

SCHOOL DISTRICT OF PRENTICE

CO-CURRICULAR CODE



2023-2024

I. PURPOSE OF CO-CURRICULAR PROGRAM

A. PHILOSOPHY

The School District of Prentice accepts its responsibility to develop policy, procedures and establish resources for the purpose of providing an optimal environment for the intellectual, emotional, and physical development of its students. The school believes that this responsibility is jointly shared with the community, extended community agencies, and families to create positive conditions that strengthen individual skills needed to lead healthy and productive lives.

In addition to scholastic pursuits, students need to develop self-respect and respect for others, a willingness to accept responsibility, and the ability to make sound decisions and interact effectively. Providing an environment conducive to developing these skills requires an active, combined effort of home, school, and community.

B. PURPOSE OF CO-CURRICULAR CODE HANDBOOK

This handbook has been prepared for the benefit of the students, parents, advisors, and coaches and has been approved by the Board of Education. The purpose of this handbook is to set forth the rules that regulate participation in the co-curricular activities as well as general information about these programs.

Students and parents/guardians are expected to carefully read the entire co-curricular code handbook.

The student's participation in co-curriculum activities and the rules set forth in this handbook should be discussed by parents/guardians with the student.

Those not willing to comply with the rules and regulations will not be permitted to participate in the co-curricular activities.

Prentice High School and Prentice Middle School encourage you to participate in their co-curricular program. As an integrated part of the total school effort and experience, the program is designed to help our students become better individuals and citizens of our school, community, state, and nation.

We feel that the academic area in our high school is of paramount importance, but we also believe participation in a well-directed co-curricular program can open the doors to definite opportunities and can afford certain training and experiences not ordinarily obtainable in the regular curriculum. "Trying out" for the "team" indicates awareness by participants and parents of the benefits of this part of our educational curriculum.

The purpose of this co-curricular policy is to provide parents and student participants a reference of responsibilities and expectations for those participating in the co-curricular program.

A student cannot expect "special" treatment just because he or she is participating in a given co-curricular program. We strongly feel it takes a "special" kind of student to make the sacrifices that the normal school load demands plus what a co-curricular program demands. We have come to expect more of such students. Because some students chose to take part in the co-curricular programs, are

using facilities provided for that purpose by the community, and are benefiting from tax funds expressly set aside for these programs, greater demands are made of them. These demands are manifested in the form of specific rules and regulations demanded only of those students who take part in our programs.

We also feel that students should understand that, through the co-curricular program, the school is serious about teaching that chemical use is not in a person's best interest. The school regards chemical substance use, addiction, or dependency as a behavior/medical problem and recognizes that the misuse or abuse of chemical substances precedes more severe dependencies. It is not in the best interests of anyone involved, nor even accurate, to attach a moral or social stigma to such personal problems. The school wishes to cooperate with all segments of the community in precluding the development of less-constructive patterns of other chemical substance use and in providing assistance to those who do develop such patterns of behavior.

C. POLICY ON WHEN THIS CO-CURRICULAR CODE IS EFFECTIVE

The co-curricular code handbook applies to all middle school and high school students. Every student will be required to sign a "Student Code Agreement" agreeing to the Co-Curricular Handbook at the beginning of their first sports season of the year. This policy will remain in effect throughout the student's middle school or high school years. The co-curricular code handbook will be effective throughout the summer. Offenses will carry over from year to year; although, freshmen students will receive a "fresh start" with regard to past violations and academic achievement from middle school, effective the last day of the school year. Coaches/Advisers will review this policy via a parent meeting with students and parents at the beginning of each season/activity. A copy of this co-curricular code, signed by both the student and parents after attending a mandatory meeting, must be on file prior to participation, including practice.

The code is in effect 24 hours per day, 365 day a year.

D. EFFECTIVE DATE OF CO-CURRICULAR CODE

The rules and regulations set forth in the Co-Curricular Handbook are to apply effective immediately upon adoption by the School Board including any disciplinary action then pending. Any new updates to the code approved by the School Board will require the signing of a new "Student Code Agreement."

E. NONDISCRIMINATION:

The School District of Prentice shall not discriminate in student participation in co-curricular programs or activities, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation, or physical, mental, emotional, or learning disability.

F. ACTIVITY CODE OF CONDUCT

Prentice High School is a member of the Marawood Conference and the Wisconsin Interscholastic Athletic Association (WIAA). Consequently, we are bound by all the rules established by these organizations. This enables us to participate and compete for conference and state championships. Conference rules stipulate that an athlete who becomes ineligible due to a conduct violation is also ineligible for all-conference considerations. Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program.

II. REQUIREMENTS TO PARTICIPATE

A. DEFINITION

Co-curricular activities are defined as those activities in which students appear, perform, join, serve, participate, or compete as representatives of Prentice High School or Prentice Middle School but which are not extensions of a specific course for grading.

B. ACTIVITIES

The co-curricular activities covered by this code include but are not limited to the following:

1. Middle School
 - a. Athletics – football, volleyball, cross country, basketball, and track and field.
 - b. Clubs & Organizations – forensics, musical, and student council.
2. High School
 - a. Athletics - football, cheerleading, volleyball, cross country, basketball, dance, golf, track and field, softball, and baseball.
 - b. Clubs & Organizations
 - i. Chess Club
 - ii. Art Club
 - iii. Teen Court
 - iv. FCCLA
 - v. Musical
 - vi. Imprint
 - vii. National Honor Society
 - ix. Forensics
 - x. Global Connections
 - xi. Student Council
 - xiii. NHS
 - xiv. PAC
 - xv. Spanish Club
 - xvi. Youth Apprenticeship
 - xviii. SADD
 - xix. Prom Court
 - xx. Homecoming Court

C. GENERAL REQUIREMENTS

1. Co-Curricular Rules

These co-curricular rules are established for the best interests of the student and the school. Any student who complies with these rules demonstrates the desire to dedicate him/herself to self-improvement as well as to enhance the best interest of the organization, teammates, advisors, coaches, and school.

2. Required WIAA Physical Card – (Athletes Only)

The physical examination by a licensed physician is required every other year. Physical cards are available in the high school office. On years when a physical is not required, an alternate year card must be completed, signed, and returned to the office in order to participate. Concussion information needs to be distributed to all athletes and their parents with a “sign-off” form completed.

3. Care of Equipment

The school board has provided the students with adequate equipment. The student is

responsible for the proper use and safekeeping of equipment issued to him/her. Please treat all equipment with respect. Students will be charged for all necessary repairs or replacement cost for damaged school equipment. Lost or stolen items must be paid for by the student through the school office. The student will be charged the replacement cost of the issued equipment.

4. Wearing of Jerseys, Uniforms, and Other Related Apparel

Practice and game jerseys and other related apparel will be used for practices and competitions but not for casual wear. Game uniforms may only be worn to school on the day of a scheduled athletic event. Clothing for other activities covered by this code shall be appropriate for the event scheduled.

5. Returning Equipment

Most co-curricular equipment and/or apparel is school property and is to be used during a particular activity. The equipment must be returned to the advisor/coach in charge immediately following the completion of the activity. Parental assistance in this matter is requested. The student will not be allowed to participate in another activity until all equipment or fees are collected. Unreturned equipment and/or apparel will be charged to the student.

D. PRACTICE/MEETING AND GAME/CONTEST/PERFORMANCE PARTICIPATION

Students are expected to attend all practices/meetings and games/competitions/performances. They may be excused from practice/meeting by the head coach/advisor. Penalties for unexcused absences from practices/meetings will be handled by the coaching staff/advisor.

E. SCHOOL ATTENDANCE

1. Students are expected to be in school all day, in order to participate in either practice or competition. This would include an unexcused absence on a Friday with the contest occurring Saturday. The only exception will be an advanced-notice excused absence or emergency situation approved by the principal. Students are expected to be in school the day following competition to ensure that they are maintaining a high standard of academic excellence.
2. For tardy policy and consequences, refer to the *PHS Student Handbook*.
3. Students on in-school suspension or out-of-school suspension will be ineligible to attend practice and/or compete in or attend co-curricular events until the suspension is completed.
4. If a student takes a parent-excused day, he or she will be ineligible to participate in any extracurricular activities which include practice, games and/or as spectating. (Up to 2 college visits will be exempt from this.)

F. TEAM/CLUB RULES

Each coach/advisor may enact and enforce rules/program expectations in addition to those rules stated in this Co-Curricular Code Handbook. These rules/expectations will be provided, in writing to the participating student, upon approval of the principal and athletic director. Each student participant is under the jurisdiction of three types of "codes": (1) the coach/advisor expectations, (2) the Prentice co-curricular code handbook, and (3) WIAA (athletes only) or respective to other club/organization local, state, and national codes (for example, Spanish Club, Pep Band, Musical, National Honor Society, etc.). The strictest code shall be enforced.

G. STUDENT HEALTH FOR ACTIVITIES

1. Insurance

All students will be provided insurance coverage by the Prentice School District. This coverage is secondary to the individual's personal policy. All injuries must be reported immediately to the coach and the main office on the next day of school. A student athlete shall not participate until a physical examination and parental consent is on file.

2. Physical Exam

A student must present a completed WIAA Physical Card and/or Alternate Year Card before participation in a sport. Student athletes must have a physical examination every other year and have a Parental Consent Card signed the year that the physical is not required. These examinations then remain in effect for the following two school years.

Students who choose to join the athletic program after the time that the physical examinations are provided by the school, will be required to furnish and pay for their own physical examinations.

3. Injuries

All co-curricular participation injuries must be reported immediately to the coach/advisor by the student and/or parent/guardian. An accident report will be completed.

4. Doctor Clearance

Whenever a student receives medical treatment that prohibits participation in a co-curricular activity, a note signed by the attending physician or trainer, giving medical clearance for continued participation must be on file with the coach/advisor in order for the student to participate.

H. TRANSPORTATION

1. Transportation to Game/Contest/Performance Site

Team members must use the mode of transportation provided by the school district in order to participate in a particular co-curricular activity. Extenuating circumstances will be handled individually through the high school principal. Prentice High School will assume no responsibility for any student who missed the prescribed mode of transportation to a game/contest/performance and attempts to travel to the destination on their own. The coach/ advisor will review the school district bus rules before leaving for the competition/ performance. All students are expected to follow the bus rules.

2. Transportation from Game/Contest/Performance Site

On out-of-town trips, the coach/advisor shall release a student only to the student's parent(s)/guardian(s) with a parental/guardian signature for the return trip home. In alternative situations where prior approval by the principal or athletic director is requested, this policy may be altered. Violation of this policy will result in the student being suspended from the next scheduled contest.

3. Overnight Trips

On overnight trips, students must follow all rules and guidelines established by the student's coach/advisor and adult chaperones. Students will not be allowed to occupy hotel rooms occupied by members of the opposite sex after 10:00 PM or prior to 8:00 AM the following morning.

I. ACADEMICS

1. The following grading periods will be used to determine co-curricular eligibility: Mid-quarter, quarter, and semester grades.
2. A student must be doing passing work in all of his/her classes. This includes all credited course work on and off campus. The effective date for grades shall be the school day following the finalization of grades. Incomplete grades are treated as failing grades until made up and the student is passing. Once the quarter grades are finalized, the consequence goes into effect. Illnesses and extenuating circumstances may be considered on a case-by-case basis. Subsequent grade changes do not change the effect of the academic suspension. Participants who are ineligible for academic reasons and are failing more than one class will not be permitted to miss any portion of the school day for the purpose of accompanying/supporting the team or activity during the period of time that they are ineligible.
3. Consequences
 - a. One or more failing grades at mid-quarter places the student on academic probation. The student will still be able to practice. They must sit on the bench with their team dressed in street clothes, but aren't able to participate. They can regain eligibility on the sixth school day after all failing grades have been raised to passing.
 - b. One or more failing grades at quarter or semester will result in academic suspension.
 - i. A student who becomes academically ineligible may regain eligibility on the 16th scheduled day by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility.
 - ii. Fall sports - The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
 - c. Academic suspension only applies to quarter/semester grades and will not be cumulative. (WIAA rules apply to students who receive multiple failures.)

J. UNACCEPTABLE BEHAVIOR

A student is a representative of his/her school, community, and family as well as him/herself and is expected to be on his/her best behavior. The athletic director interprets each case of unacceptable behavior.

1. Prohibition of alcoholic beverages, illegal drugs, e-cigarettes, copycat inhalants, prescription drugs, and tobacco products (controlled substances)
 - a. A student is prohibited from possessing or consuming alcohol or imitation alcoholic (i.e. Sharps, Pabst NA, etc.) beverages.
 - b. A student is prohibited from possessing or using any tobacco product.
 - c. A student is prohibited from possessing or using mood-altering chemicals (drugs).
 - d. A student is prohibited from possessing or using E cigarettes and copycat inhalants.

- e. A student is prohibited from possessing or using prescription drugs that are not specifically prescribed to them by a physician.
2. General unacceptable behavior. Examples of unacceptable behavior, of a student may include, but are not limited to:
 - a. Vandalism to school and/or community property.
 - b. Fighting on school grounds.
 - c. Detentions – six or more in any one quarter.
 - d. Disrespect to administration, faculty, and staff of the school district (swearing, obscene gestures, not following directions, insubordination, etc.).
 - e. Academic dishonesty – cheating on academic work (providing answers, receiving answers, plagiarizing, etc.)
 - f. Negative attitude – condoning or encouraging co-curricular code violations.
 - g. Unexcused absence from school. An unexcused absence may include any part of a day including being unexcused for one class period in a day.
 - h. Breaking school district transportation rules.
 - i. Proven violations of civil law – may be reviewed by the principal, co-curricular director, advisor, or coach. Examples: theft, assault, forgery, contributing to the delinquency of minors, etc. (minor traffic violations are exempt). A student becomes ineligible at the time of being charged with a crime (defined by WI. Stat. 939.12). The student remains ineligible will continue until provisions of the conviction are satisfied. Reinstatements are subject to review by the Prentice School Board of Education. The student must request such a hearing.
 - j. Inappropriate use of social media and cyberbullying. School equipment and internet is for learning purposes only. Please see School Internet usage policy.
 - k. Any acts that are believed to reflect poorly on the reputation of the School District of Prentice.
 - l. Guilt by Association Clause – Students shall not knowingly participate in or be present at activities at which controlled substances are being used or alcoholic beverages are being unlawfully consumed. Exceptions include when with a parent and not consuming alcohol in this environment.

Situation: A student finds him/herself in a situation where alcohol, drugs, and/or tobacco are being illegally consumed. The student is expected to leave immediately. Remaining in the presence of such activity will result in the same consequences as a violation of the code of conduct.

3. Consequences

Each violation is cumulative with the exception of academics.

FIRST VIOLATION OF REQUIREMENTS

- a. Suspension for $\frac{1}{4}$ of the games/contests/performances, rounded off to the nearest whole number. Exceptions: football and cheer suspensions will be three (3) games for regular suspension, two (2) games for a Tier 2 suspension, and one (1) game for a Tier 1 suspension. *See tiers listed below.
- b. If the violation occurs during a season, and the full penalty cannot be completed within that season, the remaining percentage of the penalty will carry over to the next season in which the participant participates. However, the participant must complete all seasons in which the penalty is served in order for the penalty to count.
- c. When a student is in multiple activities covered by this co-curricular code, the suspension covers all activities concurrently.

- d. Under the coach/advisor prerogative, the participant may practice with the activity.
- e. Officer/leadership positions are suspended.
- f. School sponsored team trips are suspended.
- g. The participant shall have a minimum of one school counseling session within the week of the offense, complete violation-appropriate online education restorative program, and document 10 hours of community service.
- h. Participant shall make a verbal apology to the team prior to returning (including practice).
- i. Honesty Clause – Tier 2 = A student who, when initially confronted by administration about a first offense violation, is honest and tells the truth, will have his/her suspension reduced to $\frac{1}{2}$ of the season. Tier 1 = If a student, before being confronted by administration, voluntarily admits to the violation to administration, he/she will have his/her suspension reduced to $\frac{1}{3}$ of the season. Minimally, the suspension shall be reduced by one event. If only one event is affected by the suspension, the suspension still applies.
- j. Student will be given a checklist of what he/she must do and complete it before being eligible to return to competition. If the checklist is not accomplished in 30 calendar days, student will be suspended for the remainder of the season or have six (6) weeks “off-activities,” whichever is longer.

SECOND VIOLATION OF REQUIREMENTS

- a. The participant will miss one complete season. If the violation occurs during a season, and the full penalty cannot be completed within that season, the remaining percentage of the penalty will carry over to the next season in which the participant participates. However, the participant must complete the next season in order for the penalty to count. If the participant quits during the season which the penalty is being served, the participant will miss the next full season/performance.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple activities covered by this co-curricular code, the suspension covers all activities.
- d. Under the coach/advisor prerogative, the participant may practice with the activity. They must sit on the bench with their team dressed in street clothes, but aren't able to participate.
- e. Officer/leadership positions are suspended.
- f. School sponsored team trips are suspended.
- g. The participant shall have a minimum of one school counseling session within the week of the offense, complete violation-appropriate online education restorative program, and document 20 hours of community service. If further counseling is deemed appropriate, recommendations will be made.
- h. In the event this is a second alcohol or chemical offense, the participant and his/her guardians must meet with a chemical dependency agency (in the case of alcohol and chemical infractions) and follow their recommendations. Documentation of this plan needs to be presented.
- i. Participant shall make a verbal apology to the team prior to returning (including practice).
- j. A student who, when initially confronted by administration about a second offense violation, is honest and tells the truth, will have his/her suspension reduced to $\frac{2}{3}$ of the season rounded off to the nearest whole number. If a student, before being confronted by administration, voluntarily admits to the violation to administration, he/she will have his/her suspension reduced to $\frac{1}{2}$ of the season rounded off to the nearest whole number.
- k. Student will be given a checklist of what he/she must do and complete it before being eligible to return to competition. If the checklist is not accomplished in 30 calendar days, student will be

suspended for the remainder of the season or have six (6) weeks “off-activities,” whichever is longer.

THIRD VIOLATION OF REQUIREMENTS

- a. Off activities for the remainder of the student’s high school years. Recommendation that the student seek further counseling.
 - i. **Option pertaining to graduation only:** The student may appeal to the school board to attend graduation after participating in an approved AODA, counseling and/or any other mandated program and completing 10 hours of community service approved by the AODA coordinator.
 - ii. **Option to become eligible for school activities:** The student will participate in an approved AODA, counseling and/or any other program and will complete 20 hours of community service to be approved by the principal within 30 days of the violation. After maintaining a clean record for one calendar year from the date of the last violation, the student may appeal to the school board to regain eligibility for activities only. This does not include participating in any co-curricular programs.

SUBSEQUENT VIOLATION OF REQUIREMENTS

- a. Suspension for all activities for the rest of school career.

K. POLICY ENFORCEMENT

1. Notification

- a. Parent(s)/guardian(s) shall be notified immediately upon the school’s notification of a violation, first by telephone and, then, by letter.
- b. The principal and the athletic director (when athletic activities are involved) will enforce the rules of the co-curricular code.
- c. The penalties shall be assessed immediately.

2. Due Process

- a. All students have the rights given by due process.
- b. A student who desires to appeal a decision on the basis of a violation of the co-curricular code shall request a hearing in writing within five (5) school days after the initial decision to the principal. The student (and his/her parents) can be present during the appeal to present any evidence and information to the appeals board.
- c. The student will be ineligible during the appeal process.
- d. Appeal Board
 - i. Membership - Three coaches/advisors and two teachers assigned by the principal. The principal will act as the facilitator of the appeal.
- e. If the student and his/her parents/guardians are not satisfied with the findings of the appeal board, an appeal may be made in writing to the district administrator. This appeal must be made within five (5) school days after the initial appeal hearing.
- f. If the student and his/her parents/guardians are not satisfied with the findings of the district administrator, an appeal may be made in writing to the board of education. The request must be received in writing within five (5) school days after the district administrator’s decision.

SPECIAL NOTE TO PARENTS AND STUDENTS

For the majority of you, the agreement you are about to make will become the first contract you will have entered into. Our expectations of you are high but not impossible. They are, however, necessary in order for our teams, your teams, to be competitive and the best possible.

What we ask for on your part is dedicated commitment to your fellow student athletes and to your team and coach. In return you will be extended the privilege of representing your school, and for some, to be able to receive school, conference and state awards and recognition.

Finally, we ask that you enter into this contract in good faith and fully live up to all responsibilities and rules therein.

Updated 06/10/2022

CO-CURRICULAR CODE AGREEMENT

I have read and fully understand the rules and regulations stated in the Prentice High School Co-Curricular Code/Chemical Usage Policy. I hereby promise to uphold them.

Date: _____ Signature of Student: _____

I have read and fully understand the foregoing rules and regulations and shall help and encourage my child to uphold them.

Date: _____ Signature of Parent: _____