

# School District of Argyle



## Co-Curricular Handbook 2020-2021

## **CO-CURRICULAR CODE**

### **PREAMBLE**

It is the conviction of the Argyle School District that participation in co-curricular activities will enhance the education of its students. Co-curricular activities are an extension of the classroom experience, and lead to further development in the areas of teamwork, skill building, leadership, and responsibility. The total education experience including encouragement, nurturing and discipline from the family of the student helps our students prepare to take their place in our larger community after graduation.

### **PARTICIPATION OF PRIVILEGE**

Participation in co-curricular offerings is done on a completely volunteer basis. No student is obligated to take part in any offering be it athletic or non-athletic in nature.

Participation in co-curricular offerings is not a right, it is a privilege. Because co-curricular offerings are a privilege and those participating represent not only the student body but the school and district, it is imperative that students and parents conduct themselves in a manner supportive of the guidelines within the Co-Curricular Code and the Parental Sportsmanship Code.

### **DEFINITION**

Co-curricular activities are the learning activities sponsored by the school that take place outside the regular curriculum. Because they are not part of the regular curriculum, they will usually take place after regular school hours under the supervision of properly qualified adults (coaches, advisors, staff, or district approved volunteers).

A list of the Co-curricular activities offered by the School District of Argyle include, but are not limited to: Football, Wrestling, Cross-Country, Golf and Track (cooperatives with Pecatonica); Hockey (cooperative with Monroe); Volleyball, Baseball, Softball, Basketball, Mentor Program, School Play, School Musical, Forensics, Student Council, FFA, Art Club, Spanish Club, Music Club, Tech. Ed. Club, Prom Court, Homecoming Court and National Honor Society.

## **SCHEDULE CONFLICT RESOLUTION**

Students are encouraged to participate in multiple co-curricular activities because of the potential for learning and development.

Because of this, it is quite possible that scheduling conflicts will occur for students who are involved in more than one activity. When this occurs, student participants, coaches and/or advisors will confer to resolve the conflict. The student's wishes should be considered when deciding which activity will have greater priority. If the coaches/advisors cannot agree, then the matter will be referred to the Athletic Director for resolution. In the event that the Athletic Director is an involved party, the matter will then be referred to the Principal for resolution.

## **DEFINITION OF A "GAME"**

See Appendix A for a definition of a game as it is defined per athletic activity.

## **ACADEMIC ELIGIBILITY STANDARDS**

In order to represent the School District of Argyle in any co-curricular activity, a student must meet all eligibility requirements of this code. The students' primary responsibilities are to maintain the highest academic standards possible. In order to participate in extracurricular activities, each student must not be failing any classes that he/she is enrolled in for more than one week or at the end of an academic quarter.

This code addresses expectations, standards, and consequences regarding the following:

**All students earning a D or F are placed on the Academic Probation list. Those students with an F have one week ("One Week Notice") to earn a passing grade in that class or he/she becomes ineligible.**

1. Eligibility is determined on a weekly basis. If a student becomes ineligible, he or she will have grades reviewed after 1 week to determine possible reinstatement of eligibility.
2. The Academic Probation list will be run every Wednesday morning at 7:45 AM **starting the third week of the quarter**. If a student is on the list for a D/F in any class, he/she will be notified that they have one week to get that grade up. The following Wednesday, another list will be printed. If a student who was on the "one-week notice" list the previous week is still earning an F in that class, he/she immediately becomes ineligible for all school activities, including sports. This ineligibility lasts until the following Wednesday when another list is printed.
3. If no failing grades are detected after one week of ineligibility, the student may resume participation. If the grade(s) are still below passing, the student will become ineligible for an additional week. Each week thereafter, the grades are evaluated until the student is passing.

4. If a student receives an "F" as their FINAL grade at the end of a quarter, the student will be ineligible for three weeks and will then be reassessed on the third Wednesday of the next academic quarter during the school year. Students who receive a failing grade at the fourth quarter will be ineligible for 21 consecutive calendar days, beginning with the date of the earliest allowed competition/practice in a sport.
5. A grade of incomplete will be considered failing until it is made up and it becomes a passing grade.
6. An up-to-date physical card or alternate year card must be turned into the office before a student can participate in an athletic practice or a game.
7. The WIAA Eligibility Form, Concussion Agreement, and Consent to Treat form must be completed during online registration before a student can participate in an athletic practice or game.
8. Athletes are subject to all Wisconsin Interscholastic Athletic Association by-laws, policies and rules on a year round (12 month) basis.
9. Students who are ineligible due to grades will not be allowed to leave school early for athletic (i.e. spring sport early release) or co-curricular contests.
10. A student serving a code violation (game/event suspension) may not participate in a new sport with the intent to free themselves from their suspension without authorization from the Athletic Director.
11. All co-curricular participants must complete the School Pledge Form, the Parent/Spectator Agreement form, and pay their co-curricular fee before their first game/meet/event. These forms are all a part of online registration.
12. Sport Fees
  - a. High School Sports and MS Football-\$40
  - b. HS Hockey-\$1000
  - c. MS Sports (except football)- \$15
  - d. Activity fees-\$25
  - e. Family Max (excluding hockey)-\$250 (please use Fee Management tab if paying online)

## **MINOR OFFENSES**

## Minor Offenses are:

1. Unexcused absences from school. (including tardies)
  - a. Students who participate in co-curricular offerings will be afforded three tardy passes per quarter to their 1<sup>st</sup> Hour class. Any subsequent tardy passes given to a student will subject the student to consequences related to the Co-Curricular Code.
2. Not using District transportation for away activities without prior authorization and parent permission.
3. Not riding on district transportation to and from practice and games in sports that are cooperatives with Pecatonica without prior authorization and parent permission.
4. Minor unacceptable conduct inside or outside of school that could result in an in-school suspension.
5. Minor unacceptable conduct during the competition or activity as determined by the coaches/advisors or Athletic Director.
  - a. Examples-Technical, Intentional, Flagrant, or Unsportsmanlike Fouls or any other conduct unbecoming of a student-athlete
6. Cell phone being used in school other than lunch or break period or at teacher discretion (see Policy #382).
7. Repeated behaviors unbecoming of a student of the Argyle School District (see STUDENT CONDUCT EXPECTATIONS section).

## Consequence:

Minor offenses will result in a suspension of the next (one) game or (one) event\* if the activity is non-athletic, whichever one occurs first. A second minor offense of same or similar action will be treated as a major offense.

\* *must be a non-curricular event* (ex: if the next upcoming events for a student found to have committed a minor offense are HS Concert on 10/03/XX and Friday's performance of the fall musical on 10/08/XX, the student would be suspended from the Friday performance of the musical event because that is the next non-curricular event -- the HS Concert is part of the curricular expectations of a band/choir member)

## NOTE:

- the consequences are neither delayed nor stopped while the appeal process has begun

or continues.

- Students are expected to attend practices of the athletic offering while on suspension

## **MAJOR OFFENSES**

### **Major offenses are:**

1. Using or possessing tobacco, nicotine products (e-cigarettes/vaping), alcoholic beverages, and illegal drugs.
2. Flagrant unsportsmanlike or unacceptable conduct during the competition or activity.
3. Major unacceptable conduct inside or outside of school that may be defined as criminal activity.
4. Major unacceptable conduct inside or outside of school which may result in an in-school or out-of-school suspension.
5. Cell phone w/camera in bathroom or locker room depending on use.
6. Attendance at places or events where there is alcohol without supervision of a person over the age of 21. (NOTE: a student will not be considered in 'attendance' if s/he leaves the place or event immediately upon seeing or being aware of something illegal occurring.)

### **WIAA Felony Rule:**

1. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.)

### **Consequences:**

NOTE: the consequences are neither delayed nor stopped while the appeal process is begun or continues.

#### ***Category 1: applies to all students who participate in athletic offerings***

- a. First Offense: suspension = 20% of total season's games (ex: 20% of 25 BBB games = 5 games)\*;
- b. Second Offense: suspension = 50% of total season's games (ex: 50% of 25 BBB games = 113 games)\*;
- c. Third Offense: suspension is for the rest of the current semester and all of the next semester (ex: offense occurs on Dec 5, suspension last through the end of the current

semester - Sem 1 – and all of the next semester – Sem 2 – with student eligible to regain full participation effective Sept 1 of the new school year).

- i. NOTE 1: \* denotes the 'carry over option' – If the 20% or 50% consequences cannot be completed in the present season, the remaining percentage will be assessed during the next season of participation.
- ii. NOTE 2: When calculating the number of games to be missed according to the 20% or 50%, the number will be rounded up (ex: 50% of 25 BBB games = 12.5 games, which rounds up to 13 games).
- iii. NOTE 3: Students are expected to attend practices of the athletic offering while on suspension

**\*\* If a student-athlete quits a sport during a suspension, the entire suspension would be carried over to the next sport season that the student-athlete participates in.**

**Category 2:** *applies to all students who participate in activities, clubs, organizations, and other school sponsored events including but not limited to NHS, Forensics, FFA, Art Club, Tech Ed. Club, Homecoming Court, Prom Court.*

- a. First Offense: suspension = 4 weeks of the season (ex: 4 weeks of the drama season when it begins) \*;
- b. Second Offense: suspension = 9 weeks of the season (ex: 9 weeks of the Forensics when it begins) \*;
- c. Third Offense: suspension is for the rest of the current semester and all of the next semester (ex: offense occurs on Sept 5, suspension last through the end of the current semester - Sem 1 – and all of the next semester – Sem 2 – with student eligible to regain full participation effective Sept 1 of the new school year).
  - i. NOTE 1: \* denotes the 'carry over option' – If the 20% or 50% consequences cannot be completed in the present season, the remaining percentage will be assessed during the next season of participation.
  - ii. NOTE 2: Students are expected to attend practices of the activities offered while on suspension

### **CODE VIOLATIONS - CO-CURRICULAR REVIEW BOARD AND DUE PROCESS**

Reports of code violations shall be presented to the Athletic Director. Reports are not to be made to

Board members, the Superintendent, or other members of the school staff. Reports shall document the nature, place, time, and date of the violation and must be signed by the person turning in the violation. The report shall be made on the Code Violation Report found at the end of this handbook and must be made within ten (10) school days of the alleged violation.

Students who are suspended for a code violation must still practice and must attend all games/events/meetings unless the coach/advisor determines otherwise. However, if the season is over before the suspension is over, the penalty will follow into the next co-curricular offering the student participates in.

In case of code violations, the Athletic Director may suspend students in accordance with the Co-Curricular Code. Students, parents, or guardians may appeal code violation suspensions in writing to the Athletic Director within seventy-two hours from the notification of the suspension.

The Athletic Director will then convene the co-curricular review board composed of the School Counselor, two Faculty members, a high school coach, and a School Board Member. The Review Board must meet within seventy-two hours of the appeal. During the appeals process, students are eligible to practice, but not to compete or perform. The decision of the Review Board is final and binding.

NOTE: the consequences are neither delayed nor stopped while the appeal process is begun or continues.

## **OTHER RULES**

1. A physical examination is required before a student may practice in a sport. This physical is good for two years.
2. Each year, a parent permission athletic card (physical) or alternate year card, must be signed and turned into the office. An athletic code pledge, sportsmanship acknowledgement, WIAA eligibility agreement, concussion form, and consent to treat must be acknowledged on Skyward through the registration process and athletic fees paid prior to practicing for that sport.
3. All participants must report all injuries to their coach immediately. If a participant goes to the medical professional for an injury, s/he must obtain a written release from the doctor before s/he can return to practice or compete.
4. Appearance at any activity should bring credit to the student participants, the activity, and the school district at all times. Students participating in co-curricular activities are expected to be properly groomed and attired (ex: wearing dress clothes or team apparel).
5. All students in activities must ride district transportation to and from events unless written authorization from the student's parents has been given to the coach/advisor prior to departure. Written authorization must be given to the coach before departure from Argyle

High School if the student is not riding to the event. Written authorization must be given to the coach before departure from the away event if the student is not riding home from the event with the team.

6. All co-curricular participants must be in attendance by 11:30 am of the school day in order to participate in the practice or game/event that day. However, this rule can be waived at the discretion of the Athletic Director or Principal.
7. Students who are removed from a class as part of a disciplinary action are expected to notify the coach or advisor of that fact. A second removal from class will necessitate a conference with the student, the faculty member involved, the Principal and the head coach or advisor of the activity in which the student is participating. At that time, the determination of eligibility will be decided.
8. All students are expected to attend all practice sessions. All absences from practice must be excused by the coach or advisor of the activity prior to the practice session. Students who are injured or otherwise incapacitated are expected to attend practices if it is possible for them to do so.
9. Students cannot participate in the next co-curricular offering (athletic or non-athletic) until he/she turns in the equipment and uniforms and pays all fees from the previous sport. Lost or stolen items will need to be paid for before the student can participate in the next co-curricular offering.
10. Varsity and JV letters earned by the participants will be awarded at the end of each sport season. Each coach or advisor is responsible for setting the lettering standard prior to the season. Each coach or advisor is also responsible for communicating the lettering standards to players at the beginning of the season (see Team Handbook for each sport).
11. Proper food and regularity in sleeping habits are essential to all students during their formative years. It seems reasonable to encourage that during the school year students/athletes should be home on a school night no later than 10:30 p.m. when possible. During periods of the season in which regular school is not in session, the curfew will be left to the discretion of the coaches or advisors in charge of the activity.
12. The Principal and/or Activities Director have discretion to interpret all rules relative to this co-curricular code.

### **DISCLAIMER**

All co-curricular participants are governed by the Co-Curricular Code from September 1<sup>st</sup> of the current year through August 31<sup>st</sup> of the following year.

## **APPENDIX A**

The following will be considered the definition of a "game" for each specific athletic activity.

<b>ATHLETIC ACTIVITY</b>	<b>"GAME" DEFINED AS*:</b>	<b>NOTES:</b>
Cross Country	One meet	
Volleyball	One match	A match is comprised of three to five sets; a tournament may involve 2 or more matches.  <i>EX: first match of a tournament; the entire evening if a dual</i>
Football	One game	
Basketball	One game	
Wrestling	One match	A tournament may involve 2 or more matches.  <i>EX: first match of a tournament; the entire evening if a dual</i>
Track	One meet	
Golf	One meet	
Baseball/Softball	One game	A tournament may involve 2 or more games.  <i>EX: first game of a tournament; the first game of a double header</i>

\* The activity used to define "game" as noted in the table above must be an official WIAA event.

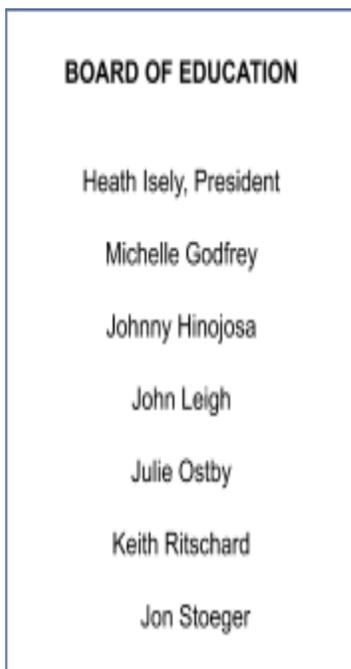
NOTE: scrimmages are not defined as a "game"

### **CO-CURRICULAR GENERAL CONCERNS PROCEDURE**

The Argyle School District and those that support student learning outside of the classroom are committed to working closely with students, parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or problem?

1. First, contact the coach or advisor. Please consult the Team Handbook for specific information on contacting the coach or advisor. If there is a serious issue, you may wish to schedule a meeting.
2. If no resolution has been reached, or if your concern persists, contact the Athletic Director.
3. If resolution is still not reached, contact the Principal or Superintendent.
4. The final step in the appeal process is the Board of Education. Appeal requests should be submitted in writing to the School Board President and mailed to the Argyle School District, PO Box 256, Argyle, WI 53504.



**DOCUMENTATION OF THE ATHLETIC/ACTIVITIES CODE VIOLATION REPORT**

(Updated July 2015)

\*\*completed by the Athletic Director/Principal

Name of Student\_\_\_\_\_

Grade\_\_\_\_\_ Date of Report\_\_\_\_\_

Alleged Code Violation\_\_\_\_\_

Date of Alleged Violation\_\_\_\_\_

Person Completing Report\_\_\_\_\_

\* \* \* \* \*

Comments on admission or denial of person accused of violation:

Action taken as a result of the reported violation:

Action taken after full investigation (if necessary):

Date\_\_\_\_\_ Method\_\_\_\_\_

Date when student is restored to full athletic participation\_\_\_\_\_

Date when student is restored to full activity participation\_\_\_\_\_

Additional Comments:

**ACTIVITY CODE VIOLATIONS REPORTING PROCESS**

Violation report:

1. Violation report is turned in (page 14) or the school becomes aware of a published violation.
2. The Athletic Director-contacts the student regarding admission or denial or violation and contacts parents for non-published violation reports. Comments are recorded on the violation report. (see p. 12)
3. Where there is admission to the violation, the Co-Curricular consequences will be applied.
4. When there is denial of the violation, the Athletic Director will hold a meeting with the Review Board within 72 hours whenever possible.
5. The District office will maintain records of violation reports for cross checks with potential future violations.

Unexcused absence:

1. The Athletic Director/Advisors will monitor attendance daily for participants who are unexcused and ineligible for an upcoming activity. The Athletic Director will confer with the principal if a student is involved in multiple organizations to determine which activity will be missed.
2. The Principal's office will notify the Athletic Director as soon as it becomes known that an unexcused absence/tardy or Code Violation has occurred. The Athletic Director will complete the Activities/Attendance Violation Report. Affected coaches/advisors will receive a copy of the report.

**ACTIVITIES/ATTENDANCE VIOLATION REPORT**

\*\* to be filled out by the person(s) filing the Code Violation Report

Student Name \_\_\_\_\_

Date of Violation\_\_\_\_\_

Circumstances of Code Violation\_\_\_\_\_

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Consequences according to Code\_\_\_\_\_

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School Official's Signature\_\_\_\_\_

Date\_\_\_\_\_

Signature of Person Filing Report\_\_\_\_\_

Printed name of Person Filing Report\_\_\_\_\_

Date\_\_\_\_\_