

Policy #: 377.1

## **SCHOOL DISTRICT OF WEBSTER**

Date Adopted: April 20, 2013

Date Revised: August 29, 2022

Policy Title: Interscholastic Athletics: Co-Curricular Policy

### **WEBSTER MIDDLE SCHOOL/HIGH SCHOOL CO-CURRICULAR POLICY**

#### **INTRODUCTION**

Webster Middle School/High School is happy to have you participate in its co-curricular programs. As an integrated part of the total school effort and experience, the program is designed to help our students become better citizens of our school and our community. As representatives, they should serve as role models of the ideals of good sportsmanship and respectable behavior which the school system and community seeks to promote.

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

#### **CODE VIOLATIONS**

1. Purchase, possession or use of alcohol and/or controlled substances.
2. Purchase, possession or use of tobacco, or any electronic inhalation device.
3. Engaging in illegal activities such as theft, vandalism, assault, battery and/or other destructive behaviors (illegal or legal) which are harmful to themselves or others.
4. Attendance at parties/events, or in a car where drugs, illicit substances, and/or alcohol are being consumed/taken by minors are prohibited. (Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring is not considered a violation. These exceptions include such logical events as family weddings, graduation parties, and similar occasions. This does not, however, allow use of alcohol or drugs by any students under this Code.)

#### **I. APPLICATION OF THE CODE**

1. This policy applies to all Webster students involved in co-curricular activities throughout their years of eligibility.
2. The Advisory Council will consist of 2 teachers, 2 coaches/advisors, Administrator, school board member and Athletic Director.
3. The rules of this policy are in effect for twelve (12) months of the year. Students are subject to the code immediately upon returning the signature page for their first co-curricular activity and ending at the conclusion of their senior year eligibility.
4. Students who are involved in both the athletic and non-athletic activities will be subject to the options of both the athletic and non-athletic portions of this policy, but will only complete the community service and written paper portion of the athletic or non-athletic section, not both.

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5. **Physicals:** Those students in athletics will be required to have a physical or alternate year card as required by the WIAA. A signed copy of these cards by parent/legal guardian must be kept on file at school before participation, including practice.
6. The events to be missed will begin with the first possible event following the meeting with the Athletic Director and/or an Administrator. If the offense occurs late in the season so that more events must be missed than are left in the season, the surplus is to be subtracted from the next season the student participates in. Carryover does not affect Article II (2) (except for the fourth (4<sup>th</sup>) term portion). For non-athletic offenses (Article V), the nine (9) week suspension will carry over to the beginning of the next school year, if no events occur during the summer. Students must complete the season to have the suspension count. During the ineligibility period students must participate in practices and sit with the team not in uniform during contests unless excused by the head coach and the administration.
7. The suspended student must complete all conditions of the suspension before they are allowed to compete.
8. **Transportation:** All students must travel via school transportation to and from all types of events with the team or organization, with the following exceptions:
  - a. A student may leave with the parent/legal guardian following an event upon Coach approval of a written and verbal request by the parent/legal guardian.
  - b. A student may travel to or from an event with an adult (not a student) designated by the parent/legal guardian, or transport themselves, if a written request is approved by the Coach and the Athletic Director or other Administrator PRIOR to the event. A request for a student to transport themselves will only be approved under substantial circumstances.
  - c. Students may provide their own transportation to practices or home competitions for events that are routinely off of school grounds with a signed permission slip. Examples; golf, co-op sports.
9. **Suspensions During a Season:** Any students suspended out of school will not be allowed to return to school for practice, competition or performance during the suspension period. Once the student returns to school, they will sit out the next competition or performance. Students who are assigned an In School Suspension are allowed to participate in after school activities, but will sit out the next scheduled competition or performance.
10. Each coach will conduct a pre-season meeting to go over the handbook for that sport. Parents/legal guardians and students are expected to attend these meetings.
11. It is understood that the regulations in this policy are not all inclusive. Coaches or Advisors may take additional action that is necessary to insure the orderly operation of their teams or clubs. Violations of team rules, depending on their severity, may be subject to the penalty provisions of this code.

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12. When a suspension results in a fraction of a contest, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 contests equals 3 contests).

13. **Fees and Fines:** To be eligible for competition a student's total school fees and fines (excluding food service) must be below \$50. A student will have 14 days upon notification their fines are above \$50 before becoming ineligible. They will regain eligibility immediately upon having a balance below \$50.

### II. GRADES

Middle School eligibility is based upon term grades and high school eligibility is based upon term and/or semester grades as specified below. Any student who is academically ineligible and not currently meeting the academic standard will:

- a. not travel with the team unless given permission by the coach and the administration.
- b. report to after school study hall to work on their academics.

1. **TERM AND SEMESTER:** The student, in order to participate, must meet the "academic standard" by having earned a "C-" (1.67) grade point average with no failing grade during the last term (quarter) and semester. Any grade earned in the Webster Credit Recovery Program will be considered a "Pass" grade and not part of a student's grade point average calculation.
  - a. Any student who does not meet the academic standard will be suspended from competition on the day grade reports are issued to the student and until based upon term and semester grades the student is doing "C-" (1.67) average work and is failing no classes. A student will be suspended a minimum of 25% of the contests unless they choose the early reinstatement option.
  - b. Upon reinstatement, the student, based upon term and semester grades, must maintain a "C-" (1.67) grade point average and be failing no classes for the remainder of the current grading period in order to remain eligible for participation. To remain eligible, athletes will collect their individual class grades and submit them to the Athletic Director by the end of the school day on the last scheduled day of school each week. Academic eligibility will be determined by this progress report beginning immediately at the end of school the day it is submitted and through the second to last school day of the following week. Example: If the last day of consecutive weeks is Friday, then the eligibility period will be from the end of the school day that first Friday through and including Thursday evening of the following week. Athletes who choose not to turn in weekly grades or do not meet the academic standard will be ineligible for the following week.
  - c. Per WIAA rule of eligibility, "A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent (School issued) grade-reporting period." Both term and semester grades will be used for WIAA eligibility purposes. To regain eligibility students must follow the requirements outlined in the WIAA eligibility rules.

2. Early Reinstatement Procedure (Students with more than one failing grade on a quarterly grade check are not eligible for early reinstatement).

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- a. Students that choose the early reinstatement option will initially sit out 10% of the regular season contests.
  - i. Athletes will collect their individual class grades the day after the initial ineligibility period and submit them to the Athletic Director.
  - ii. If the student can maintain a "C+" (2.33) semester average and not have any failing grades, then eligibility will be immediately granted. If the student grade average is below a "C+" (2.33) semester average then the student will be ineligible for the remaining 15% of the regular season contests.
  - iii. Upon reinstatement, students must complete weekly progress reports following the procedures in 1b. above to remain academically eligible.

3. **MIDTERM:** The student, in order to participate, must have earned a "C-" (1.67) average with no failing grade using current term grades at each MIDTERM date as defined by the school calendar.

- a. Any student who does not meet the above standard will be suspended from competition beginning the day midterm grade reports are run and until based upon term grades the student is doing "C-" (1.67) average work and failing no class. To regain eligibility a student must submit a progress report with individual class grades to the Athletic Director showing they are meeting the standard.
- b. Upon reinstatement, students must complete weekly progress reports following the procedures in 1b. above to remain academically eligible.

### III. ATTENDANCE

1. A student, to participate in an athletic or non-athletic event, must attend school 6 out of 8 class periods, of the day during which the event is to take place. This same rule applies to practice, as well.
2. Practices or rehearsals are essential in assisting the student in acquiring the skills to enhance their performance in that activity. Students who are participating in an activity are expected to attend scheduled practices and events. If the student's parents/legal guardians make **prior** arrangements with the Administrator or Athletic Director to excuse the student from school attendance during the day of the event or practice, the student's absence would be excused if the request is deemed valid. Among the valid excuses for missing school, events or scheduled practices are: family emergencies, religious activities, medical appointments or other pressing matters. It is the responsibility of the student to consult with the coach or advisor on their absence from practices or an event. For those students without valid excuses for missing practices or events, coaches and advisors have, at their discretion, the options of: limiting event participation, withholding recognition and awards, or other punitive disciplinary measures.

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3. Students must be in attendance at school and be on time the day following an event unless the entire team/group is excused by the administration the day prior. Tardies or absences may be excused if the reason is valid.
4. Any student with an unexcused absence during the season will miss the next event/competition.
5. When events occur on weekends or days where school is not in session, the attendance requirements will be from the most previous school day. (Example: Game on Saturday, student must have been in school for 6 periods on Friday.

### **IV. DISCIPLINARY MEASURES RELATED TO VIOLATORS (ATHLETIC)**

Activities including, but not limited to: baseball, basketball, cross country, football, volleyball, softball, track, golf, cheerleading, managers and statisticians.

#### **First Offense**

A conference will be held with the student about the offense. The Athletic Director or Administrator will notify parents/legal guardians of the suspension.

1. Suspension for 25% of the season (minimum of one (1) event).
2. Two (2) counseling sessions approved by the Athletic Director, Guidance Counselor and Principal (parents must attend one (1) session).
3. Students must write a paper on the detriments of the offense committed. The paper will be assigned and supervised by the Athletic Director or Administrator.

#### **Second Offense**

A conference will be held with the student about the offense. The Athletic Director or Administrator will notify the parents/legal guardians.

1. Suspension for 50% of the season (minimum of two (2) events).
2. Students and parents/legal guardians must agree to meet with a chemical dependency agency (if applicable) for assessment and follow its recommendations. Parents/legal guardians will assume the cost of chemical dependency assessment.
3. Complete ten (10) hours of community service, approved by the Athletic Director.

#### **Third and Subsequent Offenses**

A conference will be held with the student about the offense. The Athletic Director or Administrator will notify the parents/legal guardians.

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1. Suspension for one (1) calendar year from the date of the meeting with the Athletic Director or Administrator.
2. Assessment and treatment for chemical dependency (if applicable).
3. Complete twenty (20) hours of community service, approved by the Athletic Director.

Upon completion of the reinstatement requirements, the student will remain at the level of the infraction at the time of the offense – if the student commits a first offense, then completes the reinstatement, he/she is on record with a first offense and any subsequent offense will move him/her to the next level.

### **Hosting Clause**

Students hosting a gathering where code violations take place will result in a doubling of the penalty and he/she will not be eligible for early reinstatement.

### **State Tournament Attendance**

Students who have been suspended from an activity other than for grades, will not be allowed to attend any school sponsored trip to a State Tournament during the season of the suspension.

Upon completion of the reinstatement requirements, the student will remain at the level of the infraction at the time of the offense – if the student commits a first offense, then completes the reinstatement, he/she is on record with a first offense and any subsequent offense will move he/she to the next level.

### **Students Charged with a Felony**

Any student charged and/or convicted of a felony shall, upon the filing of the 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.). The ineligibility period will be a minimum of one calendar year. The student will be required to meet with the Board of Education before regaining eligibility and only to the extent permitted by law. (EG Title IX)

## **V. DISCIPLINARY MEASURES RELATED TO VIOLATORS (NON-ATHLETIC)**

### **ACTIVITIES GROUP 1:**

Including, but not limited to: A.O.D.A., Art Club, FHA, FBLA, Forensics, Yearbook, Swing Choir, Solo-Ensemble, Pep Band, Jazz Band, Quiz Bowl, Prom Court, Homecoming Court and Snowball Court.

#### **First Offense**

1. Nine (9) week suspension (minimum of one (1) event).

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2. Two (2) counseling sessions (parents must attend one (1) session).
3. Students must write a paper on the detriments of the offense committed. The paper will be assigned and supervised by the Administrator.

### **Second Offense**

1. Eighteen (18) week suspension (minimum of two (2) events).
2. Chemical dependency assessment (if applicable).
3. Ten (10) hours of community service.

### **Third Offense**

1. Suspended from the activity or activities for one (1) calendar year from the meeting date with the Administrator.
2. Assessment and treatment for chemical dependency (if applicable).
3. Twenty (20) hours of community service.

### **ACTIVITIES GROUP 2:**

Class Officers and Student Council

1. Suspended from these elected positions for one (1) calendar year.

### **ACTIVITIES GROUP 3:**

School Play

1. Miss one (1) performance.

## **VI. EARLY REINSTATEMENT**

1. Students may seek early reinstatement from 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> violations by contacting the Athletic Director and meet the following conditions:
  - a. Students must immediately admit to the violation when questioned by school personnel.
  - b. Students will agree to 2 counseling sessions (school counselor or outside counseling) approved by the Athletic Director, Guidance Counselor and Principal.
  - c. Student completes a Community Service Plan approved by the Athletic Director and Principal.
    - First Violation – 16 hours
    - Second Violation – 40 hours
    - Third Violation – 80 hours
  - d. During the reinstatement period, students must maintain a 2.0 GPA.
2. By fulfilling the requirements of reinstatement, the student may reduce the penalty as follows:
  - First Violation – from 25% of the season to 10%
  - Second Violation - from 50% of the season to 25%
  - Third Violation – from one year to one season

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Upon completion of the reinstatement requirements, the Student will remain at the level of the infraction at the time of the offense. For example, if the student commits a first offense, then completes the reinstatement, he/she is on record with a first offense and any subsequent offense will move them to the next level.

### **VII. INVESTIGATION PROCESS FOR POSSIBLE DISCIPLINARY VIOLATIONS**

Upon receiving substantial reliable information that a student MAY have violated the co-curricular code as defined on page 1, the designated school administrator will attempt to notify the parent/guardian and begin an investigation by questioning the student regarding the possible violation. The administrator will use the Webster Middle School/High School Co-Curricular Violations Self Admission/Denial form for this questioning process (Addendum A).

The administrator will review with the student the Code Violations as defined in the co-curricular code. The administrator will then review both the disciplinary measures and the early reinstatement requirements with the student. The administrator will then explain to the student this is their ONLY opportunity to admit to a violation AND be eligible for the early reinstatement provisions. The administrator will explain that IF they deny a violation of the co-curricular code that they are no longer eligible for the early reinstatement provisions. They will also be informed that if they state they did not violate the co-curricular code a further investigation will take place. The administrator will then ask the student to complete the form and admit or deny the violation. The administrator will contact the parent/guardian immediately following the meeting with the student and explain the standing of the situation.

If the student is found guilty or admits to a violation the administrator will review the summary of the investigation with the student. The administrator will deliver and review with the student a letter stating the consequences and obligations of the student as defined by the co-curricular code. The letter will also be mailed to the parent/guardian.

### **VII. APPEALS PROCESS**

The Athletic Director and/or the Administrator will enforce the rules of this co-curricular policy. A student who desires to appeal a decision shall be assured due process through the following procedure:

#### **Step A:**

If a student desires to appeal the Athletic Director's or the Administrator's decision, they may request a hearing before the Advisory Council. This shall be done in writing to the Athletic Director or Administrator within three (3) days of the initial decision. The hearing will be convened within five (5) days of said request. The findings and decision of the Advisory Council will be given to the complainant within three (3) days of the hearing.

#### **Step B:**

If a student desires to appeal the Advisory Council's decision, they may request a meeting before the Administrator in writing within three (3) days of the Council's decision. This meeting will be convened within five (5) days of said request. The Administrator's decision will be given to the complainant within three (3) days of the meeting.



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### Step C:

If a student desires to appeal the Administrator's decision, they may request a meeting before the District Administrator in writing within three (3) days of the Administrator's decision. This meeting will be convened within five (5) days of said request. The District Administrator's decision will be given to the complainant within three (3) days of the meeting.

### Step D:

If a student desires to appeal the District Administrator's decision, they may request a meeting before the School Board in writing within three (3) days of the District Administrator's decision. This meeting will be convened within five (5) days of said request. The School Board's decision will be given to the complainant within three (3) days of the meeting. The School Board's ruling is the last step provided by the School District of Webster.

After one (1) full year from the date of suspension, a student may appeal to the Advisory Council for reinstatement. Such reinstatement may only be given if the student in question has complied with the co-curricular policy since his/her last offense and has demonstrated a willingness through his/her attitude and behavior to adhere to the code in the future. An appeal for reinstatement shall not be granted until the student has completed the disciplinary measures assigned by the Advisory Council.

We, the undersigned, state that we understand the provisions of this policy and the consequences of its violation and hereby agree to faithfully follow all of its provisions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

Adopted by the School Board May, 2002

Revised May, 2009

Revised July, 2011

Revised, February, 2013

Adopted by the School Board April 22, 2013

Approved by the School Board September 16, 2019

Approved by the School Board August 29, 2022