

**APPLETON AREA SCHOOL DISTRICT**

**Grade 7-8**

**Co-Curricular Code**

**I. PHILOSOPHY**

The Appleton Area School District (AASD) sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although the co-curricular program is a valuable part of the total educational experience, participation in co-curricular programs is a privilege, and not a right. As such, all participants must abide by all rules and responsibilities, which apply to each co-curricular program in order to continue participation in these activities.

As a privilege, participation in co-curricular activities carries additional responsibilities and expectations. The rules and responsibilities outlined in this code will help to ensure that students serve as a credit to themselves, their parents, their school, and the community.

It is recognized that personal problems can interfere with the health and well being of students and their ability to participate in co-curricular activities. This code therefore includes provisions for support, intervention and referral in order to help students achieve their full potential.

**II. GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION**

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular participation has the following major objectives:

1. To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
2. To help students learn good habits of health, sanitation, and safety.
3. To provide activities that help to create school unity.
4. To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
5. To provide students with opportunities for competition.
6. To provide students with opportunities to place the unit, team, squad, class, and school above personal desires.

**III. DEFINITION OF CO-CURRICULAR ACTIVITIES**

Co-curricular activities include any school related organized activity that is offered outside of academic class requirements. Co-curricular activities for grades 7-12 are divided into five distinct categories. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations, which regulate participation.

**Category 1 - Athletics**

Athletics are governed by the Appleton Area School District co-curricular code.

**ATHLETICS**

**Boys**  
*Fall*  
 Cross Country (7-12)  
 Football (7-12)

**Girls**  
*Fall*  
 Cross Country (7-12)  
 Volleyball (8-12)  
 Softball (7-8)

**Boys**  
*Winter*  
Basketball (7-12)  
Wrestling (7-12)

**Girls**  
*Winter*  
Basketball (7-12)

**Spring**  
Track (7-12)

**Spring**  
Track (7-12)  
Volleyball (7)

### **Category 2 – Competitive Activities**

Activities that are competitive in nature and/or require tryouts are governed by the same code requirements as athletics. Activities included under Category 2 but not limited to the following listing are:

**Activities**  
Forensics (7-12)  
School Musical (7-12)  
Science Drama (7-12)  
Olympiad (7-12)

### **Category 3 – Leadership & Public Recognition Activities**

This category includes those activities that have as their membership representatives elected or appointed to positions of leadership and public recognition. There will be an application or nomination process established by the building administration for these activities. Students in this category are expected to be representative of the values, expectations and ideas espoused by the school.

Students participating in any category 3 activities will be expected to comply with the academic rules, attendance rules, and social behavior and conduct rules listed as part of the co-curricular code. In order to be eligible to participate, students must be in good standing, exhibit proper school behavior, and have no school violations. Students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or the building administration. All eligibility determinations will be made by the advisor and/or the building administration.

Activities included under Category 3 but not limited to the following listing are:

**ACTIVITIES**  
  
Student Council

### **Category 4 - Music Activities**

This activity area is governed by the relationship of classroom enrollment to the requirements for performance as an aspect of grading by the instructor. Behaviors under this category remain under the direction of the building principal and the supervision of the individual classroom instructor. All students participating in the respective activities will adhere to school board policies, school rules, and classroom rules and regulations.

## **Category 5 - Intramural and Interest Clubs**

Interest clubs are defined as those clubs generated by student or staff interest. Students participate on a voluntary basis and are not involved in public performance.

The co-curricular code does not affect student participation in intramurals or interest clubs. Intramurals and interest clubs will be governed by School Board policies, school rules and regulations, and the written intramural or club rules. In cases where disciplinary situations may arise, the advisor will confer with the building administrator to determine appropriate action.

## **IV. ELIGIBILITY RULES**

### **A. Academic Rules - Middle School (not affiliated through WIAA)**

1. A student must meet AASD, DPI, and requirements defining a full-time student.
2. Eligibility is determined every four and one-half weeks (each progress report/grading period). All student participants must be passing all courses at each four and one-half week grading period in order to remain eligible to participate in contests/events. Middle school athletic directors shall oversee the process.
3. The following guidelines will be adhered to whenever a student becomes ineligible at the end of any four and one-half week grade review period:
  - a) The coach/advisor will inform the student and parent of the ineligibility.
  - b) The student will remain ineligible for a minimum of 20% of the contests and continue ineligibility until the non-passing grade(s) are improved to passing.
  - c) During the period of ineligibility the student will participate through practice but not through performance. If the student is failing two or more classes, the student is ineligible for the practices and contests until passing all classes.
  - d) If all F's have not been improved to passing grades by the end of the 20% competition suspension, the student must sit out with no practice or competition until he/she is academically eligible (passing all classes).
  - e) Once a student has been determined to be academically eligible, he/she will remain eligible until the next four and one-half week grading period.
4. Students with special needs shall be evaluated on an individual basis.
5. Elementary School grades will not carry over into Middle School. Middle School grade will not carry over to High School.

### **B. Attendance Rules**

1. All students must be in school ALL DAY of scheduled events and/or practice in order to participate.
2. Students may not participate in any co-curricular activity during/after school on the same day as an unexcused absence.
3. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.
4. Exceptions to this attendance rule will include the following:
  - a. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual extenuating circumstances as cleared in advance with the coach or advisor.

- b. Absences in an activity that is related to a classroom grade.
5. The student shall be encouraged to seek help through the guidance department or student assistance program (SAP) whenever personal problems may be affecting student attendance.

**NEW 2014-15 for Middle School only**

**C. Athletic Nonschool Participation Rules Middle School**

A student **can** be a part of a club team of the same sport and can also compete in that sport during the season. Students competing at the Middle School level owe allegiance to the school and team which he/she is a member during the season of a given sport. Allegiance means they cannot miss a game or practice due to a club competition/practice. That would be considered an unexcused absence.

- 1<sup>st</sup> unexcused absence – athlete will not play in the next game
- 2<sup>nd</sup> unexcused absence – athlete will not play in the following two games
- 3<sup>rd</sup> unexcused absence – athlete is removed from the team

**D. Impact of Quit/Removal**

A student who is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coaches or advisors involved. This does not apply if the activity meets all year or if a student is cut from a team.

**V. SOCIAL BEHAVIOR AND CONDUCT RULES**

**A. Accountability for Violations of Conduct Rule**

A student is covered by the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her High School co-curricular activity career (including summer months).

The student is expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. The student is expected to follow the curfews established by the coach/advisor of each activity.

Eligibility may be regulated by school wide discipline structures such as Honor Level Discipline Programs in the Middle Schools. A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive or undesirable (gross insubordination, endangerment of health and safety, etc.)

The coach/advisor shall define the consequences for poor student conduct in writing prior to the start of the season. Consequences may include suspension from participation. These consequences must be approved by the building administration and kept on file with the Athletic Director. Consequences established by a coach/advisor cannot supersede the provisions of the AASD co-curricular code.

The students shall be encouraged to seek help through the guidance department or the student assistance program (SAP) whenever personal problems may be affecting student conduct.

**B. Examples of Prohibited Conduct**

Rules are established for the best interests of the participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season.

A participant must refrain from any conduct at any time that would reflect unfavorably on him or herself or the school. Conduct which would reflect unfavorably on a participant or on the school includes but is not limited to the following:

- a. Use, possession, buying, or selling of controlled substances, street drugs, and performance enhancing substances (PES).
- b. Use, possession, buying or selling of alcoholic beverages.
- c. Possession or use of drug paraphernalia.
- d. Remaining present at events/parties or situations where alcohol or other illegal /controlled substances are being illegally consumed. This does not include social gatherings such as weddings.
- e. Presence in a bar or tavern.
- f. Use or possession of tobacco or nicotine products in any form, and/or the use or possession of electronic cigarettes.
- g. Profanity or obscene gestures.
- h. Unsportsmanlike conduct.
- i. Insubordination while involved in an activity.
- j. A criminal offense or violation of an ordinance having a statutory counterpart.
- k. Acts of vandalism.
- l. Illegal or inappropriate use of the Internet, personal cell phones, or other digital devices both on and off campus.

## **VI. GUIDELINES FOR MINIMUM PENALTIES**

All code penalties are superseded by the Appleton Area School District's policy, which specifies penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol or drugs on school premises or at a school-related activity. A participant who is suspended, who withdraws or is expelled from school shall be barred from participation in co-curricular activities during that period of time. If the suspension is for a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. If the student withdraws or is expelled from school, the student will begin serving the code penalty upon being re-enrolled as a full-time student.

Failure to abide by established rules shall result in withdrawal of the privilege to participate. Suspension from activities will be based on a percentage of the number of contests/events scheduled for that season. The activities that allow for multiple-school meets at the high school level (soccer, tennis, and volleyball) will be based on the total number of contests. All other activities will be based on the number of scheduled events.

For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. For each individual situation and case, The District expressly reserves the right to impose a more severe penalty if deemed appropriate. Code violations are cumulative throughout a student's middle school career and throughout a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it is not alcohol.

### **A. First Offense – Recommendation:**

1. The student will miss 25% of the scheduled contests/events for the current season they are participating in or for the next season they will participate in, with a minimum of one missed contest/event. If a season is completed before the entire suspension is served, the suspension will be extended into another season or year until served. When a 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).
2. Students who voluntarily disclose their violation of the co-curricular code to the activities director or another building administrator will receive consideration for reduction in the length of suspension from activities. Voluntary

disclosure does not apply if school personnel observed the violation. Also, voluntary disclosure must be made prior to any questioning by an administrator.

Voluntary disclosure by the student on the first offense will result in consideration of the student missing 15% of the contests/events and participation in an approved counseling program. Voluntary disclosure requires the student to report the violation by the start of the next school day or regular scheduled practice/event which ever comes first (this includes practices/events held during a scheduled school vacation such as holiday breaks, spring break, etc.). Voluntary disclosure by the student for a code violation during the summer vacation period must be reported the morning of the next week day. Violations that occur on the weekend (Friday, Saturday, Sunday) must be reported by the morning of the following Monday.

3. The student must follow through with all recommendations of the Student Assistance Program (SAP) or a SAP approved community agency. Verification of follow through will be required. Failure to follow SAP recommendations will result in the student being dropped from all present and future co-curricular activities until proper documentation of follow-up is received.

**B. Second Offense – Recommendation**

1. The student will miss 50% of the scheduled contests/events for the current season they are participating in or for the next season they will participate in, with a minimum of one missed contest/event. If a season is completed before the entire suspension is served, the suspension will be extended into another season or year until served.
2. Voluntary disclosure as outlined above the student will miss 30% of the contests/events for that season.
3. The student must complete an alcohol and other drug abuse (AODA) assessment by a SAP approved community agency and follow through with all subsequent recommendations. Failure to follow through will result in the same consequences as stated under the first offense.

**C. Third Offense – Recommendation**

1. The student will miss participation in all co-curricular activities for one calendar year from the time of the offense.
2. The student must follow through on all recommendations of a SAP approved community agency. Failure to follow through will result in the same consequences as stated under the first offense.

**D. Fourth Offense – Recommendation**

The student loses the privilege to participate in all co-curricular activities during the remainder of his/her academic career in the district.

**E. Special Notes**

1. The above-suggested penalties are recommendations only. For each individual situation and case, The District expressly reserves the right to impose a more severe penalty if deemed appropriate.
2. When a 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).
3. Co-curricular penalties that have been imposed can only be served when a student is academically eligible.
4. During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
5. A student who participates in co-curricular activities where there are no competitive contests will be suspended from a percentage of the regular activities which follow the violation.
6. Students suspended from a competitive contest that required student-subsidized travel will forfeit all personal funds paid in advance of the competition.
7. If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.

8. A non-athletic suspension does not supersede an athletic suspension.
9. Athletes will be suspended during their current sport season, next sport season, or combination thereof; whichever is applicable.
10. If a student does not successfully complete the activity in which he/she is serving the suspension, the same penalty that he/she had to serve at the beginning of the activity will need to be served at the beginning of the next activity.
11. Exception: A student who violates the AODA code and who is participating in a co-curricular activity as a requirement for class credit will be referred to the provisions of the District AODA policy.

## **VII. APPEALS**

Students will have an opportunity to be heard prior to any disciplinary action being taken. If a student appeals a disciplinary action, the student will be ineligible throughout the appeal process. With regard to the appeal process, any reference to days refers to school days.

1. A written appeal may be submitted to the Principal/Designee by the student participant and/or his/her parents/guardians within five (5) days of the student being informed of the disciplinary action by the Activities Director. The Principal/Designee will review the action taken and will respond in writing to the appeal within five (5) days.
2. A second written appeal may be submitted to the Superintendent/Designee by the student participant and/or his/her parents/guardians within five (5) days of the delivery of the Principal's/Designee's ruling. The Superintendent/Designee will review the action taken at the building level and will respond in writing to the appeal within five (5) days. The decision of the Superintendent/Designee shall be final.

## **VIII. MISCELLANEOUS**

### **A. Equipment**

Each student is responsible for the school equipment issued to him/her. The student must pay for the replacement of any equipment that is lost or damaged.

### **B. Travel**

1. The student must travel to and from out-of-town events via transportation arranged by the coach or advisor. A student who travels via other transportation will not participate in that event.
2. Exceptions may be made in advance with the written permission of the parents, the coach/advisor, and the school administrator.
  - a. Middle School students may travel home in a parent or guardian vehicle if the transportation form is properly filed.

### **C. Awards**

1. Letters and other awards are earned according to written criteria established by each coach or advisor. These criteria shall be kept on file with the school principal/athletic director.
2. An award MAY be RECALLED by a coach or advisor if the student's CONDUCT warrants such action.

## **IX. DISSEMINATION**

### **A. Publication of Standards**

1. This code shall be published and remain on file with the AASD Board of Education. Copies will be available to all interested parties.

**B. Preseason Meeting**

1. This code shall be distributed to each student at the preseason meeting or on the first day that he/she reports for a co-curricular activity.
2. Additional standards determined by each coach or advisor shall also be written and distributed to each student at this time. A copy shall be placed on file with the athletic director and/or school principal.
3. Students should read all items and ask for clarification by the coach or advisor of any items not understood.

**C. Parent Involvement**

1. Parental attendance at the preseason meeting is expected and involvement throughout the season is encouraged.

**D. Code Enforcement**

1. The responsibility for enforcing this code lies with the student, his/her parents, the coaches/advisors, and the school administration.

**X. GENERAL GUIDELINES FOR FOX VALLEY ASSOCIATION ALL CONFERENCE SELECTION**

1. All sports will have a written set of criteria for the selection of their all conference teams as determined by coaches of that sport.
2. All sports shall select a 1<sup>st</sup> team, 2<sup>nd</sup> team, and a number of honorable mentions for all conference.
3. All conference selection criteria shall be the same for boys and girls teams of the same sport.
4. No one suspended for a code of conduct violation with the exception of academics and attendance, shall receive all conference consideration in that sport where the suspension was initiated.

The Appleton Area School District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.



**Co-Curricular Code**

Date: \_\_\_\_\_

I have read and I understand the provisions in the co-curricular code. As the student I give my word that I will follow it. As the parent I will hold my son or daughter accountable to the provisions of this code.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print clearly)

Student: \_\_\_\_\_  
(Signature)

Parent: \_\_\_\_\_  
(Signature)

**Please detach this page and return as instructed by your coach or advisor.**

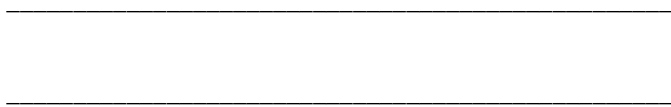
**One agreement must be signed each year for all student participation in Categories 1, 2, and 3 co-curricular activities.**

**SPORTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES**

\_\_\_\_\_  
\_\_\_\_\_



Revised May 2014