



BARRON AREA SCHOOL DISTRICT CO-CURRICULAR CODE HANDBOOK

Revised 04/17/2023

Title:	HIGH SCHOOL ACTIVITIES CODE	
Adopted:	May 16, 1988	
Revised:	November 21, 1994	July 16, 2012
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	August 16, 1999	April 17, 2023
	July 16, 2001	
	June 17, 2002	
	October 20, 2003	
	July 21, 2008	

This Co-Curricular Code includes the following activities but does not exclusively eliminate all others. The guidelines are a minimum requirement. Some coaches and advisors may have additional requirements, which will be enforced above and beyond the code in their own sport or activity. Coaches/advisors are responsible for informing participants of additional requirements in their sport or activity. This must be done in writing, signed by the participant and parent/guardian, and filed in the Activities Director's office by the end of the first week of practice.

Academic Decathlon	Hockey
Art Club	Key Club
Bahian (Yearbook)	Multi-Cultural Club
Band Class A Solo & Ensemble	Musical/Drama
Baseball	National Honor Society
Basketball - Boys & Girls	Pep Band
Bear Ice Fishing Team	Quiz Bowl
Book Club	Show Choir
Chess Club	Softball
Conservation Club	Soccer - Boys & Girls
Cross-Country (Run) - Boys & Girls	Spanish Club
FCCLA/HERO (Home Econ. Related Occupations/ Family Career and Community Leaders of America)	Student Senate
FFA (Future Farmers of America)	Tennis Girls
Football	Track - Boys & Girls
Forensics	Travel Club
Golden Gamers Esports Club	Volleyball
Golf - Boys & Girls	Wrestling

I. Eligibility

- A. Academic Eligibility will be determined by trimester grades. Semester Grades will be used for Riverview Middle School Students, Start College Now/Early College Credit Program students and ALAW classes. All students who are academically ineligible may continue to practice but can't miss academic time for athletic contests, performances or other competitions.
 1. A student failing one subject in one trimester is not eligible to participate in athletic contests, performances or other competitions for 10% of the season. If at the end of the ineligibility period the student is not making satisfactory progress, they will be ineligible for another three-week period. If at the end of the second three-week period the student is still not making satisfactory progress, they will be ineligible for the remainder of the trimester. Percentage will round up. Example: 21 games would be 2.1 rounded to 3 games.
 2. A student failing a class at mid-trimester is ineligible to participate in athletic contests, performances or other competitions for a minimum of one game suspension and until such time as the grade becomes passing.
 3. A student failing two or more subjects in one trimester is ineligible to participate in athletic contests, performances or other competitions until the following mid-trimester.
 4. Students with disabilities will be expected to obtain passing grades for classes in which they are mainstreamed. Satisfactory progress toward meeting individual education program (IEP) objectives shall be considered passing in classes for which disabled students are not mainstreamed.

5. The period of ineligibility shall be initiated beginning with the first day of school following the posting of grades, as determined by the high school office, establishing the "F" list for the trimester, mid-trimester or beginning of the fall sports season. Grades for Riverview Middle School, Start College Now/Early College Credit Program and ALAW classes, which are still semester classes, will be initiated the first day of school following of posting semester grades.
6. Grades in the middle school will carry over to determine eligibility in the high school.
7. High School and Middle School summer school classes will not be allowed to reduce the length of the academic suspension.

B. Attendance – A full day constitutes all five periods and Resource of the school day at the high school and eight periods and Homeroom at the middle school.

1. Students must be in attendance the full day to be eligible to practice or participate in a contest or performance that day.
2. Students that accumulate three unexcused tardies during their sports season will be ineligible to practice or participate in a contest or performance on the third unexcused tardy.
3. The student will attend school the full day after their contest or performance if school is in session. Sleeping late will NOT be accepted. The student who is absent from school on the day following a contest shall be ineligible for participation in the next scheduled contest or competition.
4. Exceptions from the attendance policy can be made for such things as emergency situations and unavoidable medical appointments as approved by the activity director or building administrator.
5. Coaches and advisors shall monitor the attendance of the students involved in their activity.

C. Forms

1. Physical Exams (WIAA Required)
 - a. Before a student will be allowed to practice or participate on any athletic team they must receive a physical exam and have a physical card completed and turned into the athletic director. (This card must be signed by doctor, parent/guardian and student.) A physical exam is required every two years unless there is an injury.
 - b. On the "off year" an alternate year card must be on file in the athletic director's office before they are allowed to practice or participate in athletics. The alternate year card requires the signature of the student and parent/guardian. An alternate year card is required when a physical is not.
2. Co-Curricular Code
 - a. All first year participants and at least one parent/guardian, will be required to attend a Co-Curricular Code meeting. If a student and/or parent cannot attend the meeting, they will need to set up a time to meet with the activities director or to view the video of the meeting. The purpose of the meeting is to explain the co-curricular code.
 - b. The Co-curricular code shall be given to students during the first week of school or at the beginning of their activity or sports season, whichever is first.
 - c. Students cannot participate in co-curricular activities until students and parents read, sign, and return the code agreement yearly. Each advisor or coach is responsible to ensure their participants have a signed agreement from each student/parent on file in the activity director's office.
3. Concussion and Sudden Cardiac Arrest Agreement (State Required)
 - a. Students and their parents/guardians will receive concussion and head injury information and Sudden Cardiac Arrest information sheets before the season from their coach or activities director.
 - b. Before a student is allowed to practice or participate on an athletic team they must sign and return the Parent and Athlete Agreement form concerning concussions and head injuries and cardiac arrest.

D. Travel

1. School Sponsored Bus

Students are required to ride the school-sponsored bus to and from the athletic contests or co-curricular events.

2. Travel Release Form

Under extenuating circumstances an exception to this rule will be considered, if the parent/legal guardian completes a travel release form and submits it to the coach/advisor for approval. Release to an adult other than a parent/guardian must be prearranged in advance with the athletic director.

E. Other

1. To be a member of an athletic team in the district a student shall:

a. Pay a student activity fee as set by the Board of Education for each activity.

b. Adhere to all minimum eligibility requirement guidelines as set forth by the WIAA

2. Athletes incurring a code violation will not be eligible for All-Conference Team election in the season in which the majority of the penalty is serviced.

3. An ineligible athlete will be required to be present with their team at contests and practice throughout the suspension.

II. Awards

Criteria for letters and other awards for each activity will be jointly developed by the coach/advisor and the activities director.

III. Code Violations: For the purposes of determining progression in disciplinary action all violations regardless of category may be considered. In the event that the determined penalty to a student for code violations was not completed and completely enforced due to a season ending before game sanctions were able to be carried out, the sanctions will carry over to the next sport or activity.

A. "A-Violations"

Any student involved in the use, possession, distribution, delivery, giving away, manufacturing or selling of alcohol, tobacco, vapes or controlled substances will be suspended from all co-curricular competition or performances. Additionally, if use or possession of alcohol or controlled substances takes place on school property or while student is involved in any school-related activity, School Board Policy 443.4 5530.01 entitled "Student Alcohol and Other Drug Abuse," will take effect and be enforced.

A-violations will also include any attendance at gatherings where illegal activity takes place (i.e. underage drinking parties) without prior knowledge and the athlete does not make a responsible and timely effort to remove themselves from this location as determined by the building administrator.

Enforcement of “A-Violations

Violations must be reported in writing to the Activities Director within **14 days** of the occurrence of class “A” violations. If school is not in session, the report of the violation can be mailed to the activity director’s office.

- **First Offense**

Athletics: Suspension from competition for 30% of the season. Any portion of the suspension not completed during a season will be applied to the next sport/activity in which they participate.

Co-Curricular: Forty-five (45) day suspension from all club meetings and activities.

OR

Self-Reporting Option

Any student who reports themselves for conduct A-violations, will result in suspension from the team for 15% of the scheduled games, meets, tournaments, etc. within the season of the sport. If the number of events does not remain to be played, the penalty shall extend into the next sport season of the offender. The self-report must occur within 48 hours of the date of the violation and the violation cannot have already been handled by either law enforcement or school officials (i.e. Athletic Director, Principal or Coach).

- **Second Offense**

Athletics: On second offense, the student will be suspended for 50% of the total contests or performances of the activity in which they are involved. Any portion of the suspension not completed during a season will be applied to the next sport in which they participate.

Co-Curricular: Ninety (90) day suspension from all club meetings and activities.

- **Subsequent Offense**

On subsequent offenses, the student involved will be suspended for one calendar year. When a student has been “violation-free” for a year, they will again be treated as a first offender.

B. “B-Violations”

Any student who commits an illegal act, will be suspended from competition/performance.

Enforcement of “B-Violations”

Depending on the degree and frequency of the violation, the student will be subject to one of the following penalties as determined by the activities director/building administrator:

- **1st Offense**

Any portion of the suspension not completed during a season will be applied to the next sport/activity in which they participate. The length of the suspension will be determined by the AD or building administrator.

- **2nd Offense**

The student will be suspended for 50% of the total contests or performances of the activity in which they are involved. Any portion of the suspension not completed during a season will be applied to the next sport in which they participate.

- **3rd Offense**

The student involved will be suspended for one calendar year from the date the Activities Director/**building administrator** confirms the violation. (On subsequent offenses within a calendar year, the student involved will be suspended for one calendar year.) When a student has been “violation – free” for a calendar year, they will again be treated as a first offender.

C. "C-Violations"

Actions or behavior which portrays behavior unbecoming a participant of co-curricular activities may also be considered a violation and subject to suspension from competition/performance. This could pertain to truancy and any disciplinary problems such as fighting, repeated classroom disruptions, cheating or other behavior incidents.

- **First Offense**

One contest suspension and/or disciplinary action as recommended by the Activities Director/building administrator.

- **Second Offense** - Two contest suspension and/or disciplinary action as recommended by the Activities Director/building administrator.

- **Subsequent Offenses** - Fifty percent (50%) of the contests and/or disciplinary action as recommended by coach/advisor and approved by Activities Director/building administrator.

GENERAL CODE VIOLATIONS

1. The administration reserves the right to add additional or alternate penalties to any major violations of the co-curricular code of conduct, dependent upon the severity.
2. Penalties for conduct violations that occurred while a student is already serving a suspension for a conduct violation will result in the additional suspension being imposed after the current suspension is completed.
3. Any conduct violation (not academic suspension) that causes a student to miss any WIAA tournament contest will cause that student to be ineligible for the remainder of that sport's tournament series.
4. It is recognized that any co-curricular code cannot anticipate all forms of misconduct by students. Therefore, other forms of conduct, not specifically stated in this code, that are deemed inappropriate by the Principal or Activities Director will be penalized. Such conduct will first be reviewed by the Principal and the AD before penalties are assessed.
5. If any athlete commits a violation after the first day of practice during a season in which they are not participating, they may not join a sport until the next sport season.

IV. Procedures for Processing Violations

The following procedures will be adhered to when suspending a student from participation in co-curricular activities for violations of the co-curricular code:

A. Valid Evidence

Any information or evidence considered to be relevant, valid, and accurate by any persons witnessing a particular alleged violation shall be considered. Parties who provide information will be asked to provide specific names, dates, times, and infractions in writing. If such information cannot be corroborated, it will be treated as rumor.

B. Notification

The activities director or administrator shall notify the student of an alleged violation of the co-curricular code as soon as it becomes known to them.

C. Information Gathering

The student will then be given an opportunity to provide any information in their defense that may be pertinent.

D. Decision

The activities director or building administrator will then render a decision which will result in one of three actions:

1. The student has admitted the violation and a suspension will be assessed and served.
2. The student has denied the charge; however, the activities director or administrator will assess a suspension based on the evidence.
3. The alleged violation will be dropped due to insufficient evidence.

E. Suspensions

If a suspension is assessed at this time, the activities director or building administrator shall send a letter to the parent(s)/guardian(s) informing them of their decision and the basis for it. Suspensions shall begin immediately after the student has been determined to have committed a violation.

1. Suspensions will normally be served by remaining in practice for a sport/activity in all respects except for participation in contests/events.
2. A student suspended from contests as a result of training violations out of season may not satisfy the suspension in any activity unless they have been enrolled in the activity for the entire season, including pre-season practice.
3. Definition of Contest or Performance
A contest is counted as it appears on the calendar. Multiple games or events scheduled in one day, such as a tournament situation count as one contest for that day. Athletic scrimmages are treated as practice and cannot be counted toward meeting suspension requirements.

F. Appeals Process

1. Throughout the appeals process, the student will remain suspended from co-curricular activities for up to the extent of the applied penalty.
2. A student and/or their legal guardian may formally appeal a code suspension by requesting a meeting to be held.
3. The formal appeal must be in the form of a letter to the Principal within five school days from the date the suspension was issued. If the student or their parent or guardian does not provide the Principal with a written request for an appeal meeting within five school days, the student and their parent or guardian will be deemed to have waived the right to appeal the decision.
4. The Principal, within three school days of receipt of such written appeal, will send a letter to the student and their parent/legal guardian notifying them of their decision.
5. After this decision has been made, if the student and/or their parent/legal guardian are still not in agreement, then a request must be made in writing to the District Administrator within 3 calendar days after receiving the decision letter. If the student or their parent or guardian does not provide the District Administrator with a written request for an appeal meeting within 3 calendar days, the student and their parent or guardian will be deemed to have waived the right to contest the decision.
6. Upon receipt of the request, the District Administrator will schedule a meeting within three school days involving the District Administrator, Principal, Activities Director, the student and/or their parent/guardian. The results of this meeting will be made known to the student and parent/guardian in writing within five calendar days.

LEGAL REF: Sections 118.257 Wisconsin Statutes
118.24((2)(F))-011
118.126
118.125
118.45
120.13(1)
125.02(8m)
125.09(2)
Chapter 961
Chapter 938