

CO-CURRICULAR CODE OF CONDUCT ELIGIBILITY CRITERIA AND STANDARDS

STURGEON BAY HIGH SCHOOL STURGEON BAY, WISCONSIN



2024-2025

Non-Discrimination Policy

It is the policy of the School District of Sturgeon Bay that no student may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap as required by

s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

All vocational education programs follow the district's policies of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For a copy of the complaint procedure or any questions or complaints concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of the above-mentioned reasons, contact:

Mr. Daniel Tjernagel
 Superintendent
 School District of Sturgeon Bay
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 920.746.2800

Inquires related to Section 504 of the Rehabilitation Act of 1972, which prohibits discrimination on the basis of handicap, should be directed to:

Mrs. Lindsay Ferry
 Director of Pupil Services
 School District of Sturgeon Bay
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 920.746.2804

Statement of Philosophy

The School District of Sturgeon Bay sponsors and encourages student participation in co-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and mental, physical, and competitive experience. The school district recognizes these activities as an important part of the education of our students.

The School District of Sturgeon Bay considers involvement in co-curricular activities a privilege. Student participation carries with it certain responsibilities and expectations. It is the purpose of the policies in this Co-Curricular Code of Conduct to establish standards for participation in co-curricular activities.

Goals of Co-Curricular Activity Participation

The co-curricular activity program is an integral part of the educational curriculum. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Some of the major objectives of the co-curricular programs are to help students develop positive character development and learn:

- responsibility
- personal and organizational/team pride
- cooperation
- respect for others
- to place the organization/team above personal goals and desires
- skill development
- self-control and discipline
- good sportsmanship
- good habits in health and fitness
- to serve as role models
- honesty and integrity

Responsibilities

The opportunities to participate in the co-curricular activity program are privileges extended to all students who are willing to assume certain responsibilities. These responsibilities include all students associated with any activity. We expect these students to be a credit to themselves, their family, school, and community. A student is expected to display high standards of behavior, practice good sportsmanship, show respect for others, be neat and well groomed at all times, have good attendance, and to abstain from the use and/or possession and/or buying and/or selling of illegal drugs or look-alike drugs, alcohol, and/or tobacco products.

Categories of Participation

For purposes of establishing equitable standards to apply to the many co-curricular activities offered to students in the School District of Sturgeon Bay, three categories of participation are defined:

Category I – Interscholastic Athletics

**All Category I sport has a participation fee of \$25 for each sport per athlete to a maximum of \$50 per student per year for a multisport athlete. In addition, the maximum any family will pay per year is \$75. Meaning a student who plays three sports who has a sibling play two sports, would pay \$75 per year to participate in SBHS athletics.

Athletic Trainers	Dance	Swimming and Diving
Baseball	Football	Track and Field
Basketball	Golf	Volleyball
Cheerleading	Soccer	Wrestling
Cross-Country	Softball	

Category II – School Organizations and Activities (Clubs / Competitive / Performance-Based)

Academic Competition Teams	Forensics	Mock Trial
AODA Peer Leaders	History Club	Musical
Audio/Visual Club	HOSA	Service Club
Chess Club	Humanities Club	Student Council
City Rhythm	Intramurals	Tech Challenge
Destination Imagination	Jazz Band	World Language Club
FBLA	Literacy Club	
FTA	Math Team	

Category III – Honorary Positions (One-Time or Special Events)

Badger Boys / Girls State	National Honor Society	Rotary Youth Leadership
Homecoming Court	Prom Court	Sadie Hawkins Court

School Eligibility Rules

Eligibility criteria are established for the best interest of the students, the co-curricular group, and the school. The student who complies with these rules demonstrates a desire to dedicate himself/herself to self-improvement as well as to enhance the best interest of teammates, coaches, advisors, and the school. From the date of initial signing, these eligibility rules will be enforced on a year-round basis. Violations of the co-curricular code are cumulative through four years of high school. Unless otherwise noted, all co-curricular participants must observe these eligibility criteria at all times.

Academics

1. A student must pass ALL courses in which he/she is enrolled in order to maintain full eligibility. Full eligibility shall be determined by a student's grades earned on the 4½-week progress report and the 9-week report card according to the following provisions.
 - A student receiving a failing grade on the 4½-week progress report will be given one calendar week from the date that the report is mailed in order to raise his/her grade(s). If the student does not document passing grades in all classes during this week, he/she will be considered ineligible until passing grades are documented on the 9-week report card.
 - A student receiving a failing grade on the 9-week report card will be considered ineligible until passing grades are documented in all classes on the next term's 4½-week progress report.
 - This process of grade evaluation will continue through the four terms of the school year. A student receiving a failing grade at the end of the fourth term may regain eligibility at the start of the fall co-curricular season through successful completion of a summer school course or correspondence course. The summer school or correspondence course must be approved by the high school guidance counselor or principal and must be comparable to the course in which the student received the failing grade. Students exercising this option must be registered in the summer school or correspondence course no later than July 15. Students will not regain full eligibility until the course is completed and grade is on record in the High School Office.

- Incomplete grades (I) shall count as failures until made up. (Exceptions may be made by the principal in cases of illness or injury.) All incomplete grades must be made up two weeks after grades become public.
- The minimum academic eligibility requirements for special education students may be waived by the principal upon consultation with and agreement by the student's special education teacher, parents, pupil services director, and the regular education teacher of the failed course (if applicable).

School Attendance

2. A student must be in class for the full day on the day of a practice or contest to be eligible to compete or participate. Exceptions may be made for absences resulting from medical or legal appointments or with prior administrative approval in the case of special circumstances.

Team/Organization / Activity Expectations

3. No student may participate in any co-curricular activities until both the student and his/her parent/guardian has signed and submitted a copy of the Student/Parent Co-Curricular Responsibility Agreement, acknowledging that the student and his/her parent/guardian agree to abide by the rules and provisions of the Co-Curricular Code.
4. Students who are dropped from one activity for disciplinary reasons or who quit are not eligible to compete in another activity for that particular season without mutual agreement of coaches and/or advisors. However, any student who does not make the final roster of a team may compete in another activity during that season.
5. Students shall be clean and well groomed (to be determined by the coach or advisor) throughout the season. Unusual clothing or uncleanliness during the season shall cause the student to be subject to restrictions as the coach or advisor and/or administration shall impose after reasonable counseling has been attempted.
6. A student who travels to an out-of-town activity with a school group must return with the group. The only exception to this rule is that if a parent is present at the out-of-town site, he/she may request that the student return with the parent. This request must be made in writing. Bus waiver forms may be obtained from the coach or High School Office.
7. Any student who is injured during an activity or contest shall report the injury to the coach/advisor at once. If a student is treated at a hospital or medical facility, a release from a physician is required before the student resumes practice or competition.
8. Each student is responsible for the school equipment issued to him/her. Lost equipment must be paid for by the student to whom it was issued prior to any involvement in another school activity. Any student possessing school equipment not issued to that student faces disciplinary action which may prevent his/her further involvement.
9. A student, when he/she joins an activity, is expected to dedicate the time specified for practice by the coach/advisor. Regular attendance in classes, practice, and games or meets is required.

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10. If the number of students trying out for an activity is more than the facilities and/or equipment can accommodate, selection will be made by the coach on the basis of ability shown.
11. (Category I participants only) Students participating in interscholastic athletics must also abide by specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association (W.I.A.A.). Those specific rules are summarized in a separate document and will be handed out at the Parent-Athlete Co-Curricular meeting and at any time upon request. Copies of the W.I.A.A. rules are available from the athletic director or in the High School Office.
12. (Category I participants only) Athletes may participate in organized non-school activities as long as they are not participating in the same sport (W.I.A.A. Rule) and this activity does not interfere with the practice or game schedule of the school team. A student athlete will become ineligible for the remainder of the sports season for breaking this policy.
13. (Category I participants only) At least one parent or guardian must attend a Parent-Athlete Co-Curricular rules meeting prior to the start of the student's first season of participation each school year. No student may begin practice until this requirement has been met.

Parents unable to attend the general meeting due to extenuating circumstances must arrange an appointment with the head coach, athletic director, and/or principal to discuss the co-curricular standards and sign a copy of the rules.

14. (Category I participants only) In addition to the signed Student/Parent Co-Curricular Responsibility Agreement, the following documents must be completed and submitted before an athlete may start practice or receive any equipment:
 - Athletic Permit Card or Alternative Year Permit Card (An athlete must have a physical by a licensed physician every other year. In alternate years, the Alternate Year Athletic Permit Card must be completed. Exception: managers and statisticians.)
 - Insurance Waiver Form or Proof of Insurance
 - Emergency Information Card

General Conduct

15. No student may use, possess, buy, sell, or transmit any tobacco products (including look-alike tobacco products and electronic smoking devices), alcohol, illegal drugs, or look-alike drugs.
16. If a student-athlete hosts a get-together and if alcohol and/or drugs or look-alike drugs are present and being consumed, the student-athlete host is in violation of the Co-Curricular Code of Conduct to the same degree as if the student-athlete host used and/or possessed and/or bought and/or sold drugs or look-alike drugs, and/or alcohol, and/or tobacco products.

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17. General conduct (citizenship) by student-athletes in and out of school must be positive and exemplary. Students must display and practice good school and community citizenship at alltimes; their behavior should not bring discredit to themselves, their parents/guardians, the school, or the team. Examples of behaviors that would be considered to be violations of this clause include, but are not limited to, the following:

- vandalism or property destruction
- theft
- physical assault
- disorderly conduct
- serious or persistent violations of school rules that results in out-of-school suspension
- behavior that results in the issuance of a municipal citation or a misdemeanor charge by the Police and/or Sheriff's Department for any activity other than minor driving offenses.

WIAA Felony Rule: Any 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.).

A suspension from co-curricular activities shall take place during an appeal for the violation, citation, or criminal charge within the school or legal system.

18. A student becomes eligible when his/her suspension is completed.

Determination of Violation

The building administrator and/or the athletic director will investigate reported violations of the Co-Curricular Code of Conduct. Students alleged to have violated the code will be given the opportunity to present information on their behalf before any penalties or consequences are imposed.

If the investigation leads to an initial determination that a violation has occurred, the building administrator and/or athletic director will so inform the student. The student may request a meeting with his/her parent and the building administrator and athletic director or designee to further discuss the violation before a final decision is made. Parental participation is strongly encouraged. This meeting must take place at least one day prior to the next scheduled activity or within three school/business days (whichever comes first) unless the building administrator and/or athletic director agree to modify this deadline. If the student and/or parent choose not to request a meeting, the initial determination will stand, and the student will be declared ineligible.

Appeal Process

The following appeal process shall be used (student is ineligible to compete pending appeal):

1. The initial appeal of the penalty must be directed to the building principal in writing within five school/business days. The building principal will refer the appeal to the superintendent.
2. The superintendent will meet with the student and his/her parent(s) in a timely manner to hear testimony and receive other information on behalf of the student. The high school administration may also present testimony and other information at the appeal meeting. The superintendent may also direct questions to the student, parent(s), administration, or any other

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individuals presenting information related to the appeal. After each side has had an opportunity to be heard, the superintendent will render a decision within three school or business days.

3. The superintendent has the authority to uphold or overturn the penalty imposed by the highschool administration.
4. Decisions of the superintendent may be appealed to the Board of Education. This appeal should be made in writing and directed to the superintendent within five school/business days after receipt of the superintendent's decision. The superintendent will forward the appeal to the Board of Education president.

Penalties for Violation of Co-Curricular Activity Eligibility Rules

If a student violates the Co-Curricular Code of Conduct, he/she will be held accountable for the violation in each co-curricular activity in which the student is participating. If a student is not involved in a co-curricular activity at the time of the violation, he/she will be held accountable during the next season of participation. If a penalty cannot be satisfied during a current season of participation, the penalty will be prorated over the course of the next season of participation. Penalties will be imposed in each category of participation according to the following guidelines:

Category I

First Offenses: 25 percent of the scheduled contests

In addition, if the violation is a drug-, alcohol-, or tobacco-related offense, it is recommended that the student have a chemical assessment offered by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense.

Second Offenses: 50 percent of the scheduled contests

Any student subjected to a penalty because of a second offense related to drugs, alcohol, or tobacco is required to have a chemical assessment by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense during the suspension and before the student participates in the suspended activity.

Third Offenses: 100 percent of the scheduled contests

Any student subjected to a penalty because of a third offense related to drugs or look-alike drugs, alcohol, or tobacco is required to have a chemical assessment by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense during the suspension and before the student is eligible to participate in the suspended activity and successfully complete a prescribed program as deemed appropriate by the building administrator in conjunction with a community agency prior to further participation.

Fourth and Subsequent Offenses: Calendar-year suspension from all areas of co-curricular participation (twelve [12] months from date of penalty)

Any student subjected to a penalty because of four or more offenses related to drugs or look-alike

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drugs, alcohol, or tobacco is required to have a chemical assessment by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense during the suspension and before the student is eligible to participate in the suspended activity and successfully complete a prescribed program as deemed appropriate by the building administrator in conjunction with a community agency prior to further participation.

The following chart summarizes the number of Category I contests that would be missed due to a first and second offense of the Co-Curricular Code of Conduct:

Percent of Violation	No. of Contests	No. of Contests Penalized
25 percent	1 – 6	1
	7 – 11	2
	12 – 15	3
	16 – 19	4
	20 or more	5
50 percent	1 – 3	1
	4	2
	5 – 7	3
	8 – 9	4
	10 – 11	5
	12 – 13	6
	14 – 15	7
	16 – 17	8
	18 – 19	9
	20 or more	10

If a student does not successfully complete the season of a Category I activity in which he/she is serving a suspension, any penalties served during that season will not be counted, and the student's entire consequence will be carried over into the next season of participation.

Category II

First Offenses: Ineligible for 15 calendar days

In addition, if the violation is a drug-, alcohol-, or tobacco- related offense, it is recommended that the student have a chemical assessment offered by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense.

Second Offenses: Ineligible for 30 calendar days

Any student subjected to a penalty because of a second offense related to drugs, alcohol, or tobacco is required to have a chemical assessment by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense during the suspension and before the student participates in the suspended activity.

Third Offenses: Ineligible for 60 calendar days

Any student subjected to a penalty because of a third offense related to drugs or look-alike drugs, alcohol, or tobacco is required to have a chemical assessment by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense during the suspension and before the student is eligible to participate in the suspended activity and successfully complete a prescribed program as deemed appropriate by the building administrator in conjunction with a community agency prior to further participation.

Fourth and Subsequent Offenses: Ineligible for one calendar year

Any student subjected to a penalty because of four or more offenses related to drugs or look-alike drugs, alcohol, or tobacco is required to have a chemical assessment by a state-certified mental health and/or AODA agency at student and/or parent/guardian expense during the suspension and before the student is eligible to participate in the suspended activity and successfully complete a prescribed program as deemed appropriate by the building administrator in conjunction with a community agency prior to further participation.

Category III

Due to the honorary nature of election to any Category III activity, students who violate the Code of Conduct for infractions involving the use, possession or distribution of alcohol, illegal drugs, or tobacco, or for conduct that results in charges for a misdemeanor or felony shall be removed from consideration of the position/honor. If selection has already been made, the student shall be removed from the elected position and forfeit his/her right to participate in the activity for one calendar year.

Parent Expectations Accountability Agreement

As the parent/guardian of a student athlete, I hereby understand and agree to my role regarding the following expectations:

1. Create a positive atmosphere for my student athlete both at home and throughout the community.
2. To personally hold my student athlete and myself accountable for our commitment to success. This specifically includes helping with Booster Club and additional program fundraisers in which my student athlete is participating.
3. I will at all times be a positive influence and role model for my student athlete at home and throughout the community.
4. I will maintain the highest level of sportsmanship at all times during all competitive sports functions to help instill in my student athlete the importance of good sportsmanship.
5. I will trust and support the administration, the coaches, and their staff members who are making decisions based on the best interest of my student athlete, the program, the school district, and our community.

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General Conduct Rule No. 15 updated June 16, 2015
Parent Expectations Accountability Agreement added June 6, 2018
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