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## **PHILOSOPHY**

The School District of New London recognizes the importance of well-organized and well-supervised co-curricular activities for students.

The New London Board of Education supports, co-curricular activities that encourage maximum participation, and which are organized to meet the physical, intellectual, social and emotional needs of students. It should be stated that commitment to regular schoolwork must take precedence over involvement in any of the activities. The specific purposes of all activities should support and enhance the educational goals of the School District of New London, and the organization of co-curricular activities should comply with Board policies and established administrative procedures.

Because the School District of New London is proud of the many and varied co-curricular experiences available to its students, it is difficult to develop a code that is tailored to each activity. The intent of this document is to provide standards by which a sound, consistent, and fair educational program can be administered.

## **PURPOSE**

Participation in co-curricular activities is a privilege and not a right. A student must earn this privilege through dedication, desire and discipline. Without them, a student can in no way do justice to himself/herself or to the school. The administration and faculty believe that to promote a determined course of action for the pursuit of co-curricular achievement and the character training of young persons, following “Co-curricular Policies” must be understood and agreed to by the school, the student and parents.

## **MEANING OF A HIGH SCHOOL LETTER**

A New London High School letter is a symbol of achievement, pride and tradition. It indicates dedication and commitment to the activity in which it was earned.

## **OBJECTIVES**

The educational objectives of the School District of New London are:

1. To increase understanding of self and one's potential in our society.
2. To become capable of independent exploration and inquiry in the quest of knowledge, and develop a positive feeling for learning.
3. To interact successfully with others, to promote friendships both with teammates and opponents, and to help create school unity.
4. To acquire functional competence in and a practical application of fundamental skills and knowledge.
5. To make intelligent choices in a changing social context.
6. To have opportunities to participate in a wide variety of curricular and co-curricular activities.
7. To obtain career information pertinent to one's present and future education or training needs.
8. To make available opportunities to help students learn good habits of health, sanitation and safety.
9. To provide opportunities to exemplify and observe good sportsmanship, to teach attitudes of responsibility, team-play, and cooperation.
10. To help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.

## **APPROVAL OF STUDENT ACTIVITIES AND ORGANIZATIONS**

Any student group that expects to enjoy the privilege of a school-sanctioned group must be and approved school organization. In order to become an approved school organization, a student group must:

1. Have an approved adult to act as advisor to the group.
2. Apply for approval as a school organization to the Board of Education. Copies of the application are to be given to the principal and district administrator. The application should include purposes and aims of the organization.

Club meetings must be scheduled with the approval of the advisor who is to be in attendance at the meetings.

Club funds are deposited in the Student Activity Account. Funds will be disbursed only with advisor's approval. Checks are signed by the Activity Account's secretary and activities and director.

## **GUIDELINES FOR ESTABLISHED CO-CURRICULAR ACTIVITIES**

- A. **Purpose**...the specific purposes of the activity must be clearly stated.
- B. **Advisor/Coach**...the duties and responsibilities of the advisor/coach must be listed.
- C. **Participants**...the activity must designate the grade(s) included in the activity, or students to be served, and also designate minimum number of participants, if applicable.
- D. **Funding**... district costs, expenses and revenues must be specified. All money transactions must be in accordance with district guidelines.
- E. **Responsibilities**...all organizations are subject to administrative rules as they pertain to staff and student personnel.
- F. **Procedures**...define the activity in terms of organization (i.e.: officers, elections, meetings, constitution, facilities, equipment, etc.).

## **CATEGORIES OF CO-CURRICULAR ACTIVITIES**

### **CATEGORY I**

This area includes those activities where involvement in the activity occurs outside of the regular school day and is competitive in nature. Coach/advisor must determine the school team and the criterion for earning letter/certificate awards for successful completion of the activity. The focus for competition is interscholastic and participants are understood to be all students involved in the activity. This includes managers and student trainers. Activities included in this category are:

<b><u>Fall Season</u></b>	<b><u>Winter Season</u></b>	<b><u>Spring Season</u></b>
Cheerleading	Basketball (Boys & Girls)	Baseball
Cross-Country	Dance Team	Golf (Boys)
Debate	Forensics	Soccer (Girls)
Football	Wrestling	Softball (Girls)
Soccer (Boys)		Track
Swimming (Girls)		
Tennis (Girls)		
Volleyball (Girls)		

## **CATEGORY II**

This area includes those activities which for the most part are conducted outside of the regular school day. These activities involve public performances and are usually judged against a set of standards as opposed to competition against other teams. In most cases awards are given for successful completion of the activity. Activities included in this category are:

Academic Decathlon  
Spring Play

Fall Musical

Jazz Band II

## **CATEGORY III**

This category includes those activities whose members are elected or appointed to positions of leadership and public recognition from respective student constituencies. Students in this category are expected to be representative of the values, expectations and ideals espoused by the school. For all activities in Category III there shall be an application or nomination process established by the building administration. The activities included in this category are:

Badger Girls & Boys  
Graduation Committee  
Prom Court

Class Officers  
Homecoming Court  
Student Congress (9-12)

Commencement Speakers  
National Honor Society  
Student Council (6-8)

## **CATEGORY IV**

This area includes activities in which students volunteer to participate. It is understood that students should be encouraged to become involved in these endeavors. Included in this category are:

Beat the Heat  
Future Business Leaders of America (FBLA)  
German Club  
Peer Mediation  
Pep Club  
Spanish Club  
Students Against Drunk Driving (SADD)

Flag Squad and Twirlers  
Future Homemakers of America (FHA)  
National FFA Organization (FFA)  
Pep Band  
Power of Positive Students (POPS)  
Statisticians & Video Camera Operators  
Varsity Club (N Club)

Students must possess the desire to participate and become part of a group. There are no stipulated conducts or academic standards. Each advisor will monitor his/her respective group to uphold and maintain reasonable expectations. In cases where disciplinary situations may arise the advisor will confer with the building administration to determine appropriate action.

## GENERAL GUIDELINES

### **ATTENDANCE**

1. All members of each activity will attend all scheduled practices and meetings. If circumstances arise whereby the student cannot attend a practice or meeting, every attempt should be made to notify the coach or advisor by personal contact, phone call, or written statement from a parent or guardian prior to the missed practice or meeting. Any student who cuts practice or fails to attend school on a competition day or practice days may not be allowed to participate in any activity on that day or the following non-school day.
2. A participant must be in school and attended all scheduled afternoon classes on the day in which they are to practice or participate in a contest, except in cases of family emergency, excused pre-planned absences or if a written medical release is obtained from a physician. Furthermore, a participant must be in school for all afternoon classes on a Friday to be eligible for a Saturday activity.
3. Because students are encouraged to be involved in co-curricular activities, coaches and advisors will work to decrease the likelihood of conflicts in schedules. Because avoiding conflicts in scheduling is not always possible, a student who misses an activity to compete in another shall not be coerced or penalized for the choice that the student and parents must make.
4. Excessive absence from practices, games, or activities may be cause for removal from the group. All students involved in co-curricular activities are required to attend classes regularly. Those delinquent to class attendance are subject to disciplinary action. Lack of attendance in classes may result in failure of class work resulting in ineligibility.

### **ELIGIBILITY**

1. To be eligible for co-curricular activities, a student must be in compliance with the New London School Policies concerning correct and legal enrollment and the rules and regulations of the individual activity association (i.e.: Athletics – WIAA, Forensics – NFL, etc.).
2. In co-curricular activities, freshmen that display an outstanding attitude combined with the necessary ability may be promoted to the Junior Varsity or Varsity level upon receiving approval from the principal or athletic director and the participant's parents. Freshmen properly enrolled in school will be academically eligible for the first six weeks; thereafter regular eligibility rules will apply.
3. This Co-Curricular Code of the School District of New London encompasses two distinct grade divisions: 6-8 and 9-12.

### **TRAVEL REGULATIONS**

1. Activity members must use the mode of transportation provided by the schools.
2. A participant who travels to an out-of-town activity with a school group must return with his or her group. Exceptions to this rule are:
  - a. The parent may make prior arrangements, in writing, with the athletic director/assistant principal in advance of the trip. A travel release form is available from the athletic director/assistant principal and must be completed by the parent. Details of these arrangements will be forwarded to the coach/advisor and the student may be released to the designated adult.
  - b. If a parent is present at an out-of-town site, the parent may request the student to return with him/her. This request must be made, in person and in writing, by the parent to the coach/advisor in charge.

## **SUNDAY/WEDNESDAY NIGHT ACTIVITIES FOR PUBLIC SCHOOL STUDENTS**

### **A. Sunday Activities**

1. No academic or co-curricular practices/events will be permitted on Sundays prior to 2:00 p.m. Prior written approval must be obtained by the building principal or activities director for any practices/events to be held on Sundays after 2:00 p.m.
2. Any student requesting to be excused for family, religious, or community organizational activities will be released without pressure or penalty.

### **B. Wednesday Night Activities**

1. During the school term, student activities will not be scheduled on Wednesday after 6:30 p.m. for students in grades 9-12; after 5:00 p.m. for students in grades K-8.
  - a. Because of the many different congregations with starting times varying anywhere from 3:30 to 7:00 p.m., any student requesting to be released for family, religious, or community organizational activities, will be released without pressure or penalty.
2. Exceptions may be made only as follows:
  - a. In the event it is necessary to schedule make-up events on Wednesday due to weather conditions. Other days of the week, except Sundays, must first be considered as make-up days before using Wednesday. The principal (or his/her designee) has the authority to establish schedules for make-up events.
  - b. Any other exception must be approved in advance by the building principal or his/her designee. Exceptions are to be kept deliberately to a minimum.
3. In the event student activities are scheduled on a Wednesday, the athletic director or coach will notify parents. Any student requesting to be released for family and community organizational activities will be released without pressure or penalty.

## **ACTIVITY CHANGES**

It is recommended that all students participate in as many activities as possible. Once a student begins the in-season portion of the activity, he/she may not quit one activity for the sole purpose of joining another activity. It shall be the prerogative of the coach to release an individual to another activity. This release shall be in writing. When a student is released, that student shall be free to try out for any activity of his/her choosing. The head coach shall have the right to determine if a student is skillful enough to remain on the squad.

## **JOBS**

Students involved in co-curricular activities shall not obligate themselves to jobs which in any way interfere with their responsibilities as an activity member. The coach shall determine when such jobs interfere with the goals and objectives of the activity.

## **USER FEES**

All participants will be required to replace lost or stolen equipment issued to them either by payment or with the equivalence of the lost article. Co-curricular activities require a user fee. Participants involved in those activities will be required to pay a one-time user fee of \$60.00 in grades 6-12 for the year.

All participants must clear any fee or fine with their coach/advisor before entering another activity. Seniors with outstanding fines or fees will be required to pay them before graduation.

## **SCHOOL DECORUM**

A co-curricular participant is expected to govern his or her conduct in accordance with the rules and regulations of the Parent-Student Handbook and that violation of the student's obligations under that handbook may result in removal from co-curricular activities.

## **MEDIA**

Students participating in a co-curricular activity grant permission for the School District of New London to use team and/or individual photos and names on its web site for the sole purpose of communicating contest results, event news and promoting the specific co-curricular activity in a positive manner.

## **PERSONAL APPEARANCE AND HEALTH PRACTICES**

Because an individual involved in a co-curricular activity is viewed by the public, he/she becomes a representative of the school and is considered to be in a position of leadership. Therefore, the student's personal appearance not only reflects upon his/her attitudes but those whom he/she represents. Participants will be required to abide by the following rules established by the Board of Education:

1. ***Dress Attire:*** Students involved in co-curricular activities are expected to dress appropriately at all times during school hours and when attending school-sponsored activities. All participants shall conform to a grooming and dress code as established by the coach/advisor. The principal shall give final approval to the grooming and dress code. (Penalty: The participant shall be asked to change or will not participate.)
2. ***Alcohol and Other Drugs:*** Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and the mind have been conditioned through a regular training routine. Smoking, drinking of alcoholic beverages or consumption of illegal drugs, steroids or performance enhancing drugs is regarded as prohibited conduct for any student. For a complete list of these substances please check the WIAA web site, [www.wiaa.org](http://www.wiaa.org).

## **ACADEMICS**

1. All 6-12 students in any co-curricular activities under Category I, II or III must be enrolled in the required number of classes and must either pass all courses they were enrolled in during the previous grading period OR have a 2.000 grade point average during the previous grading period. Any failure for the semester will result in an automatic period of ineligibility without regard to grade point average. Incompletes shall count as failures until made up.
2. If a student does not meet the criteria stated in #1, he or she will not be allowed to participate in games, contests, or performances for 15 scheduled school days and nights following the end of the marking period. The participant may not return to competition until the school day following the 15 day ineligibility period. During these 15 days and nights, the students must continue to practice and attend meetings, but he or she may not be involved in any inter-school competition or performance.

The Wisconsin Interscholastic Athletic Association (WIAA) felt that these rules applied to fall activities were unfair. Thus the following modification has been made for athletes that are ineligible and participating in a fall sport. If a particular sport has a contest prior to the start of school, the minimum ineligibility period shall be the lesser of (a) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (b) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

3. At the conclusion of the ineligibility period, the student may be reinstated by the following procedure:
  - A. Verify, in writing, on a form obtained in the Student Services Office that he/she is doing passing work in all courses for which he/she is currently enrolled.
  - B. This form will be presented to the coach/advisor, assistant principal and/or athletic director.
  - C. The assistant principal/athletic director will reinstate the student by signature.
4. Summer school is currently offered for credit make-up at the high school level. Only core courses are offered for credit make-up. Students may become academically eligible by successfully completing the summer school make-up credit program if the course failed is offered and they meet all other prerequisites for entry into the course.

### **CODE OF CONDUCT**

The following are established policies of the co-curricular program. Deviation from these standards will mean suspension from part, or the entire program. Unless otherwise described, the term “violation” in this code means a confirmed or admitted violation. Coaches/Advisors will clearly communicate to participants criteria for awards and letters as well as reviewing this code of conduct. Participants will be required to sign the “Acknowledgment of the Co-Curricular Code” at the beginning of each activity season. This code is in effect 12 months of the year.

- A. No smoking or use, including chewing, of tobacco.
- B. No drinking or use of alcoholic beverages.
- C. No use, possession, buying or selling of controlled substance or illegal drugs.
- D. The possession of alcoholic beverages, smoking materials or illegal drugs with the “intent”\* to use such items for an illegal purpose or in violation of these training rules is also prohibited.
- E. A co-curricular participant who chooses to remain at an unacceptable social gathering where alcoholic beverages or illegal drugs are present or are being consumed will be considered in violation of the co-curricular code.
- F. Conduct in and out of school shall be such as will not bring discredit to the student, his/her parents, his/her school, or his/her team.
- G. Criminal action by a participant may result in immediate and/or indefinite suspension.

\*Definition: “Intent” means that the student athlete must have had the mental purpose to use such item in violation of this code, or that he/she believed that his/her acts, if successful, would accomplish use of such items in violation of this code. Intent must be determined from the student’s acts, words, and statements which bear upon his or her intent.

### **CODE VIOLATIONS**

Code violations may be presented, in writing, to the administration by any credible person who has knowledge of a possible infraction. Such reports must be made within ninety (90) days of said violation. A confidential complaint will be investigated to the extent possible, however, anonymous complaints, unless criminal in nature, will not be investigated.

## DISCIPLINARY PROCEDURES

An administrator must:

- A. Give the student oral notice of the alleged violation.
- B. Give the student an explanation of the information which the school authorities have which supports a finding that the individual has committed a rule violation.
- C. Give the student an opportunity to present his/her side of the story. The student may request that he/she be accompanied by his/her parents or other representation during such presentation; and then
- D. Make a determination as to whether the student has violated the co-curricular code.

## PENALTIES

### 1. Violations

A competitive season is defined as beginning on the first day of practice, in which an athlete is medically and academically eligible, and continuing until the day following the last contest in a specific sport or activity. Other co-curricular programs may be year long. Regardless of whether an activity has a specific season or is year long, all co-curricular programs will be subject to disciplinary action throughout the entire school year.

During the period of suspension the student will be required to practice and meet all obligations of the activity. Failure to do so may result in dismissal from the activity. The suspension will then carry over into the next activity the individual is involved in.

A student must be eligible for the final regular season activity to compete in any post-season, WIAA tournament series, or state competition..

Any violation which cannot be made up in its entirety during one season will have the remaining % carried over into the next activity. For example, if a student was suspended for 50% of a season, but only had one of eight activities remaining to serve ( $1/8 = 13\%$ ), he/she would be suspended for 37% of the next activity. If a calendar year passes from a students' most recent violation, the students' number of accumulated violations is reduced by one.

In addition to length of suspension, administration must also consider:

1. AODA Violations
2. Honesty Clause
3. Award Considerations

If a participant does not complete the entire season where the suspension is being served the suspension will carry over to the next activity and the entire suspension must be completed in the new activity.

Students will be suspended from each activity for the number of contests or performances as stated below.

- A. **First Violation** (within grade division 6-8 or 9-12)  
Category I – The participant will be suspended for 15% of the competitive contest season schedule in which he/she is or will be competing. The actual events of ineligibility will be rounded up to the next whole number.  
Category II – The participant will be suspended from the activity for one day of performance as determined by administration.
- B. **Second Violation** (within grade division 6-8 or 9-12)  
Category I – The participant will be suspended for a number of contests equal to 50% of the season. The actual events of suspension will be rounded up to the next whole number.

Category II – The participant will be suspended from the activity for three days of performance as determined by administration.

C. **Third Violation and Subsequent Violations** (within grade division 6-8 or 9-12)

The participant will be suspended from all activities for one calendar year from the date of the violation.

## 2. Alcohol and Other Drug Violations

### A. *First Offense*

When the first offense involves drug or alcohol violations, it will be mandatory that the student participate in a series of counseling sessions with a guidance counselor. The student will be expected to go through the entire series and to follow the counselor recommendations. When a student refuses to attend these sessions or cooperate with his/her counselor, the violation will be handled as a 2<sup>nd</sup> violation.

### B. *Second Offense*

If a participant is found to be in violation for the second time, it will be mandatory for him/her to seek and complete an AODA assessment by an outside agency. Such an assessment could involve a cost to be paid by the individual. Refusal or failure to take the assessment will result in the violation being handled as a 3<sup>rd</sup> violation.

### C. *Third Offense*

A third AODA violation will require the student to complete the same assessment procedure outlined for a second offense. Refusal or failure to take the assessment or follow its recommendations will result in suspension for the rest of his/her high school career.

## 3. Honesty Clause

Students who voluntarily share personal information with the administration about involvement regarding code violations will have their ineligibility reduced by one contest/performance. Students who intentionally deceive the administration will be suspended for one additional day of performance/contest.

## 4. Award Considerations

In or out of season violations will be treated the same regarding awards/letters. Rules for determining eligibility:

- A. First Violation – Students will have the opportunity to earn an award and/or letter.
- B. Second and Subsequent Violations – No post season awards and letters will be given in the activity in which the suspension began.

## 5. Code Violations are Cumulative Throughout an Athletes High School Career

## **APPEAL PROCESS**

Participation in co-curricular activities is a privilege and not a right. This process outlines his/her recourse in the event he/she feels that the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined hereafter is the process a student and his/her parents are to follow in appealing decisions relating to suspension. Administration may utilize the appeal board to clarify issues regarding interpretation of the code.

1. At the complete discretion of the administration, a co-curricular participant's suspension will begin immediately and last throughout the appeal process.
2. An individual/and or his/her parents may formally appeal a suspension decision, in writing, to the principal within 5 school days from the verbal notification of the suspension. The deadline for the appeal will be put in the written suspension notification.
3. The principal will arrange for an appeal meeting to be set no later than 5 school days from the date of the appeal request.
4. The appeal will be ruled upon by the co-curricular review board. The board will consist of 2 head athletic coaches and 2 non-athletic program advisors/coaches. The athletic director or principal will chair the meeting. The chair will only vote on a ruling to break a tie.
5. Proceedings of the meeting, including the decision, shall be put in writing and a copy of these proceedings must be mailed to the student and his/her parents within 5 school days.

## **REINSTATEMENT PROCEDURE**

Any student suspended from a co-curricular activity for a code violation must be reinstated by the assistant principal/activities director or his/her designee.

Written notice of this reinstatement conference will be sent to the student and his/her parents with a copy going to the coach/advisor.

The purpose of this conference is to:

1. Aid the student in analyzing the ramifications of the choices he/she had made.
2. Provide information about the consequences of future code violations.
3. Request a statement of recommitment to both the letter and spirit of the co-curricular code.
4. Provide support for the actualization of that commitment.

Written notification of the conference proceedings will be sent to the parent, principal and coach.