

***SPARTA HIGH SCHOOL
CO-CURRICULAR CODE***

SPARTANS



PREFACE

Co-Curricular activities are an integral and valuable part of a student's high school experience, and Sparta High School is committed to sponsoring a wide variety of such activities. Sparta High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult lives.

All organized activities in life – be they work, play, or school related – place expectations upon participants. This code details those expectations as they pertain to all co-curricular participation at Sparta High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular code of conduct.

The school district of Sparta shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions, or facilities usage on the basis of sex, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap. This policy does not, however, prohibit the district from providing separate programs in activities for males and females if such programs are comparable in type, scope, and support from the District or from providing separate toilet, locker, and shower facilities. Discrimination complaints shall be processed in accordance with established complaint procedures.

CO-CURRICULAR ACTIVITIES

Co-curricular activities at Sparta High School are defined as those activities in which students appear, perform, or compete as representatives of Sparta High School. Activities in which students represent Sparta High School as an extension of a specific course are not considered co-curricular activities. Co-curricular activities covered by this code include but are not limited to:

- Group I:** WIAA sponsored Interscholastic Athletics, Cheerleading, and Dance Team. (All require physical cards, insurance, code, concussion information form and permission to treat forms.)
- Group II:** Show Choir, Madrigals, Musical, Drama, FBLA, DECA, Student Council, FFA, FCCLA, HOSA, Outdoor Club, Robotics, Archery Club, Powerlifting, Trap, Intramurals, National Honor Society, Academic Decathlon, Science Olympiad, Special Olympics (physical recommended, permission to treat required), Homecoming Court, Prom Court, Badger Boys and Girls State, Students of the Month and Student of the Year, Commencement Speakers. (All require code cards to participate.)
- Group III:** This area includes activities in which students volunteer to participate. It is understood that students should be encouraged to be involved in these activities. There are no stipulated conduct 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. All curricular bands and choirs, colorguard, yearbook, and clubs are considered to be in Group III.

Group I

ELIGIBILITY

- A. Student-athletes must meet all W.I.A.A. requirements for eligibility. See attached WIAA Form.
- B. **WIAA Physical** is required for students participating in interscholastic athletics, cheerleading, and dance. Exams taken after April 1st are good for the following two years. Exams taken before April 1st are good for the remainder of the school year and the following school year
- C. **Insurance Verification, Co-Curricular Code, Concussion Information Form and Emergency Medical Form** will be completed during the online registration process and will include a digital signature of both the student and parent, which indicates an understanding of the code, concussion information, the district's insurance policy, and the emergency medical form which serves as consent-to-treat in case of emergency.
- D. **The co-curricular code is in force all year round (WIAA Rule).**

506.1 ATTENDANCE & ELIGIBILITY

- A. In order to participate in a co-curricular activity, students must attend at least one half of the school day (excused absences only) and not have any unexcused class periods. Exceptions can be pre-approved by an administrator.
- B. If a student is suspended from school for any reason, this suspension shall include any practices, performances, and competitions that occur during this time. This includes in-school suspension.

- C. Unless there are extenuating circumstances, as determined by the activity director or a principal, a student is required to be in the first scheduled class the day after an athletic activity/contest/event or they will be ineligible to compete in their next scheduled contest.
- D. All players are expected to attend all practices and games/meets unless excused by the coach of the sport involved or by administrative excuse; failure to comply will result in discipline and/or suspension. Students may be dropped from team membership for not being in good standing with the team and/or failing to attend school and go to practices, classes, and study halls.
- E. A student may not be removed from a squad without notification of the parent(s), the approval of the Principal or Assistant Principal and Activity Director.
- F. Students may also be withheld from competition/participation for insubordination or disrespect to any school employee, coach, opponent, or official or not meeting the requirements of individual coaches/advisors.
- G. If a student is suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of that student for the remainder of the total tournament series in that sport. **(WIAA Rule)**
- I. The administration has the right to address violations not covered by this code, including misdemeanors, felonies, and violations of statutory law, and assess penalties accordingly.
- J. A student who transfers from any school with a status of ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school. **(WIAA Rule)**

506.2 SPORTSMANSHIP AND CONDUCT OF STUDENT-ATHLETES

The conduct of a student-athlete is closely observed in many areas of life. It is important that behavior be above reproach in all of the following areas:

In the classroom – In the academic area, a good athlete becomes a good student. As an athlete you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades. In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior. Academic integrity violations are not allowed.

School discipline referral & detention – Any student referred to the office for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the coach, activities director, or principal. Failure to attend an assigned detention may result in successive contest suspensions until the disciplinary detention assignment has been fulfilled.

In Competition- – In the area of athletic competition, a good sport does not use profanity or illegal tactics and learns fast that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Any actions committed during competition considered unsportsmanlike in nature may result in denial of participation for a period determined by the either the coach, A.D., or principal. Similarly, as a spectator at a sporting event student-athletes are expected to follow the guidelines in section 506.14.

Social Media – Students are reminded that they represent their school, community, and teams at all times and should not be posting derogatory or inappropriate information online. The use of social media by a student considered “unbecoming of a Spartan” may result in discipline including suspension or removal from the activity, group, leadership position or team.

Any student-athlete who is in-season and commits any of these violations may result in denial of participation for a period of time pending a review by the Principal, Activities Director, and/or coach as needed. The seriousness of the offense will determine the penalty. These violations are cumulative with other code violations.

506.3 PARTICIPATION LIMITATIONS, CHANGING SPORTS, LEAVING THE TEAM, AND LETTERING

- A. Student-athletes may participate in more than one school-sponsored athletic activity (including dance and cheerleading) during any given season, only after the approval of the advisor/coaches, parents, and activities director.

- B. An athlete may not quit one sport and begin another during the same season except by agreement of both coaches involved and the school activity director.
- C. Individuals who voluntarily sever their team affiliation and/or quit during the season and later have a change of heart may be reinstated to team status at the coach's discretion.
- D. Letter winners must meet sport requirements and ***MUST*** complete the sports season in good standing with the team/squad and coaching staff to qualify for a letter. Prior to each season each coach will determine criteria for lettering that must be approved by the activities director before distribution in written form to student athletes.

506.4 TRANSPORTATION REGULATIONS

- A. Team members ***must*** use the mode of transportation provided by the school to reach the site of the contest or practice. Team members ***must*** also return to school via the same mode of transportation unless parents request to take the student-athlete home in their private vehicle. Said request must be in writing in advance of the event, or in person the day of the event. Only the legal parent or guardian will be given this prerogative.
- B. Coaches/advisors may exercise their prerogative in the following areas:
 - 1. The degree of talking and singing on the way to or from a contest or practice.
 - 2. The consumption of food or drink.
 - 3. Team dress.
- C. The bus or mode of transportation used should be as clean at the end of the trip as it was at the beginning.

506.5 CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES AND RESOLUTIONS

Students that participate in more than one activity sometimes find themselves in conflict where two events are scheduled on the same date. Because of the tremendous number of events in high school schedules, a conflict of that nature is inevitable. An ideal resolution to a conflict where a student has two obligations would have the affected parties, the student-athlete/participant, the coach, and the advisor meet and attempt to arrange for the student to participate in both activities.

When the situation can only be resolved by choosing participation in one over the other, the procedure will be as follows:

- 1) Student makes advisor/coach aware of the problem.
- 2) The advisor/coach explains the situation to the student and parent/guardian and the possible implications their decision will have on other participants involved. After the advisor/coach confers with the student and parent/guardian, the student chooses his/her participation preference and notifies both the advisor/coach of his/her decision.
- 3) Both advisors and coaches will accept the decision of the student and parent/guardian.
- 4) The choice will not affect continued/future participation in any activity. Advisors and coaches will not pass judgement on the choice the participant makes.

The philosophy of the school is that we want students to participate in a variety of activities that will enhance their education and provide personal growth. Their educational growth, not the immediate success of the activity, is paramount. There is an educational value in allowing students, along with their parent(s)/guardian(s), to make hard choices/decisions. We, as a faculty and school, should be supportive of students who after contemplation and consultation make those difficult decisions.

506.6 WEDNESDAY NIGHT (School Related)

Activities on Wednesday night will conclude by 6:00 p.m. for all activities. (Students must be changed, showered, and out of the building by 6:00 p.m.)

506.7 ACCUMULATION OF PENALTIES/VIOLATIONS

- A. Penalties/violations accumulated prior to completion of middle school will not be carried over to the high school.
- B. In order to encourage the participant to return to and continue in activities, all penalties served for violations will move back one step on the penalty progression after one full calendar year if no other violations occur during this time.

506.8 HAZING/ BULLYING

Hazing in athletics or activities is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No student shall plan, encourage, or engage in physical harm to any person. No student shall plan, encourage, or engage in any form of hazing in practices, competition, or performances. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. The student faces penalties regarding participation from athletics and other activities for violation of this policy.

Bullying, through force or perceived threat of force, harassing or embarrassing others is not tolerated whether it is direct or through digital means (“cyberbullying”).

506.9 SPECIFIC TEAM RULES

Coaches or advisors of individual activities may establish more specific rules that are more strict than the co-curricular code for their programs with the approval of the administration. Any specific training rules and other regulations set up by individual coaches should be written, on file with the Activities Director, and available to all members of the squad. Items, which may be covered, include conduct, actions, appearance, diet, practice attendance, curfew, etc.

- WIAA, Conference, and school rules will apply.
- Rules may not supersede National, State, WIAA, conference, or school rules.
- A copy of specific rules must be provided to and approved by the administration prior to the start of the activity season.
- Notification – Copies of specific rules will be provided and explained to all participants during the first practice.

506.10 LOCKER ROOMS AND CARE OF EQUIPMENT

- A. The locker room is for student-athletes and coaches only. Athletes should use team locker rooms, not PE lockers.
- B. There shall be no horseplay in locker rooms at any time.
- C. Locker rooms are to be kept clean. This is the responsibility of student-athletes and coaches.
- D. Each student is responsible for the proper care and safekeeping of all equipment issued. Lockers must be secured before and after practices or competition.
- E. Upon termination of sports participation, the student is required to turn in equipment and clear out of his/her locker within ***THREE*** days. The school is not responsible for personal items left in unattended lockers after three days and such items will be discarded.
- F. Lost or stolen items must be paid for through the high school office or to the coach in charge (such equipment remains school property and will be confiscated any time it reappears; refunds may be obtained within 30 days of fine payment).
- G. Broken basketball rims and backboards may be the financial responsibility of those who break them.
- H. Equipment and uniforms are school property. Athletes are responsible for care and security and will pay restitution for any lost or abused equipment as required by the varsity coach and activities director.
- I. No athlete will be allowed to compete in another sport until all equipment and/or uniform obligations are cleared up with his/her previous coach.

506.11 ATHLETIC INJURIES AND CARE

- A. All injuries must be reported to the supervising trainer or varsity coach immediately. The trainer/coach will file the appropriate accident report within 48 hours of the injury.
- B. In case of emergency, students will be sent to the nearest hospital, unless parents/guardians indicate that the student should be sent elsewhere.
- C. The trainer, varsity coach, and activities director should be informed prior to participation of an athlete who has any special medical problems (diabetes, epilepsy, etc.).
- D. If an injury is discovered after the athlete has returned home from a practice or contest, the coach/trainer should be notified as soon as possible.
- E. To assure that sufficient recovery or healing has occurred and the athlete is physically able to return to competition, he/she must be cleared by the athletic trainer or have a certificate signed by a doctor so stating and indicating the date of return. This is a W.I.A.A. rule designed to provide some assurances to the parent, coach, and school that the athlete has recovered from the injury. The certificate is to be given to the trainer; and the trainer is required to pass it to both the coach and the activities director, who will keep it on file.

506.12 POST SEASON HONORS

Athletes who become ineligible during the season for committing code violations of an AODA nature or code violations considered to be serious are **NOT** eligible for individual post-season honors at the MVC, Coulee, or State levels. The season will include the time up to the awarding of post-season honors.

506.13 SPORTSMANSHIP AWARD/SENIOR AWARDS

The varsity coach will designate a **sportsmanship award** winner for each sport based on individual recommendations and observations. Senior student-athletes who have earned two varsity letters and participated in eight seasons may be recognized with a plaque from the coaches association for their accomplishments.

506.14 FANS AND SPECTATORS AT ATHLETIC EVENTS ARE EXPECTED TO:

- 1. Stand during the national anthem and remove all headwear.
- 2. Cheer *for* their team rather than against their opponents.
- 3. Maintain self-control at all times while conducting themselves as responsible citizens.
- 4. Show **RESPECT** for opponents in every way possible.
- 5. Be *positive* in support of their teams.
- 6. Recognize and acknowledge good performances made by *both* teams.
- 7. **RESPECT** officials and accept their decisions.
- 8. Be humble, not boastful, in victory and, in defeat.
- 9. Leave the site of an activity—including the parking lot—as soon as possible after the activity is completed.
- 10. Not litter or leave garbage in their seat or bleacher area.

506.15 WISCONSIN STATUTE

In accordance with state statutes, legal authorities will share law violations with the school as follows:

Wisconsin Statute S.938.396 (1m) permits law enforcement agencies to provide school districts any information in their records relating to use, possession, or distribution of alcohol, controlled substances, or controlled substance analogs by students enrolled in the school district.

In addition, law enforcement agencies are permitted to provide school districts any information in their records relating to the illegal possession of a dangerous weapon by a juvenile, the commission of certain serious acts by a juvenile, and any information in their records relating to acts for which a juvenile was adjudged delinquent.

506.16 ACADEMIC ELIGIBILITY

- A. In accordance with W.I.A.A. regulations, a student-athlete must be a full-time student enrolled in Sparta High School.
- B. Students who earn two or more “F” grades as a final grade (1st qtr., 1st sem., 3rd qtr., 2nd sem.) will be ineligible for a period of 15 scheduled school days and nights.
- C. For Fall sport the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).
- D. A student can regain eligibility by having a passing semester grade in **ALL** but one class on the last day of his/her period of ineligibility.

Academic guidelines

- A. The first quarter, first semester, the third quarter, and second semester grades will be used to determine eligibility.
- B. Students' second semester grades will be used to determine eligibility for the first quarter of the following school year.
- C. While under academic suspension, students are expected to attend all practice sessions and contests/events. At the end of the academic suspension, the student must provide written proof from the teachers to the activities director and coach that he or she is passing **ALL** but one of his/her classes. If the student is not passing **ALL** but one of his/her classes, the suspension will continue until the progress report indicates otherwise. The activities director will reinstate the athlete at that time.
- D. A student may erase ineligibility status related to the last grading period through summer school courses in which core courses are taken.
- E. Students' final grades in the middle school will not be used to determine eligibility for the first quarter of the freshmen year. In other words, students start their high school years with a clean slate.
- F. However, high school students who transfer to Sparta High School will have their last grades at their old school, be they quarter or semester, used in determining eligibility status.
- G. Coaches are responsible for monitoring class attendance and eligibility through the use of weekly grade sheets, if needed.
- H. Determination of academic eligibility is the function of the coach/advisor involved who shall inspect the grades of all candidates prior to the start of any season's competition/performance and during the season whenever a report card is issued.

Students with Special Needs will be expected to obtain passing grades for classes in which they are mainstreamed. Satisfactory progress toward meeting I.E.P. objectives shall be considered passing in classes for which students with special needs are not mainstreamed.

506.17 ALCOHOL, CONTROLLED SUBSTANCE, AND TOBACCO VIOLATIONS

Principles and Philosophies

This policy is designed to help students and parents cope with drug, alcohol, and tobacco use. Accordingly, the policies established by the Sparta School District are based upon the following beliefs:

- There is no such thing as responsible use of controlled substances/mood altering chemicals, alcohol, or tobacco by any high school student. Adolescent use is not only against the law, it jeopardizes the student's health and safety; and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood altering drugs, alcohol, or tobacco by student-athletes/participants will not be tolerated.
- Student-athletes are in a highly visible setting of leadership and/or competition/performance. Therefore, these student-athletes will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Sparta High School.
- We believe that the parent(s)/guardian(s)/custodian(s) of a student-athlete have a right to be informed. Therefore, the parent(s)/guardian(s)/custodian(s) will be contacted regarding findings by school staff.
- We believe the purpose of the drug, alcohol, and tobacco policies are to encourage/reward a student for agreeing to follow assistance recommendations and confront a violation honestly. Therefore, any denial of privilege to participate will be reduced if the student agrees to follow assistance recommendations and/or self-reports a violation.
- We believe that participation is better than exclusion. Therefore, the student may remain a practicing member of the team/group/activity.

The use of alcohol, tobacco, and other drugs or controlled substances by any student who participates in co-curricular activities will not be allowed. Alcohol, tobacco, other drugs and/or criminal violation penalties shall be cumulative for each violation committed during the athlete's high school career. While under suspension, the student must be at all practice sessions and contests. If a student-athlete misses a required practice, it may result in additional penalties determined by the coach.

Self-Referral Policy/Dishonesty Penalty

Students who self-report an alcohol, tobacco, or drug related Co-Curricular Code violation to the Activities Director, administrator, coach, or guidance counselor on their own volition would have their resulting consequences reduced to 10%. The referral must be made prior to staff awareness of the violation and only if police were not involved. A self-referral may only be used once, and only for first violations.

Students who are caught being dishonest (lying) during the course of an investigation will have additional consequences imposed.

First Violation of Tobacco, Alcohol, and Drugs or Controlled Substances

1. Students who use and/or possess or purchase alcohol, tobacco products, smokeless tobacco (vaping) drugs, and/or all illegal substances or look alike and/or legal substances such as inhalants that produce a drug like effect, will be suspended from participating in 1/3 (33%) of the total number of events with carryovers into other seasons. The same penalty applies to anyone who claims to be "holding" drugs, alcohol, or tobacco for someone else. This penalty will be reduced to suspension from 10% of the season if the student successfully participates in a school-approved assessment and follow-up program, or an approved community service project. The principal and activities director may reinstate the student-athlete upon evidence of beginning an assessment and follow-up program, or completion of the community service project. Any cost for the assessment program will be the responsibility of the student.
2. Attendance at events or parties where minors are illegally using alcohol or controlled substances will result in suspension from the next scheduled activity/event. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation. (These attendance violations are not cumulative with regular code violations.)
3. The suspended individual will be required to practice and attend games/matches/activities (out of uniform) and may sit with the team for all contests during this suspension.

Second Violation of Tobacco, Alcohol, and Drugs or Controlled Substances

1. Students who use and/or possess or purchase alcohol, tobacco products, drugs, and/or all illegal substances and/or legal substances such as inhalants that produce a drug-like effect, will be suspended from participating in 2/3 (67%) of the total number of events with carryovers into other seasons. The same penalty applies to anyone who claims to be "holding" drugs, alcohol, or tobacco for someone else. This penalty will be reduced to suspension from the next 1/3 (33%) of the scheduled events if the student successfully participates in a school-approved assessment and follow-up program, or an approved community service project. The principal and activities director may reinstate the student upon evidence of beginning an assessment and follow-up program, or completion of the community service project. Any cost for the assessment program will be the responsibility of the student.

2. Attendance at events or parties where minors are illegally using alcohol or controlled substances will result in suspension from the next two scheduled activities/events. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation. (These attendance violations are not cumulative with regular code violations.)
3. The suspended individual will be required to practice and attend games/matches/activities (out of uniform) and may sit with the team for all contests during this suspension.

Third Violation of Tobacco, Alcohol, and Drugs or Controlled Substances

1. A third violation of any kind will result in permanent loss of participation in interscholastic sports and activities for the remainder of the student's high school career.
2. Attendance at events or parties where minors are illegally using alcohol or controlled substances will result in suspension from the next three scheduled activities/events. Students who make a reasonable effort to remove themselves from such a situation will not be considered in violation. (These attendance violations are not cumulative with regular code violations.)

Special Note* Any combination of AODA or serious violations are cumulative. Any combination of three violations in a four-year period may result in permanent loss of high school athletic eligibility.

506.18 Other Serious Violations and/or Conduct Unbecoming a Student-Athlete (including, but not limited to the following)

- student charged and/or convicted of a felony shall, upon the filing of 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.). **WIAA Rule**
- organizing, hosting, or having gatherings where drinking or use of controlled substances takes place
- selling, providing, or distributing alcohol or controlled substances including the misuse of prescription or over the counter drugs
- using anabolic steroids, androstenedione, or human growth hormones
- possession of a dangerous or concealed weapon
- conduct resulting in an "out of school suspension"
- theft
- vandalism
- threatening a staff member
- battery or sexual assault
- intervention by the police
- being charged with or committing a felony

Any student-athlete who commits any of these violations will be suspended immediately for at least one contest and may be suspended up to one calendar year pending a review by the Principal, Activities Director, and/or coach as needed. The seriousness of the offense will determine the penalty. These violations are cumulative with other code violations.

506.19 Determining Length of Suspension

When using the percentage method, the number of games scheduled at the beginning of the season will be used to calculate percentages and any fraction will be rounded up to the nearest whole number (i.e..25% of 9=3, of 14=4; 50% of 9=5, etc.). Any un-served portion of a penalty and/or violation, which occurs at the end of a season or during the off-season, will be carried over to the next sport/activity and season in which the student-athlete participates.

506.20 Interpretations

1. Athletes on suspension **must** practice with and be a member in good standing with the team until season's end in order to complete any suspension.
2. Suspensions will be figured and **must** be served at the highest level a student-athlete will participate at during the course of a season.
3. Multiple suspensions and/or academic ineligibility **must be served consecutively** and may **not** be served concurrently (ie: an athlete must be academically eligible first in order to **then** serve any code violation suspension).

4. One event can be multiple violations of the co-curricular code.

506.21 Group II

Group II activities give students an opportunity to express their talents in special interest areas. Students are able to explore various career fields and leisure time activities while developing their personal and social skills. The privilege of participating in these activities is extended to all students providing they are willing to assume certain responsibilities. The student's greatest responsibility is to act in a manner, which is a credit to themselves, their parents, and their school and community. **Participants are also expected to follow rules and regulations applying to Group I activities.** Teachers/advisors of these groups may establish additional rules and regulations for these organizations. These regulations must be approved by the administration and activities director before distribution in written form to members of these groups.

Enforcement and Penalties for Group II Violations

1. When a violation occurs, the advisor has the responsibility to enforce the rules and regulations as stated in this code of conduct. A Review Board will consider all violations. The Review Board will include the Activities Director, the Principal or an Assistant Principal, and the advisor of the appropriate activity.
2. The minimum penalty for any violation will be suspension from one activity; the maximum penalty is suspension from all activities for one calendar year. The Review Board will determine what offense constitutes a maximum penalty. Each case will be decided on an individual basis.
3. Athletes who are in violation will also be responsible for any penalties related to Group I violations.

506.22 Group III

The Co-Curricular Code will not regulate group III co-curriculars. Teachers/advisors of these groups may establish their own rules and regulations for these organizations. These regulations must be approved by the administration and activities director before distribution in written form to members of these groups.

506.23 Procedures and Appeals

The following is designed to explain the due process procedure for a student and parents/guardians to follow in appealing decisions relating to eligibility. It should be understood that athletes and parents/guardians would be expected to follow these steps in the event that legal action is initiated at a later date. Coaches, teachers, administrators, and/or law enforcement agencies may report alleged violations of the Code at **any time** they become aware of the violation. Any person from the public may notify school authorities regarding alleged rule violations by a signed letter to the Activities/Athletic Director or Principal. A violation must be reported within 28 calendar days from alleged violation(s).

- Step 1** The activities director will meet with the student alleged to have made the code violation(s) and make an initial determination whether a code violation(s) exists. (If the student denies violating the code, a hearing will be held prior to any penalty being enforced and prior to the next competition/event.) The activities director will make a decision on the alleged infraction(s) and assigned penalties as prescribed by the code. Penalties noted in the code are minimal penalties, and the activities director has the discretion to assign additional suspensions. The activities director will notify parents/guardians by phone and by formal letter of the violation(s) and penalties as soon as possible. The principal will also be notified of action taken.
- Step 2** If the student disagrees with the activities director's decision, the student may appeal within **seven (7) calendar days** after being notified of the suspension. The appeal is to be made to the Appeals Committee through the activities director. The appeal must be made by the student. The committee consists of the following members: H.S. Principal, Assistant Principal, Activities Director, a varsity coach/advisor, community member, and anyone else as designated by the Activities Director. The activities director will contact the parents within **ten (10) calendar days** to determine a mutually convenient time to hold a meeting of the Appeals Committee. The student must attend the appeals committee meeting. The Appeals Committee will review the appeal, hear testimony, and render their decision within **three (3) calendar days** of the meeting.
- Step 3** If the student is not in agreement with the decision of the Appeals Committee, they have the right to appeal, to the district administrator within **five (5) calendar days** of receiving the decision. After receipt of the appeal, the district administrator will review the appeal; seek additional information, if desired; and contact the parents/guardians to determine a mutually convenient date to meet. After the meeting with the parent(s)/guardian(s), the district administrator has **seven (7) calendar days** to make his/her decision.

Additional Information Pertaining to Due Process Procedure

1. The activities director's decision will be in effect during any appeal process, until the decision is changed.
2. All time lines are maximums, but each step's time line starts when appeal or decision is received.
3. If any party to a code violation wishes to be represented by legal counsel, bring witnesses, or make recordings, they may do so at their own expense.
4. If an appeal is made to the Board of Education, the student must indicate if they wish a closed or open session with the Board. This must be done at the time of appeal.
5. If a student denies violating code of conduct, the school must provide an opportunity for the student to be heard prior to any penalty being enforced (except for felony charges). **(WIAA Rule)**

506.24 Age of Majority Disclaimer

We shall enforce the rules and regulations of this co-curricular code for all students regardless of age.

506.25 Insurance Waiver

As parents, we understand that the Sparta School District does not carry primary individual athletic insurance. We release the school from liability for health and injury payments sustained in a contest or practice session. Only ACCIDENTS that occur in school sponsored and supervised activities including participants in interscholastic sports are covered. School insurance is secondary and may not cover all expenses as a balance from primary insurance, especially in physical therapy. If parents desire to purchase individual athletic insurance, they should contact their personal insurance carrier.

➤ **Approved August 2020**

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➤ **The Activities Director will be responsible for revising this handbook. Changes will be based in part, on recommendations from the Administration, Athletic Department, Student Council, parents, and community members and are subject to approval by the Board of Education.**