER** – Anyone who is injured during practice/game/performance must report their injury to their coach/advisor and an injury report must be completed and turned into the office within 24 hours of the injury.

### **Participation Fees**

Students participating in co-curricular activities will be assessed a fee based on season and activity, which must be paid prior to the first day of practice, examples are:

Middle School Athletics	\$10.00 per season
High School Athletics	\$15.00 per season

**STUDENT/PARENT CO-CURRICULAR RESPONSIBILITY AGREEMENT**

I wish to participate as a member of an Algoma School district co-curricular activity. I am aware that as a participant I will have certain expectations and codes that I must follow and failure to follow or meet these expectations or code requirements will carry certain consequences, up to and including suspension from participation. I have read and understand this Code of Conduct, as well as the expectations of each coach/advisor and agree to follow all codes/rules/regulations/expectations of any and all sports/activities that I participate in.

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Student Signature.

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Date

We, the undersigned parents/guardians, hereby give permission for \_\_\_\_\_ to participate in Algoma School District Co-Curricular activities. We further understand that this Code of Conduct is binding for any event/activity that they choose to participate in and we will enforce and support all codes/rules/regulations/expectations of the event/activity that they should choose to participate in. We also understand that there is a possibility of injury while participating in events/activities and give permission for their participation with this understanding.

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

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Date

**2021 COVID 19 Addendum**

Algoma School District Co-Curricular activities are subject to COVID 19 policies dictated by the Algoma School District School Board. Any policies applicable to COVID 19, (or any other pandemic), dictated by the school board will be implemented and followed.