GREENDALE HIGH SCHOOL CO-CURRICULAR CODE

I. <u>MISSION STATEMENT</u>

The Greendale High School co-curricular program helps Greendale High School students become successful individuals and better citizens by providing them the opportunity to develop

- proper skills and good sportsmanship;
- healthy habits and positive decision-making skills;
- leadership and teamwork;
- self-reliance, respect, and maturity; and
- the ability to cope with both winning and losing.

II. <u>STATEMENT OF PHILOSOPHY</u>

Greendale High School offers students a co-curricular program that is an integral part of the total school experience. Our entire program strives to provide students, school district personnel, parents, and community members with a source of identification and pride. The success of this Code requires exercise of good faith by students, school district personnel, parents, and the community.

We believe the following:

- It is a privilege for students to participate in our co-curricular activities.
- Co-curricular activities are a supplement to academics and are available only if a student meets the academic requirements of this Code.
- Students, parents, coaches, and advisors must represent the school in a manner that enhances the school's reputation.
- Part of the learning process is realizing that rules govern conduct and that students must make choices. All participants must comply with the rules and policies adopted by the Greendale Board of Education, the Greendale School District, Greendale High School, and the agencies that govern individual co-curricular activities. There are consequences for violating the rules.

III. <u>SCOPE OF CODE</u>

This Code governs students who participate in interscholastic athletics and any non-athletic activities that have a contest or performance component as their focus. This Code does not govern any activity for which a grade is earned, including Marching Band, Color Guard, G-Harmony Honors Chorus, Jazz Band, and credited positions within the Fall Play and Spring Musical. For the purpose of this Code, school activities are divided into the following categories:

- *Category 1*: Interscholastic athletics, including football, hockey, cheerleading, pom pons, wrestling, golf, soccer, volleyball, tennis, swimming, cross country, basketball, bowling, track, and softball.
- *Category 2:* Non-athletic activities that have a contest or performance component as a focus of the activity, including Debate Club, Winter Guard, Winter Percussion, Forensics, FBLA, Lighting Crew, Math Club Interscholastic Team, and non-credited positions within the Fall Play and Spring Musical.

IV. <u>REQUIREMENTS FOR PARTICIPATION</u>

The following requirements must be completed before a student may begin participating in cocurricular activities:

- 1. The activity fee must be paid. The Greendale Board of Education has adopted a user fee for all students who participate in Greendale High School co-curricular activities. This fee is due before the first day the student participates in a co-curricular activity and is nonrefundable.
- 2. Parents and students must sign the **Greendale HS Activities and Athletic Information** form. The parents' and students' signatures indicate that they have read, understood, and agreed to this Code. These forms must be on file in the office before the student may participate in any co-curricular activity.
- 3. Athletes participating in interscholastic sports (Category 1) must also complete the **Greendale HS Athletic Information** portion of the form, which requires the following:
 - a. A WIAA physical card signed by a doctor and the student's parents or guardians must be on file in the athletic director's office. When a physical is not required (every other year with April 1 the earliest date of examination), an alternate card that is signed by the student's parents or guardians must be on file.
 - b. Parents and students must review the WIAA concussion fact sheet for athletes and complete the requisite parent/athlete acknowledgment form.

V. <u>ACADEMIC ELIGIBILITY</u>

A student must meet academic eligibility requirements to participate in co-curricular activities. Failure to do so will result in the student's suspension from co-curricular activities, as explained below.

A. Academic Eligibility Requirements

A student is academically eligible to participate in co-curricular activities as long as he or she has **no** failing (F) course grades.

B. Determining Academic Eligibility

Ordinarily, the student's academic eligibility will be determined based on the student's grades from the most recent six-week term. At the end of term three (3) or term six (6), however, the student's academic eligibility will be based on his or her grades from the most recent six-week term or his or her semester grades, whichever are more favorable to the student.

The following is a breakdown of the grade reporting periods that apply when determining a student's academic eligibility for co-curricular activities.

Sport	Grades that will apply to compete (start of the season)	Grades will be Reviewed (During Season)
Football	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Girls' Tennis	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Girls' Swim	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Boys' Volleyball	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Girls' Volleyball	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Cross Country	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Boys' Soccer	6 th Term, 2 nd Semester (previous year)	End of 1 st Term
Cheerleading	6 th Term, 2 nd Semester (previous year)	End of 1 st , 2 nd , 3 rd Terms and end of Semester 1
Pom Pons	6 th Term, 2 nd Semester (previous year)	End of 1 st , 2 nd , 3 rd Terms and end of Semester 1
Boys' Basketball	2 nd Term	End of 2 nd , 3 rd Terms and end of Semester 1
Girls' Basketball	2 nd Term	End of 2 nd , 3 rd Terms and end of Semester 1
Bowling	2 nd Term	End of 2 nd , 3 rd Terms and end of Semester 1
Wrestling	2 nd Term	End of 2 nd , 3 rd Terms and end of Semester 1
Boys' Swim	2 nd Term	End of 2 nd , 3 rd Terms and end of Semester 1
Hockey	2 nd Term	End of 2 nd , 3 rd Terms and end of Semester 1
Golf	4 th Term	End of 5 th Term
Girls' Soccer	4 th Term	End of 5 th Term
Softball	4 th Term	End of 5 th Term
Boys' Tennis	4 th Term	End of 5 th Term
Track	4 th Term	End of 5 th Term
Baseball	5 th Term	End of 6 th Terms and end of Semester 2
*** If end of seaso	n WIAA Tournament contests cross over addition	nal grading periods not listed above, academic eligibility

*** If end of season WIAA Tournament contests cross over additional grading periods not listed above, academic eligibility would need to be reached in order for students to participate.

C. Suspension for Failing to Meet Academic Eligibility Requirements

A student who receives a failing course grade in the relevant grade reporting period is ineligible to participate in co-curricular activities for fifteen (15) consecutive school days and nights, including co-curricular activities held when school is not in session. For purposes of this Code, the term "school days" means Monday through Friday.

Those students who wish to participate in a Category 1 fall activity and are academically ineligible to participate in co-curricular activities because of their final six-week term or second semester grades will be ineligible for the lesser of these two periods: (1) twenty-one (21) calendar days from the date of the first WIAA-allowed competition in that sport, or; (2) one-third of the maximum number of games or meets the WIAA allows in that sport.

D. Timing of Suspension

A student's academic ineligibility takes effect on the Monday immediately following the distribution of grade reports for each academic six-week term. A student may not begin to serve his or her academic suspension before the Monday immediately following the distribution of report cards.

E. Reinstatement

A student who has been academically ineligible to participate in co-curricular activities for fifteen (15) or more consecutive school days and nights will not be reinstated until the student meets the academic eligibility requirements. Any students who remain academically ineligible to participate in co-curricular

activities after serving their fifteen-day suspensions may see the athletic director to apply for re-instatement. The student's grades will be monitored weekly until the student regains eligibility or the next term grades are posted.

VI. <u>ATTENDANCE</u>

To participate in a co-curricular activity, a student must either be in full attendance at school on the day of that co-curricular activity or have a valid excuse for being absent. Full attendance means that the student was in school for all periods including any assigned resource period and lunch. A valid excuse includes a medical appointment, a court appointment, or a funeral. Additional, pre-approved excuses may be deemed valid at the discretion of the school administration.

A student who is too ill to attend school or had an unexcused absence on the day of the cocurricular activity will not be allowed to participate in that activity. If the co-curricular activity is held on a non-school day, a student who was absent on the last preceding school day and wishes to participate in the activity must present his or her coach or advisor a written excuse from the student's parent or guardian authorizing the student's participation.

VII. <u>CODE VIOLATIONS</u>

The Greendale School District encourages all students to pursue excellence, not only in academics and co-curricular activities, but also in their conduct and behavior. Students who participate in co-curricular activities are representatives of the Greendale Schools and are expected to be role models for others in our school and community and for teams against which we compete.

Through its co-curricular activities, Greendale High School strives to promote and develop students' self-discipline; respect for authority, peer relationships, and facilities; sportsmanship and courtesy on and off the fields of play and places of performance; honesty during games and performances and in any disciplinary situation or investigation; and high levels of responsibility. To meet these objectives, the District requires all students who participate in co-curricular activities to comply with this Code at all times, whether in or out of school.

This Code of Conduct is in effect twelve (12) months per year. The Code is in effect year round, including the off-season and when school is not in session. A student is expected to comply with the Code from the first time the student participates in any co-curricular activity until he or she graduates or is no longer eligible to participate in GHS athletics and activities.

Misconduct Not Specifically Addressed in the Code. This Code cannot anticipate all forms of misconduct that a student could engage in. Therefore, other forms of misconduct not specifically stated in this Code that are deemed inappropriate by the coach or athletic or activity director may be penalized in accordance with this Code. In addition, eligibility for co-curricular activities may be regulated in conjunction with District discipline policies.

The Board of Education reserves the right to add additional or alternate penalties to any violations of the Code, and may, in its sole discretion, impose additional or alternate penalties based upon the specific misconduct by a student.

Use of Media to Investigate Code Violations. The District may use any form of media to obtain information regarding violations of this Code (e.g. Facebook, Twitter, Instagram, MySpace, digital photos or videos, text messages, or screen shots of text messages).

A. Drug/Alcohol/Tobacco Violations

1. Sale or Distribution

A student violates this Code when he or she sells or distributes illegal drugs (including performance enhancing substances), drug paraphernalia, alcohol, tobacco products (including smokeless), e-cigarettes, or lookalikes. A student also violates this Code if he or she sells or distributes prescription drugs, over-the-counter drugs, or inhalants for other than their generally-accepted, intended purpose.

2. Purchase, Possession, or Use

A student violates this Code when he or she uses, purchases, or possesses illegal drugs (including performance enhancing substances), drug paraphernalia, alcohol, tobacco products (including smokeless), ecigarettes, or look-alikes. A student also violates this Code if he or she uses or possesses prescription drugs, over-the-counter drugs, or inhalants for other than their generally-accepted, intended purpose.

3. Presence at Inappropriate Settings

A student violates this Code if he or she attends a party or gathering where people are consuming alcohol or illegal drugs in violation of the law. Each student is responsible to know what activities are taking place at parties and gatherings he or she attends, and a student may not assert lack of knowledge as a reason for violating the Code.

A student does not violate the Code if the student can demonstrate with convincing proof that as soon as the student became aware that alcohol or drugs were being consumed in violation of the law, the student left the function.

If a student learns that someone has brought alcohol or illegal drugs to the student's home, and the alcohol or drugs are being consumed in violation of the law, the student does not violate this Code if the student can demonstrate that as soon as he or she became aware of the alcohol or drugs, the person who brought the alcohol or drugs was made to leave the student's home.

B. Felony Charges, Convictions, and Adjudications

A student violates this Code if he or she is charged with, convicted of, or adjudicated delinquent of a felony. A student also violates this Code if he or she fails to report a felony charge to the athletic director or principal within five (5) calendar days of being charged.

C. Hazing or Bullying Behavior

1. Hazing or Inappropriate Initiation Ceremony

A student violates this Code if he or she engages in hazing. Hazing means compelling a student to participate in an activity that is designed to humiliate, degrade, or harm the student as a condition of the student's participation in a co-curricular activity.

2. Bullying

A student violates the Code if he or she engages in bullying of any kind. Bullying is defined as follows in Greendale School Board Policy 411.2:

> Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

For purposes of this Code, bullying behavior includes, but is not limited to, the following:

- a. Physical behavior (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- b. Verbal behavior (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- c. Indirect behavior (e.g. spreading cruel rumors; intimidation through gestures; social exclusion; and indirect, yet targeted, statements)
- d. CyberBullying (e.g. sending insulting, or intimidating (direct or indirect) messages or pictures via the Internet, via mobile phone applications, or by other electronic means.)

D. Inappropriate Use of Internet or Social Media

A student violates this Code if he or she makes inappropriate use of the Internet or social media by posting or distributing any statement, comment, photograph, or video that disrupts the educational or athletic environment or advocates the violation of this Code. Examples of inappropriate use of the Internet or Social Media include, but are not limited to, posting or distributing information about the following:

- consumption of alcohol, the use of tobacco or look-alikes, or the use of illicit drugs or look-alikes;
- inappropriate sexually-oriented material; or
- hazing, bullying, or harassment.

E. School Rules Violations

A student violates this Code if he or she violates a school rule, and that rule violation results in an out-of-school suspension, or the filing of a truancy.

F. Conduct Unbecoming a Student Who Participates in Co-Curricular Activities

A student also violates this Code if the student conducts him or herself in any other manner that diminishes the reputation of the District, Greendale High School, the athletic department, the activity, the program, the team, or the team members.

Examples of conduct unbecoming include, but are not limited to, the following:

- vandalism or theft in a school or contest setting;
- discrimination or harassment as defined in the Greendale High School Student Handbook;
- disrespect, targeted profane language, fighting, or intimidation (physical or verbal) towards school authorities, athletic staff, officials, or the opposing team;
- unsportsmanlike conduct;
- second instance of academic misconduct, per the GHS Academic Misconduct Policy;
- inappropriate behavior on a school bus or school van;
- hindering investigations of alleged athletic or school-based incidents by providing false or misleading information; and
- insubordination while involved in any activity.

VIII. <u>PENALTIES FOR CODE VIOLATIONS</u>

Any student who violates this Code is subject to the penalties listed below, which include penalties imposed by Greendale High School and, under some circumstances, penalties imposed by the WIAA. A student may also be referred to the Greendale Police Department under appropriate circumstances.

All violations remain on the student's record for his or her entire high school career. In addition, Code violations are cumulative throughout a student's career in the Greendale Schools unless otherwise stated. For example, a student's violation for possessing alcohol would be considered a second offense for purpose of determining the student's penalty if the student had a previous Code violation, even if that previous Code violation was not alcohol or drug related.

If a penalty includes a suspension from co-curricular activities, that suspension takes effect immediately after the student and the student's parent or guardian are notified of the violation by the principal, associate principal, or the athletic director.

A. Greendale High School penalties

The following guidelines set out the penalties Greendale High School will impose for the violations outlined in Section VII of this Code. In each individual case, however, Greendale High School expressly reserves the right to impose a more severe penalty if deemed appropriate.

Nothing within this document prevents a student from being disciplined for admitting to a violation of the Code. However, administrators have discretion to reduce a student's penalty by ten percent (10%) if the violation is the student's first offense, and the student voluntarily disclosed his or her violation without prior questioning by an administrator.

1. Felony Charges, Conviction, or Adjudication

If a student is charged with a felony, and the athletic director or activities director determines that there is reasonable cause to believe that the student engaged in the criminal conduct, the student will be suspended from all co-curricular activities pending the outcome of his or her legal proceedings.

Students convicted of a felony or adjudicated delinquent because of conduct that constitutes a felony will not be permitted to participate in cocurricular activities for the remainder of their high school careers.

A student who fails to report a felony charge, conviction, or adjudication conviction may receive an additional suspension from co-curricular activities for up to one year.

2. Hazing

A student who engages in hazing of any kind will not only be subject to the penalties in Section VIII.A.4 below, but may also be immediately dismissed from the co-curricular activity.

3. Sale or Distribution of Alcohol, Drugs, or Tobacco

A student who sells or distributes alcohol, tobacco, or drugs will be immediately suspended from all co-curricular activities for at least one (1) calendar year beginning on the date when the athletic director, the principal, or the principal's designee notifies the student and parents in writing of the violation. Subsequent offenses may carry heavier penalties.

4. Other violations

All violations of this Code except felony charges, convictions, or adjudications, and sale or distribution of alcohol, drugs, or tobacco are subject to the following penalties:

a. First Offense

A student who violates the Code for the first time will be suspended for a number of contests, performances, or events not to exceed twenty-five percent (25%) of the activity's scheduled contests, performances, or events for the current season of the activity the student is participating in or for the next season during which the student will participate, with a minimum of one missed contest. The number of scheduled contests, performances, or events includes scrimmages, games, dress rehearsals, competitions, and performances. Any fraction will be rounded up to the next whole number. This penalty may include post-season games. A student must participate in practices, rehearsals, and activity meetings during the suspension.

b. Second Offense

A student who violates this Code a second time will be suspended for a number of contests, performances, or events not to exceed fifty percent (50%) of the activity's scheduled contests, performances, or events. The number of scheduled contests, performances, or events includes scrimmages, games, dress rehearsals, competitions, and performances. Any fraction will be rounded up to the next whole number. This penalty may include post-season games. Participation in practices, rehearsals, and activity meetings is required during the suspension.

c. Third Offense

A student who violates this Code three times will be suspended from all co-curricular activities for one calendar year (e.g., a suspension issued on March 3^{rd} will keep the student from participating in co-curricular activities until March 4^{th} of the following year).

d. Subsequent Offenses

A student who violates this Code four times may not participate in any co-curricular activities for the duration of the student's academic career in the District.

B. WIAA Penalties

1. Unsportsmanlike Conduct

Under WIAA rules, the following penalties are imposed for unsportsmanlike conduct:

- a. A student ejected from a contest is suspended for the rest of that competition and the next scheduled competition. If the next competition is a multi-school meet, which counts as one meet on the schedule, the student must miss the entire competition.
- b. A student-athlete who is disqualified from a contest for flagrant or unsportsmanlike conduct is also suspended from the next competitive event.

c. Any player who spits on, strikes, slaps, kicks, pushes, or intentionally and aggressively physically contacts an official at any time will be immediately ineligible for competition a minimum of ninety (90) calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first twenty-five percent (25%) of the next season in that same sport.

2. Other WIAA Penalties

- a. WIAA rules and regulations require a student who has violated his or her school's activity code to miss at least one contest or event. WIAA rules and regulations further define a multi-team event as one contest, even if the student would compete numerous times on that day. This provision prohibits a student involved in a Category 1 activity from satisfying his or her suspension in another activity.
- b. By WIAA rule, a student who participates in a Category 1 cocurricular activity who violates this Code during the WIAA tournament series will be suspended for the entire tournament series, regardless how far the team advances.

IX. <u>ADDITIONAL PENALTY REGULATIONS</u>

- A. All Code suspensions are served consecutively, not concurrently.
- B. If a penalty cannot be completed during the activity or season in which the violation occurred, the penalty will carry over to the next activity or season in which the student participates. The administration reserves the right to proportionalize the number of games, contests, or events remaining to be missed, depending on the activity's schedule.
- C. All suspensions must be served within the same co-curricular category.
- D. For a served suspension to be valid, the student must be academically eligible during the suspension period and complete the activity or season in which a suspension is served in good standing. A student completes the activity or season in good standing if the student's coach or supervisor determines that the student's attendance, effort, and behavior were that expected of all participants in the cocurricular activity. A student who is academically ineligible during a suspension period or does NOT complete the activity or season in good standing must serve the entire suspension in the next activity or season in which he or she chooses to participate.
- E. If a student violates the Code while not currently participating in a co-curricular activity, the student cannot join an activity that is already officially in progress to serve the suspension.

- F. A student participating in any co-curricular activity who receives an Alcohol, Tobacco, and Other Drug Association (ATODA) related violation must complete ATODA screening with District personnel. Students who do not complete this training within one month of being notified of the violation will not be allowed to participate in co-curricular activities until the screening is completed. Families may choose to seek ATODA intervention from a provider outside the District; however, families must present documentation to the activity director demonstrating that the student has been receiving support from this outside agency and must submit verification that the student completed the screening before the student will be permitted to participate in co-curricular activities.
- G. If a student is participating in two Category 1 activities during the same season, a Code violation results in the same suspension from **both** activities simultaneously. In other words, one Code violation would make the student ineligible to participate in both activities for the same percentage of time.
- H. A student who transfers to Greendale High School from another school while under suspension for an activity code violation at his or her former school must serve the duration of the suspension at Greendale High School before becoming eligible to participate in co-curricular activities at Greendale High School. The student must serve the suspension imposed by the former school regardless of whether the penalty imposed is greater than the penalty that would have been imposed under this Code.
- I. A student serving a suspension from a co-curricular activity may participate in try-outs for a future activity if his or her suspension will be completely served before the end of the new activity's season.
- J. A student who faces both an academic suspension and a suspension for a Code violation at the same time while participating in an activity must serve the entire penalty for each violation. In other words, if a student who is serving a Code violation becomes academically ineligible, or if an academically ineligible student receives a Code violation, the student will be ineligible to participate in co-curricular activities until the last-to-expire suspension or penalty is completed. The student must still satisfy necessary academic requirements in order to return.
- K. Athletes will be suspended during their current sport's season, the next season, or a combination thereof, whichever may be applicable.

X. <u>APPEALS PROCEDURE</u>

If a Greendale High School administrator concludes that a student violated the Code and imposes a penalty, the student or the student's parent or guardian may appeal the administrator's decision. A student's reasons for appeal are limited to the following: (1) the student did not violate the Code or (2) the student did not have the right to be heard during the investigation. No additional witnesses will be heard during the appeal process, which is outlined below. **The student's penalty will be imposed during the appeal process.**

A. Appeal to Principal

To appeal the student's penalty, the student or his or her parent or guardian must complete and submit an Appeal Request to the Building Principal no later than five (5) school days after the student's parent or guardian was informed in writing of the student's Code violation and penalty. No later than five (5) school days after receiving the Appeal Request to the Building Principal, the principal will hold a meeting with the student, the student's parent or guardian, the principal, and at least one (1) administrator who was involved in the investigation. The student must attend the meeting. The principal will respond in writing to the appeal no later than five (5) school days after the meeting with the student and the student and the student's parent or guardian.

B. Appeal to Superintendent

The student or the student's parent or guardian may appeal the principal's decision to the superintendent. To appeal the principal's decision, the student or the student's parent or guardian must complete and submit an Appeal Request to the Superintendent no later than five (5) school days after receiving the principal's written decision. No later than five (5) school days after receiving the Appeal Request to the Superintendent, the superintendent will hold a meeting with the student, the student's parent or guardian, the principal, and at least one (1) administrator who was involved in the investigation. The superintendent will issue a written decision no later than five (5) school days after the meeting. The superintendent's decision is final.

XI. **DISSEMINATION**

This Code will be distributed to each student and the student's accompanying parent or guardian at the preseason meeting or on the first day that the student reports for a Category 1 or 2 cocurricular activity. The Code will also be posted on the GHS website and will be on file with the Board of Education. Copies will be available to all interested parties.

Each coach or advisor may impose additional standards. If so, these additional standards will be distributed to each student and the student's accompanying parent or guardian at the pre-season meeting or on the first day the student reports for a co-curricular activity. A copy will also be placed on file with the athletic director.

Students and their parents or guardians are expected to read the entire Code and ask for clarification by the coach or advisor if the student, parent, or guardian does not understand any part of the Code.

XII. <u>NON-DISCRIMINATION POLICY</u>

The Greendale Schools will not deny a student the opportunity to participate in co-curricular activities because of a disability. However, a coach or advisor does not have to change the requirements for team selection if that change would fundamentally alter or unreasonably change the purposes behind the requirements. Also, the coach or advisor does not have to change the requirements if the change would create an undue financial or administrative burden to the District. The Greendale Schools will make an individualized inquiry and make appropriate findings of fact to determine whether each student with a disability can meet the eligibility standards for a particular activity with reasonable accommodations.