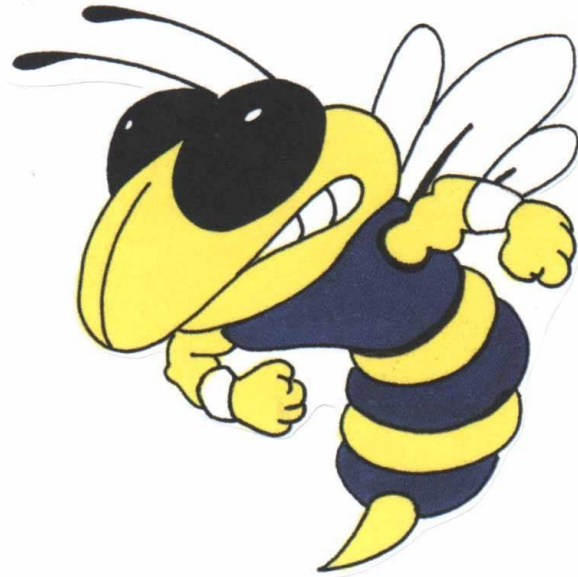


**MARKESAN  
MIDDLE/HIGH SCHOOL**



**CO-CURRICULAR  
CODE HANDBOOK  
2022-2023**

Markesan District Schools does not engage in prohibited discrimination on the basis of any protected classification identified in state and/or federal laws, including, but not limited to, race, color, national origin, sex, disability, or age in its programs and activities, including in employment. The Board has designated the following individual(s) to address the District's non-discrimination policies: Guidance Counselor(s), Markesan District Schools, 100 East Vista Boulevard/ PO Box 248, Markesan, WI 53946; telephone: (920) 398-2373. For detailed information about the District's non-discrimination policies and applicable complaint procedures, review Board Policies 2260, 2260.01, 5517, and 5517.01. For further information on non-discrimination, contact the Office for Civil Rights, U.S. Department of Education, Chicago Office, 500 W. Madison Street, Ste. 1475, Chicago, IL 60661-4544; telephone: (312)-730-1560; TDD: 800-877-8339; email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).



# CO-CURRICULAR CODE HANDBOOK 2022-2023

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# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Mission Statement for Co-Curricular Events at the Markesan Middle/High School

Co-Curricular programs at Markesan Middle/High School develop lifetime skills, which foster emotional, social, intellectual, and physical growth. Students who choose to participate assume additional responsibilities as representatives of their school, their parents, and their community.

**W.I.A.A. Sanctioned Activities:** Football, Volleyball, Cross Country, Girls' Basketball, Boys' Basketball, Wrestling, Gymnastics, Baseball, Softball, Track, and Boys' Golf.

**Non-W.I.A.A. Sanctioned Activities:** Biology Club, Choir, Dance, Spring Play, F.F.A., Forensics, Homecoming, Band, Musicals, National Honor Society, Prom, Student Council and activities or dances at the discretion of administration.

## Markesan Middle/High School Co-Curricular Code

The main purpose of the Co-Curricular Code is to establish a uniform code of conduct for Markesan Middle/High School students involved in school Co-Curricular events. Any Co-Curricular Athletic event in which the school district of Markesan is represented will be considered a sport under this code.

The Co-Curricular program is an important part of your Middle/High School years. Co-Curricular programs provide new opportunities and experiences, and help you develop your interests and skills. When you decide to participate in any Co-Curricular, you agree to meet certain responsibilities. Your greatest responsibility is to be a credit to yourself, your parents, school and community. Therefore, it is required that you display proper respect for fellow students, support staff, teachers, officials and outstanding sportsmanship/behavior.

Participation in Co-Curricular programs is a privilege extended to all students at Markesan Middle/High School. We want to be known for our school spirit and sportsmanship. The way to reach this status is to act with integrity. We hope you find that your best efforts and your self-discipline reward you with a feeling of pride in yourself and your school.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Eligibility Requirements for W.I.A.A. Sanctioned Sports

- To participate in W.I.A.A. Sports, you must be in compliance with the W.I.A.A. standards. You are not eligible:
- If you are not enrolled as a full time student at your school.
- If you reach (19) nineteen years of age prior to August 1.
- If you did not do passing work in (20) twenty hours of studies for High School credit in the previous grade reporting or evaluation period or if you are not presently passing in (20) twenty hours of work.
- If you have attended more than (8) eight semesters after entering Grade 9 or if your seventh and eighth semesters do not follow consecutively.
- If you have participated in any sport for all, or part of, (4) four seasons.
- If you and your parents do not live in the school district in which you attend school unless you have served one year of ineligibility or unless your residence situation has been approved by the W.I.A.A. office.
- If the school does not have evidence on file of you having passed a physical examination administered by a licensed physician and having received parental permission to participate in sports.
- If you do not follow the code of conduct established by your school.
- If you have violated your status as an amateur athlete by Accepting any amount of money or any kind of usable merchandise, signing a contract for your services as an athlete, permitting your name, picture or personal appearance to be used for promotion, and/or playing under another name.
- If you at any time have received an award of merchandise of value such as a jacket, sweater, watch, billfold, etc. In recognition of your talent or accomplishment as an athlete.
- If you participate in a contest other than for your official interscholastic school team while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport.
- If you have played in an all-star contest or similar Sport involving participants from more than a given league.
- If you participate in any program, which resembles a school, team practice or competition outside of the designated school's season for that sport.
- If you let anyone besides your parents/legal guardian pay a fee for specialized training, like summer camp, or if you are instructed by your school coach outside the season of a sport. (Baseball, track, swimming, golf, tennis, softball, cross country, and gymnastics are exempt from this coaching rule in the summer).

## Code Compliance with W.I.A.A. Standards

- The criteria used in making this code, for all Co-Curricular Sports, meets or exceeds W.I.A.A. standards.
- If you are found guilty of or admit to consumption, possession, delivery, or transportation of alcoholic beverages or drugs on school property, at school-sponsored Sport, or if you cause damage to our or to another school's buildings, buses or grounds, you may be suspended from school for 1-5 days as prescribed by the Markesan High School Student Handbook.
- If you are found guilty or admit to consumption, possession, acquisition, delivery, or transportation of alcoholic beverages, drugs, or theft, and such conduct is verified by the school, you will not be allowed to participate in any events until the school administration reinstates you to eligibility as prescribed by the penalties listed in this code.
- If your conduct in and out of school during the school year or summer months is in violation of the code, you will be ineligible, and it will be the duty of the school administration to exclude you from participating in any events until you are reinstated to eligibility by the school administration as prescribed by this code.
- If you are found guilty, or admit to breaking the law (not including minor traffic offenses) or if you are placed on probation status, whether it is voluntary or not, you will be ineligible to participate in any events as prescribed by the penalties listed in this code.
- If you have violated the rules and regulations of this code, you will be disciplined according to the provision and guidelines of this code.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Regulations for Co-Curricular Participation

### Academic Standards

- Participation in co-curricular is a privilege, which is given to those with no failures. All courses (including on-line courses) taken during such grading period will be used to evaluate pass/fail criteria.
- A student may become eligible on the third week, fourth week, or end of the quarter check pending they have no F's.
- If a student is ineligible at the end of a quarter, he/she will be ineligible for the following:
  - \*One F = 15 school days
  - \*Two F's = 20 school days
  - \*Three or more F's = one quarterHe/she will be able to regain eligibility on the calendar day following the final school day of suspension provided the student has no failures.
  - Provision for Non-WIAA sanctioned activities: Students participating in Non-WIAA sanctioned activities that occur within the grade period checks will be determined by administration. The student will be ineligible for not more than one third of the determined activity. Students participating in one day event activities will be required to miss the entire event.
- A student's grades in the 4<sup>th</sup> quarter will determine that student's eligibility for the following year.
- Fall Sports minimum ineligible time due to poor grades is 21 calendar days from the 1<sup>st</sup> competition date or 1/3 of the maximum number of games/meets for that sport season.

### School Attendance

Regular school attendance is an important factor in academic achievement.

- A student must be in attendance by noon in order to be eligible to participate in a practice, contest, or performance that day. A phone call followed by written notification must be turned into the attendance officer before participation is allowed. The Principal or their designee will contact the coach/advisor.
- Any student who skips a class or study hall will be ineligible for the next scheduled contest, game, or performance. The Principal or their designee will contact the coach/advisor.

### Equipment

One of the goals of co-curricular events is to teach responsibility. This should apply to the care of all equipment as well as school property. Each participant is expected to take care of his/her equipment. In most co-curricular events, the school will loan every student the equipment necessary to compete in the event. The original equipment issued to you must be returned at the close of the season. If you need to make a change of equipment during the season, be sure the coach/advisor makes this change on your records. You will be held responsible for any equipment issued to you that is destroyed, lost, misplaced, ruined or stolen.

### Transportation

All students will use school-sponsored transportation to and from school-sponsored trips.

Exceptions will only be accepted if the participant will be riding with a parent or legal guardian. Any exceptions are to be submitted in writing from a parent or legal guardian to administration prior to the school events. Upon administration's approval the parent or legal guardian must personally hand the written request to the coach after the co-curricular event.

### Participation

All students participating in co-curricular events are expected to follow the same rules and regulations. Since there are many differences in the nature of co-curriculars offered, the same disciplinary measures are not appropriate to all co-curricular events. For this reason, the code has two sections, one for athletics and one for non-athletic events. Students who participate in both areas should understand that in the event of a violation, they are subject to discipline in both areas.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Dual Participation

Students may participate in more than one activity at the same time provided that:

- He or she picks a priority activity/sport at the beginning of the season.
- Must have both coaches agree to arrangement
- Must have written approval of parents and athletic director
- Student must have competed in both sports to eligible for conference and state tournaments

## Supplements

Along with the National Federation of High School Associations and the W.I.A.A., the administration and staff of the Markesan District Schools discourages the use of supplements by students for performance enhancement. Supplements may not and will not at any time be dispensed or distributed on school grounds.

## Coach/Advisors' Rules

Coaches/advisors may have rules in addition to these. Additional rules must be approved by the administration and a parent meeting must be held informing parents of these rules. Parents will be asked to sign a form showing that they are aware of these rules.

## Administration of the Co-Curricular Code

The standard of proof required for disciplinary action will be the establishment of truth of the charge by preponderance of the evidence. The AD must determine that the accused is guilty before any penalty is handed down.

Evidence that the AD can take into account for making a determination can come from self-referrals, police reports/citations, statements from an adult, statements from students, and/or other evidence determined by the investigation. A photograph submitted as evidence must be accompanied by a sworn statement by the person who took the photograph, backing up the authenticity of the photograph.

In the event that the AD is made aware by a reliable source that the athletic code was broken, the AD/Principal will investigate the situation. The AD will take a statement from each person who was said to be involved in the situation. Parents will be notified of the investigation. From the statements taken, the AD will make a determination as to who did indeed violate the code. The AD will inform the participant of the charges and discuss it with them before making a ruling of ineligibility.

## Managers Serving Suspensions

A student may serve their Co-Curricular penalty by serving as a manager with permission from the coach/advisor and AD. In order for the suspension to be considered served, the student must attend all games and practices and finish the season in good standing.

## Penalty Carryover

If a suspension cannot be completed in the current co-curricular, the suspension will carry over to the next co-curricular. The participant must finish the co-curricular in good standing for the suspension to be considered served. When dealing with a period of ineligibility that is a fraction of a game, meet, contest, or day, the number will be rounded down to the next whole number. (Example: If a student was suspended for 1/3 of a twenty game season that would be six (6) games, not seven (7). Suspensions for major violations of the co-curricular code will carry over from Middle School to High School.



# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Major Violations and Penalties of the Co-Curricular Code

- Per WIAA anyone charged with a felony will be ineligible until the following:

The student will be ineligible until all orders of the court have been served, including community service, probation, or until the charges have been dropped by the courts.

### Major Violations

1. *Alcohol*: The use, consumption, possession, and/or purchase of alcoholic beverages are prohibited.
2. *Assault*: The physical or verbal (i.e., use of profane or abusive language) assault of any adult or student will not be tolerated, in or out of school.
3. *Drugs*: The possession, sale, purchase or use of controlled substances, street drugs and performance enhancing substances is prohibited.
4. *Theft*: Theft, in or out of school, will not be tolerated.
5. *Tobacco*: The use, smoking, chewing, or possession of any tobacco product is prohibited.
6. *Vandalism*: Vandalism, which is the damage of any property, is prohibited.

### Definition of Possession

Possession is the act of having the substance on one's own person. Examples: Holding an alcoholic beverage (unless under the direct supervision of a parent) is possessing. Transporting alcohol (unless under the direct supervision of a person of legal age) is possessing.

### Self-Reporting

Student-athletes who commit a violation will be provided the opportunity to self report their violation. To self-report, the student-athlete must notify school administration within 24 hours of the incident via one of the following methods:

- email sent to a school administration school email account
- phone call, with a voice message left, to a school administration school phone number

Self-reporting will reduce the penalty from 1/3 of a sport season to 1/4 of a sport season. Penalty reductions will only apply to the first major violation for a student-athlete.

### Penalties of Major Violations for Non-Athletic Co-Curricular Programs

#### *First Major Violation:*

- Loss of participation in all meetings and performances for 21 calendar days and must attend all practices.

#### *Second Major Violation:*

- Loss of eligibility for 42 calendar days.
- He/She may practice with the advisor's permission.

#### *Third and all subsequent Major Violations:*

- Loss of eligibility for one year (365 days) from the date that the decision is rendered.
- He/she may petition the AD after serving six (6) months of the penalty. The petition for reinstatement will be reviewed by a committee of the AD, Principal, and District Administrator. Reinstatement will be contingent upon the following criteria:
  - Receive no disciplinary referrals for one quarter.
  - Maintain a minimum of a 1.5 grade point average the last quarter before the appeal without any failures.
  - No more than three (3) absences the previous quarter.
  - Acquire at least three (3) staff recommendations showing noticeable positive improvement in student behavior and manners.
  - Forty (40) hours of community service prior approved by the reinstatement committee.
- For violations involving the possession or use of alcohol, drugs, or tobacco the participant must successfully complete a Wellness Education Program approved by the school. Expenses for the program will be the responsibility of the student.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Penalties for Major Violations of Athletics

### *First Major Violation:*

- Loss of participation for 1/3 regular season contests and must attend all practices.

### *Second Major Violation:*

- Loss of eligibility for 2/3 of a season.
- The student-athlete must attend all practices and events.

### *Third and all subsequent Major Violations:*

- Loss of eligibility for one year (365 days) from the date that the decision is rendered.
- He/she may petition the AD after serving six (6) months of the penalty. The petition for reinstatement will be reviewed by a committee of the AD, Principal, and District Administrator. Reinstatement will be contingent upon the following criteria.
  - Receive no disciplinary referrals for one quarter.
  - Maintain a minimum of a 1.5 grade point average the last quarter before the appeal without any failures.
  - No more than three (3) absences the previous quarter.
  - Acquire at least three (3) staff recommendations showing noticeable positive improvement in student behavior and manners.
  - Forty (40) hours of community service prior approved by the reinstatement committee.
- For violations involving the possession or use of alcohol, drugs, or tobacco the participant must successfully complete a Wellness Education Program approved by the school. Expenses for the program will be the responsibility of the student.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Conduct Violations and Penalties of the Co-Curricular Code

### Conduct Violations

- Unbecoming conduct by a participant may include one or more of the following and will not be tolerated.
- Misbehavior in class and/or at any Sport. Including but not limited to:
  - Being removed from class and/or an Sport for disciplinary reasons
  - Academic dishonesty- cheating on an assignment or test
  - Disorderly conduct, as defined by state law, in or out of school.
  - Disrespect of school personnel and/or other students in or out of school.

### Penalties for Conduct Violations

#### *First Penalties Violation:*

- Athletics- Suspension from one (1) regularly scheduled contest. One date counts as one event.
- Non-Athletics Event- Suspension from Co-Curricular program for seven (7) calendar days. The participant will be allowed to practice with the advisor's permission.

#### *Subsequent and all Severe Penalties Violations:*

Suspension will be determined by the administration and coach/advisor. The participant will be allowed to practice with the coach's permission.

### Parent Conduct

- The WIAA requires good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. Parents who fail to meet these expectations may face consequences that are deemed necessary by school administration, to address the situation.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Markesan Middle/High School Co-Curricular Code Appeal Procedure

After a ruling of ineligibility resulting in suspension from Co-Curricular program has been made, the participant and/or the parents/legal guardians may formally appeal the decision by taking the following steps.

### **Step One**

- If the participant and his/her parents/legal guardians are not satisfied with the findings, an appeal may be requested before the Principal
- The Principal must receive a Co-Curricular Appeal Reinstatement Form (Appendix A), requesting a hearing within five (5) school days of the outcome of the suspension being handed down by the Athletic Director.
- The Principal, within five school days of receipt of such written request, shall contact by telephone (and follow up letter), the participant and/or the parents/legal guardians to establish a date for an appeal.
- The participant and /or parents/legal guardians will be provided an opportunity to present their opinions as part of the appeal.
- The principal shall submit a written report.

### **Step Two**

- If the participant and his/her parents/legal guardians are not satisfied with the findings, a second appeal may be requested before the Superintendent.
- The Superintendent must receive a Co-Curricular Appeal Reinstatement Form (Appendix A), requesting a hearing within five (5) school days of the outcome of the suspension being handed down by the Principal.
- The Superintendent, within five school days of receipt of such a written appeal, shall contact by telephone (and follow up letter), the participant and/or the parents/legal guardians to establish a date for an appeal.
- The participant and /or parents/legal guardians will be provided an opportunity to present their opinions as part of the appeal.
- The superintendent shall submit a written report.

### **Step Three**

- If the participant and his/her parents/legal guardians are not satisfied with the findings, a third appeal may be requested before the School Board.
- The School Board President must receive a Co-Curricular Appeal Reinstatement Form (Appendix A), requesting a hearing within five (5) school days of the outcome of the suspension being handed down by the Superintendent.
- The participant and /or parents/legal guardians will be provided an opportunity to present their opinions as part of the appeal at the next meeting date.
- The School Board will provide their decision to the participant and /or parents/legal guardians at the meeting after the appeal has been presented and discussed.

# CO-CURRICULAR CODE HANDBOOK 2022-2023

## Appendix A

### **MARKESAN MIDDLE/HIGH SCHOOL CO-CURRICULAR APPEAL REINSTATEMENT FORM**

This form is being submitted to the (please circle one):

**Principal**

**Superintendent**

**School Board President**

Date \_\_\_\_\_  
\_\_\_\_\_

I do submit this appeal to be reinstated on \_\_\_\_\_ the team/club.

The following people will speak on my behalf:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signed by Person(s) appealing: \_\_\_\_\_

(A school representative will fill out the bottom portion.)

Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Action taken: \_\_\_\_\_

Principal/Superintendent/School Board President Signature:

\_\_\_\_\_