

Want to Participate? Know the Rules!

2009-10

Co-Curricular Handbook

Co-Curricular Code

for

Students & Parents

Hartford Union High School
Ron Schlitt
Director of Co-Curriculars

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ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

► PURPOSE OF THE HANDBOOK

The purpose of the Hartford Union High School Co-Curricular/Co-Curricular Code Handbook is to develop an awareness on the part of all athletes, staff members and parents of the policies and procedures of the Interscholastic Athletic Program.

All parents and athletes should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the Interscholastic Athletic Program.

We are committed to education, athletics, and athletes; and we believe that a well-structured program will be beneficial to all concerned.

Mr. Ron Schlitt, Director of Co-Curriculars

"YOU NEVER FAIL UNTIL YOU STOP TRYING"

► PROGRAM DESIGN

Our school district believes that a comprehensive program of student activities is vital to the educational development of the student. We believe the primary objective of a well-designed program is that the participants develop both physical and mental abilities that will last a lifetime, while at the same time have fun. We further believe that our student athletes expect to be taught skills, responsibility and discipline.

◆ VISION AND MISSION STATEMENT OF ATHLETIC DEPARTMENT

Vision Statement

A cohesive and dedicated team of coaches who respect and mutually support all HUHS programs and are committed to instilling life-long values in student athletes.

Cultivate student-athletes who are role models, committed to the Athletic Code, and demonstrate citizenship and sportsmanship

Effective and dynamic leadership from the Athletic Director, coaching staff, and student athletes.

Strong district wide programs through various communications with K-8 and youth programs in order to expand our base of partnership and number of multi-sport athletes.

First rate facilities for all sports to allow all athletes to maximize their skills and abilities and foster community pride.

Mission Statement

HUHS student-athletes will exhibit excellence in athletics, academics, and character fostered by a team of effective, caring leaders, serving as positive role models.

► **SPORTS OFFERED AT HARTFORD UNION HIGH SCHOOL** ◀

FALL SEASON

BOYS

Cross Country
Football
Soccer

GIRLS

Cross Country
Golf
Swimming
Tennis
Volleyball

WINTER SEASON

BOYS

Basketball
Swimming
Wrestling
Co-op JV Hockey

GIRLS

Basketball
Gymnastics
Co-op JV Hockey

SPRING SEASON

BOYS

Baseball
Track & Field
Tennis
Golf

GIRLS

Softball
Track & Field
Soccer

NOTE: Before you are allowed to begin practice in a sport, you need to obtain a GOLD CARD from the Co-Curricular Office and have the required:

***Physical Cards and Emergency Card on file and**

***The Co-Curricular User Fee paid (\$110.00 for 2009-10) Family cap of \$220.00**

***The WIAA Rules of Eligibility form must be signed by the parent and student and must be submitted to the Co-Curricular Office prior to a student being declared eligible to practice and compete. WIAA form will be included in the registration mailing or online www.huhs.org**

Students wishing to participate in any of our 20 sports, Forensics or the HUHS Musical are required to pay a \$110.00 user fee. A \$25.00 (family cap of \$50.00) co-curricular fee will be assessed to students that want to participate in clubs or non-athletic co-curriculars. A student out for more than one of these activities pays this fee only once each school year. The fee must be paid prior to the start of participation in the activity. A student qualifying for free or reduced school meals is exempt from the fee upon application to the Food Service Supervisor.

A student who is cut from a team for which he/she tries out may request to have the fee refunded if it's his/her first sport. **The request must be made before June 4, 2010.** **A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.**

► **EQUIPMENT**

1. All equipment and supplies will be issued by the head coach and designated manager.
2. All athletes receiving equipment will be responsible for the equipment issued.
3. **No athletic department's uniform or practice gear should be used/worn by a coach or an athlete except at official practice sessions and scheduled contests. An exception would be a coach allowing his/her players to wear team apparel to classes on game days.**
4. Equipment belonging to the school district should not be loaned to outside groups except with the approval of the Director of Co-Curriculars.
5. Any athlete who is found to be in possession of any athletic equipment from any other competing schools or non-issued equipment from Hartford Union High School is subject to suspension from the athletic program for a period of time.

6. Student athletes and their parents are asked to see that all school athletic equipment be returned to the school immediately upon completion of the season or upon leaving the team, whichever is sooner. Athletes who do not return equipment when they are notified, will be issued a detention by the Director of Co-Curriculars. Failure by a student athlete to return the equipment will result in the student being billed for replacement costs and possible referral to the Hartford Police Department for charges of theft. The athlete will not be allowed to participate in another sports season until all obligations have been met. Administrative policy forbids the taking of semester exams until outstanding equipment and financial obligations have been satisfied.

► AWARDS

WIAA Scholar-Athlete Award - each school may nominate one boy and one girl athlete for the WIAA State Scholar-Athlete Award. The criteria for nomination includes having lettered at least four (4) times prior to the final semester in high school and ranking in the top 10% of their graduating class. Local nominees will receive a certificate.

Wisconsin Little Ten Conference Senior Scholar-Athlete Award

The Wisconsin Little Ten Conference will annually award the Senior Scholar-Athlete Award to those student-athletes who have met the following criteria:

1. All athletes must be seniors.
2. They must have won a letter and continued to participate in the athletic program through their senior year.
3. They must rank in the top 10% of their graduating class.
4. Class rank will be determined by the 7th semester grading period.

Lions Athletic Achievement Award - Each head coach may nominate an athlete who has been involved for four years in athletics, with ability, character, athletic leadership, team spirit and average or better grades. After all candidates are nominated, the head coaches vote for one candidate (one boy, one girl). Each boy and girl winner will receive a plaque. The winners' names will also be engraved on a plaque kept at Hartford Union High School.

HUHS Sportsmanship Award - Awarded annually to a senior boy and a senior girl who best exemplify the spirit of athletics at Hartford Union High School. Nominated and selected by head coaches. Each winner will receive a plaque.

3 Sport Letter Winner Award - presented annually to student athletes who have "lettered" in three sports in one school year.

"H" Club Scholarships - The "H" Club awards four scholarships.

1) H-Club Scholarship - Senior who participated in sports all four years and earned a Varsity letter. Must have 7.0 cumulative grade point average and be an athlete in good standing

2) Dan Thuecks Memorial Scholarship - Senior who participated in baseball, softball or basketball all four years and who earned a Varsity letter. Must have 7.0 cumulative grade point average and have zero Athletic Code violations.

3) Deb Wierl Scholarship - Senior athlete who participated in sports all four years and lettered at least one year. A senior who plans to participate in intercollegiate athletics. Must be a member of H-Club, have zero Co-Curricular Code violations, and have a 7.0 cumulative grade point average.

4) Gordon Giebel Scholarship - Senior who participated in sports all four years and earned Varsity letters in two different sports. Must be a member of H-Club, have an 8.0 cumulative grade point average, and be an athlete in good standing

Army Reserve Award - coaches vote on one boy and one girl athlete who exemplifies scholar-athlete.

► **ATHLETIC AWARDS - CRITERIA & REQUIREMENTS**

- A. Head coaches are instructed to explain the criteria for earning awards to athletes at the start of the season (lettering requirements may vary by sport).
- B. The following general requirements for earning an award are listed below:
 - 1. Regular attendance at team meetings, games, practices, and any other team obligations.
 - 2. Compliance with the letter and spirit of the Co-Curricular Code.
 - 3. Number of seasons of participation in the sport.
 - 4. Awards may be granted to an athlete who is injured or becomes ill during the season.
 - 5. Recommendation of the coach.
- C. Certificates are awarded to the following athletes:
 - 1. Students competing on the freshman level.
 - 2. Junior varsity athletes who have already received numerals.
 - 3. Varsity athletes who do not qualify for a letter and who have already received numerals.
- D. Numerals are awarded to the following athletes:
 - 1. Junior varsity athletes who have not previously received them.
 - 2. Varsity athletes not qualifying for a letter and who have not previously received numerals.
- E. Varsity Athletic Awards
 - 1. The varsity "H" letter and service chevron shall be awarded to each athlete the first time that person qualifies for a letter award.
 - 2. Thereafter, the athlete shall receive a service chevron for the first letter earned in a sport during each school year.
- F. At the conclusion of each sport season, each varsity coach may name three awards for athletes in their sport. Plaques for those three awards are provided by the Co-Curricular Office.

H-Club - H-Club is open to any athletic letterwinner (sports or cheerleading). Once an athlete earns a varsity letter, the athlete may become a member of the "H" Club.

► **STUDENT ABSENCE ON GAME AND PRACTICE DAYS**

- A. Athletes medically excused from physical education class on any given day may not participate in a practice or game on that day.
- B. Any student absent during the entire day may not practice or participate in an activity on that day. The student should be in school the four class periods preceding the event. Exceptions to the above are:
 - 1. School-sponsored activity and/or field trip.
 - 2. Cases of family emergency.
 - 3. Written medical release from a physician.
 - 4. Approval of the Director of Co-Curriculars or designee.
 - 5. Contests requiring early departure.
- C. A student absent on the day prior to a non-school day or days on which a contest is scheduled (i.e., absent on Friday with a Saturday contest) may participate in the non-school day contest at the discretion of the coach.
- D. The head coach determines the attendance policies for practices, games, meets and contests. The attendance policy is to be shared with team members and parents at the beginning of the season.
- E. A student who is suspended from school will be ineligible to participate in any school- sponsored co-curricular and/or extra-curricular activity until the student is re-admitted to school as a student in good standing.

► ELIGIBILITY STANDARDS - WIAA

Note: HUHS Academic Standards are tougher.

1. A student must meet school and DPI requirements defining a full-time student (six courses per semester) and have received no more than one failing grade in the most recent grade-reporting period.
2. You cannot be beyond your 8th semester in a 9-12 school; your last two semesters must be consecutive, and you cannot compete more than four years in any sport.
3. You cannot become 19 years of age before August 1 prior to your present school year.
4. You must pass a physical examination; your parents must consent to your participation and you must follow the code of conduct of your school.
5. You must be an amateur in all sports in order to participate in any sport. You violate your amateur standing if you accept any amount of money or merchandise-type of prizes. Medals, trophies, ribbons are not subject to this regulation.
6. Health and Behavior: The WIAA is against the use of anabolic-androgenic steroids, street drugs and other performance enhancing substances (PES). Member schools shall devote time each year to positive programs which highlight prevention and education of the risks, benefits and adverse effects of PES. Coaches, teachers, sports medicine staff and school administrators who ignore or encourage the use of PES, provide and/or sell PES to athletes (including indirect distribution through a third party) shall be subject to their own school's provisions regarding discipline. The WIAA medical advisor staff will provide a list of prohibited anabolic-androgenic steroids and other performance enhancing substances (PES). The WIAA and the WIAA Medical Advisory Committee has provided a list of performance-enhancing and banned substances which is listed in the front of this handbook.
7. Parent and student must sign the WIAA Rules of Eligibility waiver form. This form will be kept on file in the Co-Curricular Office.

► TRAVEL REGULATIONS

Students will travel with the team from the departure site to the location of the scheduled event and must return with his/her team. Exceptions to this rule are:

- A. Participants may ride home from contests or performances with their own parent/guardian provided said parent/guardian speaks to the advisor/coach in person and/or provides a written documentation of the request as per specific requirements to the advisor/coach of the activity.
- B. At the written request of the parents or guardian, an athlete may meet the team at the site of the scheduled contest. At the written request of the parent/guardian, an athlete may be dropped off at a designated place within Hartford Union High School boundaries. Students will not be allowed to drive other students to or from contests. **Written requests by the parent/guardian must be submitted to the Director of Co-Curriculars prior to the day of the event/contest for approval and a copy of approval given to coach/advisor.**

► MEDICAL POLICY

Physical Examination:

A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in the Co-Curricular Office attesting to (a) parental permission each school year *including an acknowledgment of receiving the school athletic code and WIAA Rules of Eligibility*, and (b) current physical fitness to participate in sports as determined by a licensed physician or Advance Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.

*** A physical is required every other year (orange card). Alternate year cards (green card) must be signed during the year in which you do not have a physical. Alternates require the signature of the athlete and the parents, but not the doctor.**

Note: It is recommended that a student also have dental fitness attested to by a licensed dentist.

► INJURY INSURANCE PROTECTION

All athletes participating in the interscholastic athletic program in Hartford Union High School must have insurance to cover injuries that might occur.

CO-CURRICULAR PARTICIPATION CODE

Want to Participate? Know the Rules!

THIS CODE IS IN EFFECT TWELVE (12) MONTHS A YEAR.

All co-curricular activities are a privilege made available to the students of Hartford Union High School with the desire that participation be an enriching and healthful experience in which physical, mental and social growth shall be stimulated. Part of the learning process, however, is the realization that laws are always present in society, choices have to be made and penalties are the consequence of violation. With every privilege comes responsibilities and the primary responsibility for abiding within the Co-Curricular Code belongs to the participant and his/her parents/guardians.

I. PHILOSOPHY

The following information has been prepared for the benefit of the participants, parents and the coaches/advisors in an effort to keep the co-curricular program a contributing and worthwhile part of the total school program. A better understanding of the aims, objectives and educational values of the program and of the training rules will be realized by careful reading and discussion of this material by the student and parent. The Hartford Union High School District Board of Education believes the following to be true.

- A. The educational value of co-curricular programs beyond their particular focus includes sportsmanship, teamwork, sense of accomplishment, pride in school, leadership, expanded personal acquaintances, learning life-long activities, new experiences, perseverance and dedication. These values are recognized by others in awarding of scholarships, consideration for employment and involvement in community activities.
- B. All co-curricular activities are a privilege made available to students who abide by the district rules. Involved students have an obligation to present a positive image to fellow students and the public in general.
- C. Co-curricular activities are secondary to scholastics and should be made available only if the student meets the academic requirements of the code.
- D. All co-curricular activity participants should be treated equally. The rules and procedures of this code apply to athletes and non-athletes alike.
- E. The board and district policies govern student behavior and the board will become involved whenever student actions:
 - 1. Affect the orderly operation of classes and/or school activities.
 - 2. Affect the public image of the school and/or community.
- F. All interscholastic athletic squads will be expected to have parents' night early in the season for the following purposes:
 - 1. Introduction of the coaching staff.
 - 2. Observation of practice session.
 - 3. Explanation of athletic sport policies for a given sport by the head coach.
 - 4. Explanation of the Co-Curricular Code.

II. PROCEDURES

- A. The Director of Co-Curriculars or designee shall review the rules established by this code with participants in sports and other activities at one of the first meetings of the activity, to insure a complete understanding of the regulations and procedures to be followed under the code.
- B. All participants will read and discuss the Co-Curricular Code with their parents and sign a pledge annually to follow the rules of this district prior to any participation. Once signed, the student is subject to all rules and regulations of the Co-Curricular Code for the remainder of his/her high school career, whether the student is actively involved in a co-curricular activity or not.
- C. At the discretion of the Director of Co-Curriculars and coach, violations of the Co-Curricular Code may seriously jeopardize a student's opportunity to receive a letter, All-Conference recognition or any other post season award.
- D. The *end of a season* will be the last meeting of the sport/co-curricular or the awards presentation, whichever is later. Students who violate the code or are declared academically ineligible, cannot wear team uniforms, travel with the team, attend the end of season banquet or awards presentation.
- E. All athletes placed in a position of leadership (captain, etc.) will be removed from their position if they violate the Co-Curricular Code related to the use of chemicals, or for major misconduct disciplinary action.
- F. To be eligible for participation in co-curricular activities, a student must be enrolled as a full-time student as defined by School Board policy. All athletes must meet WIAA standards; in addition, every student must meet the academic standards of the Co-Curricular Code
- G. Co-curricular activities shall include, but not be limited to, the following:
 - 1. All sports teams, managers, cheerleaders and pom pons.
 - 2. All non-athletic co-curricular activities. This includes all competitions and activities for which the school provides partial or total financial support.
 - 3. All school sponsored organizational trips and/or activities.
NOTE: This excludes activities that are curricular in nature, that is to say, part of a classroom experience, such as, class field trips, mandatory performances, etc.
- H. All athletes are also subject to WIAA rules and participants in other activities are also subject to rules established by their respective state or regional organizations. By WIAA rule, the minimum penalty for violations which result in a student being suspended for one or more WIAA tournament competitions is immediate disqualification of the student for the remainder of the total tournament series in that sport.
- I. Students in Special Education will be subject to the provisions of this code on an individual basis at the discretion of the Director of Co-Curriculars and Special Education Director.

► **NOTE: Any person wishing to report a potential violation of this code should contact the Co-Curricular Office, giving their name and all pertinent information regarding the alleged violation. They need to be prepared to put the information in writing and sign the form if requested to do so.**

III. RESPONSIBILITIES

Participating in co-curricular activities is a privilege extended to all students providing they are willing to assume certain responsibilities. The Board of Education has established the following expectations of students who wish to represent the Hartford Union High School District in co-curricular activities:

- A. Displays the highest standards of sportsmanship
- B. Displays high standards of social behavior.
- C. Use socially accepted language. Profanity will not be tolerated.
- D. Meets all eligibility requirements, including the specific requirements provided in this code.
- E. Returns all equipment. Athletes who do not return equipment when notified, will be issued a detention by the Director of Co-Curriculars.

IV. CLASSIFICATION 1: ALCOHOL, TOBACCO, ILLEGAL SUBSTANCES AND SERIOUS MISCONDUCT

RULES

- A. The use or possession of tobacco (chewing tobacco) in any form is prohibited.
- B. Consumption or possession of alcoholic beverages is prohibited.
- C. The unlawful use, possession, buying, or selling of controlled substances, as defined in the Wisconsin Statutes or the Uniform Controlled Substances Act, including anabolic steroids, street drugs, performance enhancing substances or the paraphernalia associated with the manufacture, distribution, sale or use of controlled substances is prohibited. The list of the banned and discouraged performance enhancing substances (PES) provided by the WIAA and the WIAA Medical Advisor staff is on the back page of this handbook. The seriousness of the offense regarding controlled substances may result in immediate elevation to a higher level of penalty for the first offense.
- D. Serious misconduct, including but not limited to criminal behavior, in or out of school which brings discredit to the participant, his/her parents, the school, the team or performance group is prohibited.
- E. Habitual truancy as outlined in the high school's truancy procedures will be penalized under Classification I code violations.
- F. Students who are expelled by the Board of Education cannot participate in co-curricular activities until the conditions of the expulsion order have been met.

PROCEDURES

The Director of Co-Curriculars will rule on any alleged violation and impose appropriate penalties as per this code. A participant in co-curricular activities **who denies** the alleged violations may appeal this decision using the appeal process as outlined in Section IX of this code.

The following procedures need to be followed before an athlete, who has violated the Co-Curricular Code, can serve their suspension in a sport that they have not participated in before.

1. A meeting with the Director of Co-Curriculars and the coach of the sport.
2. The athlete will be informed that he/she must comply with all the rules and procedures of the program.
3. If the athlete does not finish the season in good standing, the penalty will be reassigned to the next sport.

PENALTIES

In case of serious misconduct, the Board of Education reserves the right to impose penalties in addition to those stated below, including, but not limited to, rescinding the privilege of participating in co-curricular activities. The participant must complete the season or activity in good standing or the penalty will be reassigned. Such imposed penalties are not subject to the appeal process of this code.

First Violation

A participant must serve a disciplinary period during which time the participant must practice, follow all guidelines established by the advisor or coach and demonstrate a good attitude. The participant shall be ineligible to participate in any contests or competitive events (excluding scrimmages) during the disciplinary period. The disciplinary period shall begin immediately upon the ruling of a violation and shall end after a prescribed length of time computed below. If a player is injured, the penalty will be served after the player is cleared to play in a regular season contest by their doctor or the athletic trainer. For activities involving contests, competitive events or performances, the length of the disciplinary period shall be determined from the mathematical equivalent of one-fourth (1/4) of the number of scheduled contests or performances rounded to the next highest whole number. For non-athletic co-curriculars, penalties will be assigned at the discretion of the Director of Co-Curriculars and the student's Associate Principal. When possible, the length of the disciplinary period shall be one-fourth (1/4) of the scheduled length of the school year for which that organization is active, rounded to the next highest whole number. The ending date of the disciplinary period shall be the conclusion of the

prescribed number of contests and/or period of time as determined above. The disciplinary period for violations which occur at a time which causes the disciplinary period to overlap two (2) different activity seasons shall be pro-rated over the two (2) seasons rounded to the next highest whole number.

Second Violation

A second violation will result in a disciplinary period equivalent to one-half (½) of the scheduled events computed in the same manner as described in first violation. In activities where practice time is involved, the participant will be allowed to resume practice at the discretion of the Director of Co-Curriculars. For non-athletic co-curriculars, penalties will be assigned at the discretion of the Director of Co-Curriculars and the student's Associate Principal.

Third Violation

The participant will be suspended from participation in all co-curricular activities for one (1) calendar year beginning on the date of the third violation. The one-year penalty for the third violation must be served immediately and in its entirety. At the third violation, a student going through the complete counseling program described below is still not eligible for participation for at least one full year.

Fourth and Subsequent Violations

The participant will be ineligible for participation in all co-curricular activities for the remainder of his/her enrollment in the Hartford Union High School District beginning on the date of the violation unless he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in co-curricular activities upon agreement of the appropriate principal and the Director of Co-Curriculars after a minimum of one (1) year ineligibility from the date of the violation.

PENALTIES ARE CUMULATIVE

Penalties will be cumulative over a four-year period. A student may, however, be returned to a first violation status upon being free of all Classification I and Classification II penalties for a period of two years.

A student must have a clean record for two consecutive years before another violation is considered another first violation. For example, a student violating the code for the first time at the end of his/her freshman year would start a clean slate at the start of his/her senior year.

V. CLASSIFICATION 1: PENALTY REDUCTION

PENALTY REDUCTION FOR HONESTY AND INTEGRITY

For a first offense only, where the police are not involved and the school is not likely to obtain information about the offense, if the student voluntarily turns himself/herself in to the Director of Co-Curriculars, the penalty will be one contest or performance. If the school has knowledge of the situation leading to the violation, the regular penalties will apply.

For a first offense only, should the student admit immediately upon being questioned that he/she engaged in conduct which violated the Co-Curricular Code, the penalty will be reduced by 25%. Subsequent violations of the code will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed.

COUNSELING FOR USE OF ALCOHOL, CONTROLLED SUBSTANCES AND SERIOUS MISCONDUCT

Controlled Substance and Alcohol Assessment/Student Assistance Program

On the first or second violation of the rules prohibiting use or possession of alcohol and other illegal substances, adult students (18 or over) or the parents of a minor student, may choose, at their expense, and with the recommendation of the Director of Co-Curriculars, to complete one of the following programs.

- A. Complete a drug and alcohol education program with a community service component. Penalty will be reduced 25% for completion of the program.
- B. Voluntarily enroll the student in a drug and alcohol assessment program. If the student completes an approved drug and alcohol assessment program and follows their recommendations, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number, to a sum total of 50% total reduction including the reduction for honesty. The application and timing of the penalty reduction will be assigned at the discretion of the Director of Co-Curriculars. If the assessment is done at a counseling center, adult students or parents of minors must sign for a release of information at the counseling center, so that the school can get verification that the student cooperatively participated and completed the assessment and treatment program. Failure to follow these guidelines will cause the original penalties to be restored.

Tobacco

On the first or second violation of the rules prohibiting use or possession of tobacco, a student may voluntarily participate in an educational program designed to fully educate students regarding the hazards of tobacco use and the consequences to their health. The program shall be designed to include a variety of educational experiences and shall include a counseling requirement. If the student successfully completes the educational/counseling program, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number. Failure to complete the program will cause the original penalties to be restored.

SERIOUS MISCONDUCT

On the first or second violation of the rule which prohibits serious misconduct, including but not limited to criminal behavior, a student may voluntarily participate in a counseling program designed to modify his/her behavior. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling agencies. The design of the counseling program shall be the responsibility of the associate principal or designee. If the student successfully completes the behavioral counseling program, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number. Failure to complete the program will cause the original penalties to be restored.

VI. CLASSIFICATION 2: SOCIAL ACTIVITIES AND MISCONDUCT

RULES

- A. Students may not be in attendance at a social activity without their parents/guardian where there is illegal consumption of alcohol or the use of controlled substances. (This rule is not meant to eliminate students from participating in family gatherings, weddings, etc., but to control situations where students are at activities with underage drinking or use of illegal controlled substances).
If a student attends a social activity with the reasonable belief that there will be neither illegal consumption of alcohol nor use of controlled substances, the student will not be in violation of this rule if, upon learning of such illegal consumption or use, the student IMMEDIATELY leaves the social activity.
- B. Students may not be in vehicles or in any other unsupervised situations in which there is illegal possession/consumption of alcohol or possession/use of illegal controlled substances.

- C. Students may not engage in conduct, either in or out of school, that brings discredit to themselves, the school or their team or performance group. This shall include, but not be limited to actions which result in, in-school suspension, or out-of-school suspension. Notification of misconduct violations by a student's Associate Principal to the Director of Co-Curriculars may result in a suspension from the next scheduled sport/co-curricular activity.

PENALTIES

Any violation of Classification 2 Rules could result in suspension from the next scheduled co-curricular event in each of the activities in which the student is physically able to participate. The participant must complete the season or activity in good standing or the penalty will be reassigned.

PROCEDURES

The Director of Co-Curriculars will rule on any alleged violation and impose appropriate penalties as per this code. A participant in co-curricular activities who denies the alleged violations may appeal this decision using the appeal process as outlined in Section IX of this code.

VII. CLASSIFICATION 3: ORGANIZATIONAL CODES OF CONDUCT

RULES

- A. The reasonable appearance of participants may be regulated and participants shall receive further direction in all related matters from their respective advisors or coaches.
- B. Participants kept after school for disciplinary reasons or who are serving a suspension from school shall not be allowed to participate in practice or activities during the time specified in the disciplinary action.
- C. Dress before, during and after performances may be determined by the coaches and advisors.
- D. All participants are required to travel to and from out of town contests and performances with the group and on school provided transportation unless otherwise arranged in accordance with Board of Education policy.
- E. Participants may ride home from contests or performances with their own parent/guardian provided said parent/guardian speaks to the advisor/coach in person and/or provides a written documentation of the request as per specific requirements of the advisor/coach of the activity. Other transportation arrangements must be approved at least one day in advance of the activity by the Director of Co-Curriculars or designee and be in accordance with Board policy. Permission will not be given for a student to ride to and from an event with another student.
- F. Each participant is responsible for proper care of all supplies and equipment issued to him/her. Lost or damaged items must be paid for by the participant.
- G. Curfews may be set by the coaches or advisors and must be followed by the participants.
- H. Any student absent for the entire day may not practice or participate in any activity on that day. The student should be in school the four class periods preceding the event. Exceptions to the above are:
 - 1. School-sponsored activity and/or field trip.
 - 2. Cases of family emergency.
 - 3. Written medical release from a physician.
 - 4. Approval of the Director of Co-Curriculars or designee.
 - 5. Contests requiring early departure.
- I. On the day after a contest or performance, students are expected to be in all classes.
- J. Participants are expected to display high standards of sportsmanship, use socially acceptable language, and act in a first class manner.
- K. A coach/advisor of an activity may set other regulations for his/her activity. Such regulations, including requirements for awards, will be communicated to the participants at the beginning of the activity.

PENALTIES

Violations of Classification 3 Rules will be investigated by the coach/advisor of the activity involved, the appropriate associate principal, or Director of Co-Curriculars, and will be penalized by the most appropriate person. The assessed penalty will be served immediately.

VIII. CLASSIFICATION 4: ACADEMIC STANDARDS-RULES & PENALTIES

To be eligible for participation in co-curricular activities, a student must be enrolled as a full-time student as defined by school board policy. All athletes must meet WIAA standards. In addition, every student must meet the following standards. **Parents/Guardians/Students are responsible to monitor their grades on Family Access using their login and password.**

ELIGIBILITY

A student's eligibility is determined by grades earned for the **first quarter, first semester, third quarter, and second semester**. A student must earn all passing grades to be eligible except as outlined below.

PROBATION

A student who earns **one failing grade** at each grading period as defined above will be placed on probation. While on probation, with parent permission, a student continues to be eligible to participate, play and compete. Parents will be notified of probationary status. The following grading dates are established by the Director of Co-Curriculars and the **grades posted on these dates at 8:00 am** will determine if probationary students will remain eligible for the remainder of the quarter. **(October 5, December 14, March 2, May 10). Probationary students must be passing all subjects on these dates to continue eligibility for the remainder of the quarter and will then be removed from the probationary list. A report of a failing grade in any subject will result in immediate ruling of ineligibility until the next (quarter or semester) grading period. Parents/Guardians/Students are responsible to monitor their grades on Family Access using their login and password.**

INELIGIBILITY

A student who earns **more than one failing grade** a grading period as defined above will be ruled ineligible. A probationary student as defined above who is not passing all subjects as determined by posted grades for 2009-10 at 8:00 a.m. on October 5, December 14, March 2, and May 10 will be ruled ineligible. Students declared academically ineligible, are not allowed to be in uniform at an event, travel with the team, or attend the end of the year award's banquet. All uniforms/equipment must be returned to the coach. Academically ineligible students are not eligible for post-season awards.

OTHER ISSUES

- A. For eligibility purposes an **I** (Incomplete grade at a grading period) will count as an **F** as per WIAA Regulations. However, as soon as the incomplete is replaced with a passing grade the student may regain full eligibility if all other grades are passing.
- B. Students may replace failing grades by successful completion of the same course in summer school.
- C. The Co-Curricular Office will determine eligibility status of all students involved in co-curricular activities. Coaches and advisors will be notified of this status and are responsible for insuring that only eligible students participate. Allowing participation of an ineligible student is a violation of school policy and may result in forfeiture of a contest.
- D. Dates for ruling of ineligibility and for determination of the status of probationary students will be established by the school calendar on an annual basis.
- E. Special dates for ruling of eligibility may be established by the principal for events which require a substantial amount of planning time. Such dates for ruling will be communicated to students and their parents.
- F. Refer to Section IX for the appeal process as it relates to this section of the code.

IX. APPEAL PROCESS

CLASSIFICATION 1 AND 2 VIOLATIONS

- A. After a ruling of ineligibility resulting in suspension from co-curricular activities has been made, a participant and/or his/her parents may formally appeal the decision in writing to the Principal provided an appeal is received within five (5) school days from the first day such ineligibility shall take effect.
- B. After an appeal has been received, a date for a hearing before the Co-Curricular Council shall be established by the Principal or designee. This hearing shall be held within five (5) school days of receipt of the appeal. The participant will appear before the Co-Curricular Council, whose purpose is to judge whether a rule violation occurred. The student and his/her parents will be provided with an opportunity to testify and present other evidence on his/her behalf. In such cases, the student shall be allowed to practice and compete in contests or performance until the ruling is made. Efforts will be made to convene the council before any scheduled contests or performances occur.

CLASSIFICATION 3 VIOLATIONS

The Director of Co-Curriculars or appropriate principal will review any concerns relating to this type of violation.

CLASSIFICATION 4 VIOLATIONS

- A. Any student has the right to appeal rulings of academic ineligibility based upon extenuating circumstances. Such appeal must be made to the Principal or designee, in writing, within five (5) school days of ruled ineligibility.
- B. The Principal will hear the appeal within five (5) school days of receipt of the appeal. The student and his/her parent/guardian may present evidence of the extenuating circumstances at that appeal. The student and his/her parent/guardian will be informed in writing of the ruling by the Principal.

X. CO-CURRICULAR COUNCIL

The Principal shall appoint the Co-Curricular Council in the following manner: The chairperson shall be an associate principal or designee. In addition, the Principal will select six (6) people from a pool of faculty, advisors and coaches. The student will then strike two (2) of the names with the remaining four (4) serving on the Council.

The Co-Curricular Council shall be convened **only** to hear evidence from both sides regarding allegations that a student has violated a Classification 1 or 2 rule and to judge whether a rule violation has occurred. A student who admits to a violation of Classification 1 or 2 Rule will not appear before the Council, but will meet with the Director of Co-Curriculars to receive the penalty for said violation as set forth in this code. The Director of Co-Curriculars will notify the student and parents in writing regarding the restrictions set forth in the penalty.

COUNCIL PROCEDURES

- A. The Council will be responsible for judging whether a violation of the Co-Curricular Code has occurred. A majority vote of the Council will be used in rendering all decisions.
- B. Procedures - Upon receipt of an appeal of the Director of Co-Curriculars's ruling, the Principal or designee shall appoint the Co-Curricular Council. The witness(es) must put their allegation in writing and be willing to testify before the Co-Curricular Council. Confidentiality of witnesses will be maintained at their request.

The Principal or designee shall notify the student and parents of the allegation and inform them of the time and place of the Co-Curricular Council hearing on the allegation. The hearing shall be scheduled within five (5) school days of the receipt of the appeal. The student and parents shall be invited to attend the hearing and to present evidence relative to the allegation. Evidence may be presented in the form of signed written statements and witnesses may be present to provide information regarding the allegation. Students may also be represented by legal counsel. The Principal or designee shall provide the student and parents with a written copy of the allegations and shall provide copies of the due process procedures. The hearing will attempt to determine the truth, but strict, formal rules of evidence will not apply. After hearing all the evidence, the council shall determine in closed session using a secret ballot whether a violation has occurred. The student and parents shall be notified immediately and in writing of the decision of the council. If a violation is ruled, the penalties as described in this code shall be served immediately.

The Co-Curricular Code has been approved by the Hartford Union High School Board of Education and thus is part of Board Policy. The Code is reviewed annually. Any person having concerns regarding the rules and regulations contained in this document should contact, in writing, the Director of Co-Curriculars, the District Administrator, or the Chair of the Board Policy Committee at Hartford Union High School.

Anti-Discrimination Notice

The Hartford Union High School District does not discriminate on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap. For additional information, the nondiscrimination policy and/or complaint procedure, contact the Coordinator of Discrimination Complaints, Ms. Lisa Olson, at (262) 670-3200.