

**Barneveld School District**

**2021-2022**

**Co-Curricular Handbook**



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PK-12 Principal: Erin Eslinger  
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Colors: Purple & Gold  
Team Nickname: Golden Eagles  
School Song: Illinois Loyalty  
Conference: Six Rivers Conference

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## **Co-Curricular Handbook**

The Barneveld School District (BSD) believes the co-curricular program is an integral part of our educational curriculum. Co-curricular programs provide opportunities for learning experiences difficult to duplicate in other school activities. Participation in the co-curricular program can provide innumerable opportunities to develop physical skills, emotional maturity and responsible behavior in our student athletes. In addition, such important educational values as self-discipline, fair play, sportsmanship, and appreciation of teamwork and the development of personal pride, lifetime skills and integrity are fostered through a sound co-curricular program. It is important that participation in the co-curricular program is an enriching and healthy experience for our students and stimulates physical, mental and social growth. The BSD Board of Education commits itself to co-curricular programs that will provide all students, in an equitable manner, an opportunity to participate.

It is the belief of the BSD that adherence to the standards outlined in this document promote the growth of responsible members of our community. This handbook details the expectations as they pertain to participation in all activities in the Barneveld School District. Participation in any sport or extra-curricular activity is a privilege earned, in part, by accepting and following the regulations contained in the co-curricular handbook.

The primary enforcement and responsibility of this code rests not only with the students, as they should be self-disciplined, but also with their parents/guardians. This policy will be enforced all twelve (12) months of the year. This policy is in accordance with regulations of the WIAA Handbook unless specified in the Constitution of the Six Rivers Conference.

To prevent any misunderstanding, if you have any questions involving this policy or interscholastic athletics and activities, please contact any Head Coach, Advisor, the Athletic Director, or the Administration.

### **PURPOSE**

The purpose of this handbook is to familiarize students in Grades 7-12 with the policies and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and the BSD, as related to all co-curricular activities.

### **DEFINITION OF ACTIVITIES**

Co-curricular activities are defined as those activities in which students serve, perform, or compete as representatives of the Barneveld School District. These activities are voluntary. Any activities that are a required part of a course and contribute to a student's grade are not considered co-curricular activities.

### **DISTRICT CO-CURRICULAR GOALS**

1. To provide co-curricular activities that encourage lifetime interests, new skills, as well as enhance existing skills.
2. To encourage excellence in co-curricular activities that support appropriate mental, physical, and emotional growth of students.
3. To provide an environment that includes, but is not limited to:
  - A. Safe and appropriate physical facilities for students and community
  - B. Qualified, dedicated, and motivated advisors/coaches/staff
  - C. Creation of a desire to succeed and excel
  - D. High ideals of fairness in all human relationships and interactions
  - E. Strong community involvement and support
  - F. Encouraging the development of sportsmanship through interscholastic competition
4. To provide programming, which generates unity between all stakeholders: including students, faculty, administration, parents/guardians, and the community.

## RESPONSIBILITIES OF PARTICIPANTS

1. Be a credit to yourself, your parents, your school and community.
2. Respect the rules of competition.
3. Display respect to those in authority, including coaches, directors, teachers and officials.
4. Display cooperation and sportsmanship.
5. Use language that is not offensive to others.
6. Display high standards of social and lawful behavior.
7. Take on the responsibility to be role models for other students and younger students.

## **CO-CURRICULAR EXPECTATIONS**

### SCHOOL BEHAVIOR

1. Student participants are expected to meet the expectation for school behavior as described in the Barneveld Middle/High School Student Handbook.
2. Student participants are expected to exhibit proper respect for authority at all times in school and within the community.
3. Student participants are expected to exhibit the highest standard of socially responsible behavior at all times in school and within the community.
4. Student participants must be clean, neatly dressed and well-groomed at all times when representing Barneveld School District. All students must follow the school's policy against wearing inappropriate attire depicting sex, drugs, alcohol or tobacco and must restrain from wearing vulgar or sexually suggestive clothing.

### ATTENDANCE

It is the belief of the Barneveld School District that students who are not able to attend school should not participate in or attend after school activities. Therefore, the following guidelines will apply:

1. Students will be on time to all practice sessions unless they have been excused. For unexcused absences, disciplinary action will be administered by the coach/director/advisor with guidance from administration when necessary. Students who need academic help after school WILL NOT be penalized if they contact the coach beforehand or present a note from the instructor when arriving late to practice.
2. A student must attend a full day of school to be able to participate in the next practice and/or competition on any given day. If a student is unable to be in school for reasons other than illness, the absence must be pre-planned (i.e. doctor, dentist, funeral, college visit). We ask for the cooperation of parents to see that students miss as little as possible.
  - **Students under suspension are ineligible to participate in any school activities until the suspension has been lifted.**
3. A student who is absent from school on the day of, or the day following, an activity or contest will be given one warning per year, unless they have a pre-arranged excuse. After a student has been given one warning, no absences will be justified without written documentation from a Health Care Professional (HCP). Students missing any part of the day of **or** the day following an activity or contest will be ineligible for the next scheduled activity or contest.
4. Students will need to be excused early from class to attend events from time to time. On days when students need to leave early, permission to leave will be given by the coach or administration. Students are expected to remain in their classes until they are permitted to leave. Students will not be excused early to do other personal tasks prior to leaving for the event. (i.e. going home to get a uniform)

### ACADEMIC ELIGIBILITY

The students' primary responsibilities are to maintain the highest academic standards possible. In order to participate in co-curricular activities each student must be passing all classes he/she is enrolled in. **Academic eligibility is based on quarters, not semesters. Grades are evaluated on end of quarter report dates. Students must maintain a passing grade in each class enrolled in.**

1. Upon end of quarter evaluation, any student failing one or more classes is ineligible to participate in their next co-curricular activities for three (3) calendar weeks (beginning on the following Monday). This is effective for 1 year from the date of the final grade posting. At the conclusion of three (3) weeks, the student's progress is reassessed. If all grades are above failing the student may resume participation. If any grade is not at the passing level the student will become ineligible for an additional one (1) week. Each week thereafter, the grades are evaluated until the student is passing all classes.
  - Students on weekly grade checks will have their grades checked by the Athletic Director by the end of school on Friday. If the Athletic Director is not available on Friday, the Principal will check the grades. If the student is passing all classes, he/she will be eligible to play/practice the following Monday. If not, the student will be ineligible to participate for an additional week.
2. **High School and Middle School** students who receive a failing grade in the fourth quarter will be ineligible for 21 consecutive calendar days, beginning with the date of the earliest allowed competition in the next co-curricular season as outlined above.

**A grade of incomplete will be considered failing until it is made up and it becomes a passing grade. An Incomplete, per WIAA rules makes an athlete ineligible to compete until the incomplete grade has been resolved and the athlete is passing the course.**

## CODE OF CONDUCT

### PERSONAL BEHAVIOR OR CONDUCT UNBECOMING

When participating in activities, students are representing the Barneveld School District. Student participants must not put themselves in situations that would cause embarrassment to themselves, their families, the community or the Barneveld School District. As such, the following types of conduct may be determined, but not limited to, to be violations of the Co-Curricular Code:

1. Violations of statutory laws are prohibited (i.e. theft, vandalism, etc...)
2. The use, purchase, possession, or sale of illegal drugs or alcoholic beverages. This includes possession of drug paraphernalia, use or possession of any tobacco (smokeless, cigarettes, etc...), and e-cigarettes/vaping or their equivalent as well as their "juice".
3. Attendance at any gathering or party in which there is use of illegal drugs by anyone and/or gathering or party in which there is consumption of alcohol by any persons that are not of legal drinking age.

**Note: Attendance at family gatherings, (weddings, graduation parties, and other similar occasions) where alcohol is consumed, will not be considered a violation. However, "holding" an alcoholic drink, tobacco product, or illegal drugs will be considered a violation.**

4. Possession, purchase or sale of street drugs and/or performance enhancing substances (PES).
  - Drug testing will be required by the student athlete's primary care physician if there is reasonable suspicion of PES use. The student will be unable to practice or participate in any competitions until testing is completed and the BSD is provided with the results.
  - Any athlete that admits PES use or tests positive for a PES will be provided with unbiased medical information regarding risks and adverse effects of PES. They will also be referred to their primary care physician for further medical and psychological evaluations and interventions as warranted. Expenses will be the responsibility of the parents/guardians of the athlete.
5. Theft, damage, or possession of stolen school property (uniforms, equipment) from the BSD or any other school district as well as theft of goods, services from businesses or public entities.
6. Engaging in or being an accomplice to any immoral or unacceptable conduct contrary to the ideals, principles, and standards of the BSD, court system, or the WIAA.
7. Social Media and On-Line Representation

- **The same expectations or respectful behavior, which is expected in school and community, also applies to on-line environments such as Twitter, Facebook, YouTube, Instagram, and any other social media site.**
8. Insubordination or disrespect to any school employee, student, coach, or official or failure to meet the requirements of individual coaches.
  9. A student ejected from a contest in which they are participating will automatically miss the next contest.

**Note: Any suspension, which occurs after the school has played its first WIAA tournament contest, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.**

## **VIOLATIONS OF CODE OF CONDUCT**

Student athletes serving a suspension for an Athletic Code Violation will not be allowed to join a sport after the date of the first practice. Violations of the Athletic Code shall be cumulative throughout the student's high school career.

An accumulation of four (4) Class I and Class II Violations in any combination will result in a suspension from all athletic activities for one calendar year.

Violations are classified as:

### **Class I Violation**

1. Presence at a gathering where persons under the age of 21 are consuming alcohol or drugs

**Note: If a person(s) in possession of alcohol or controlled substance arrives at a gathering being given by a student, that student is responsible under this policy for the immediate removal of that person(s) and of all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if that person(s) refuses to leave. Students who arrive at a place where activity that constitutes a Code Violation occurs must leave immediately. If a student does not leave immediately, he/she will be in violation of the Co-curricular Code.**

### **Class II Violation**

1. Conduct in violation of criminal state statutes other than Class I.
2. Possession, consumption, or use of alcohol, tobacco or controlled substances.
3. Use of anabolic steroids or human growth hormones without a valid prescription.
4. Possession of any drug paraphernalia.

### **Class III Violation**

1. Hosting a gathering where drinking of alcoholic beverages or use of controlled substances takes place.
2. Selling or distributing alcohol or controlled substances.
3. Failure of any parent, legal guardian or student to notify the school of a police-documented violation involving that student (within seven (7) calendar days) has forfeited the right to have that student participate in athletics for one (1) calendar year.

### **Class IV Violation**

A student arrested and charged for a violation(s) of the criminal state statutes, or ordinances or any charge brought against a participant by local, county, or state law enforcement that he/she has violated criminal laws or ordinances. (This includes all tickets and summons).

To promote honesty, Class II Violation - 1<sup>st</sup> offense can be reduced through a self-referral made by the student. A self-referral must be made in writing to the Athletic Director by 1:00 p.m. the next business day, following the infraction. Business days are considered to be Monday through Friday year-round, unless it is a holiday. Infractions taking place on the weekend must be reported by 1:00 p.m. on the following Monday. A referral made by a parent, officer, peer, etc., will initiate

the full penalty as dictated by the Co-Curricular Handbook. Self-referring a Class II Violation (First Violation) may reduce the penalty.

Note: Scrimmages do not count as contests

## **CONSEQUENCES FOR CODE VIOLATIONS**

### **Consequences for Class I Violations: (In-Activity and Out-of-Activity)**

1. Suspension for one (1) contest date in the current activity (or in the next activity, if the current activity has been concluded.)
2. Any subsequent Class I Violations will be administered as a Class II Violation.

**Note: The Athletic Director has the authority to supersede any Class I Violation or his/her determination of each occurrence.**

### **Consequences for Class II Violations: (In-Activity and Out of Activity)**

#### Class II Violations (First)

- A. Suspension for 50% of the number of scheduled contest dates in the current athletic activity or the next athletic activity (.5 or greater is rounded up).
- B. The student must participate with their team in all practices during the suspension.
- C. The student can earn back **50%** of **suspended** contests if he/she performs 20 hours of approved community service.
- D. If a student athlete involved with Drama/Fine Arts has a violation during the Drama/Fine Arts season they will miss 50% of that Drama/Fine Arts season (ex. 2 performances of the play if the play is performed 4 times) plus the equivalent number of contests to equal a total of 50% of their next scheduled athletic season. (Ex. Student A involved in Drama plus softball will need to sit an equivalent of 13 contests. 2 contests from the play plus 11 contests for softball.)

#### Class II Violations (Second)

- A. Suspension for 100% of the number of scheduled contest dates in the current athletic activity, or the next athletic activity (.5 or greater is rounded up).
- B. The student will participate in practice during the remainder of the current athletic activity while under suspension unless the coach decides otherwise.
- C. The student can earn back 50% of the suspended contests if he/she completes an approved alcohol and/drug assessment program and follows program recommendations and performs 25 hours of approved community service.

#### Class II Violation (Third and Subsequent)

- A. Suspension from all activities for one calendar year commencing on the date the student is notified of a confirmed violation.
- B. If the calendar year expires during an activity in which a student desires to participate, the student must participate with their team in practice during the entire season.
- C. The student can earn back 50% of suspended contests in the first eligible activity/season if he/she completes an approved alcohol and/drug assessment program and follows program recommendations, attends two (2) Alcoholic or Narcotics Anonymous meetings per month for one calendar year and performs 30 hours of approved community service. Students must continue to attend AA/NA meetings for the entire year, even after they have earned back the 50% eligibility.

See Athletic Director and Principal for additional details and listing of approved community services options.

**Note: Once a student receives a Class II Violation, he/she cannot use a Class I (Association) Violation.**

### **Consequences for Class III Violation**

The penalty for such violations will be a loss of eligibility (practice and competition) for one calendar year from the date of violation. In addition, violators will be required to perform 100 hours of community service during the year of ineligibility, assigned and monitored by the District Athletic Director.

### **Consequences for Class IV Violation**

The penalty for this violation is the loss of athletic eligibility for the remainder of that student's career.

The student is eligible to apply for reinstatement after one (1) year through the Co-Curricular Code Appeal Process, provided the athlete has completed 100 hours of community service.

**Note: Violations will generally result in suspension, as specified above, but could also include written/verbal apologies, detentions, community service or other penalties that are deemed appropriate based on the offense. Also, if the consequence incurs a suspension from school, students may not begin community service until that suspension is finished.**

## **REPORTING AND ADMINISTRATION OF CODE OF CONDUCT VIOLATIONS**

**The Athletic Director will administer this code for the co-curricular activities report. The Principal will keep records of grading and progress reports. The Athletic Director will maintain records pertaining to violations and penalties for all students in the student's disciplinary file.** Students participating in co-curricular activities in the BSD will follow the Barneveld Co-Curricular Handbook rules. Citation by law enforcement authorities will result in penalties under the Athletic Code. These penalties are invoked immediately and are not dependent upon court findings/determination.

The Athletic Director must have belief that a violation has taken place. The student must be given due process, which will be in the form of a conference, at which time the student will have the opportunity to present his/her side of the story. After the conference, disciplinary measures may be imposed. Usually, a violation report will involve an eyewitness and usually that witness will submit the complaint in writing. However, there will be times when neither an eyewitness nor a written statement will be possible. There will be other instances when students step forward and report themselves as violators of the Code. Whatever the source of information about a violation, every effort will be made to conduct a thorough investigation and assign fair and reasonable consequences.

After determining that a student has committed a Code Violation, the Principal or designee shall send a letter, addressed to the student, the student's parent or legal guardian, the student's coach and District Athletic Director describing the violation and summarizing the penalty to be assessed, penalties which may be assessed for subsequent violations and the procedure for appeal of the determination. A copy of the letter shall be mailed to the student's parent or legal guardian and a copy delivered to the student's coach. The athlete immediately becomes ineligible for participation upon notification of the principal's determination of a Code Violation.

### **TRUTH CLAUSE**

If a student lies about involvement in a co-curricular violation, and is later found to be involved, his/her penalty doubles.

### **VOLUNTARY ADMISSION**

Any student who recognizes that he/she has a problem with the use/abuse of alcohol, drugs, tobacco, other controlled substances, or the use of PES as defined in Class II, 4, is encouraged to seek professional help for this problem. Any student who voluntarily seeks help for drug, tobacco, or alcohol abuse and notifies BSD Administrators that he/she is seeking/receiving such help may have all penalties waived under the following conditions:

- That student is not under investigation for the violation of this Code at the time he/she requests help.
- The student agrees to go for a formal substance abuse assessment at a qualified agency.

If the conditions of the voluntary admission procedures are not fulfilled in a timely fashion, the admission will count as an offense. Waiver of penalties by voluntary admission is limited to one time during a student's high school career.

## **APPEALS PROCEDURE**

Students who wish to appeal a decision of a consequence may do so. To appeal the violations must be current (within 90 days) to be valid. The appeal may not be submitted until both the violator and their parent/guardian is advised of the complaint. Once the Athletic Director or Principal is notified of the appeal, the Appeals Committee will address that appeal within five business days (weekends are not considered business days). The violator will be required to appear before the Appeals Committee to address their concerns about their suspension. Parents of the violator may attend the meeting if they wish. After meeting with the violator, the committee will issue a decision, which will be delivered in writing to the student and their parents/guardians. All suspensions will remain in effect during the appeal process.

## **APPEALS COMMITTEE**

The appeals committee is made up of the following people:

1. Administrator (chairperson) – If the Administrator and Athletic Director are two different people, the Administrator serves as an Advisor and will be a non-voting member.
2. Athletic Director
3. All Varsity Head Coaches. The Coach involved will be a non-voting member.
4. Non-involved faculty member—appointed by the Administrator.

## **CARRY OVER POLICY**

If a student is suspended from a sport or an activity and the season ends before the term of the suspension is completely served, the remaining suspension will be enforced in the next season in which the student participates. In the case of athletics, if a student goes out for a second sport, serves the suspension and then quits the sport, the full suspension will carry into the next season, until such time as the student serves the suspension and completes the season in good standing.

No athlete will be allowed to join a team after the season has started to clear up a Code violation in order to be eligible for an upcoming sport.

## **STUDENT TRANSFERS**

All Code violations and penalties carry forward for athletes from one school district to another during the school year.

## **LEADERSHIP POSITIONS**

Any student who violates the Conduct portion of this Code must relinquish all titled leadership positions that he/she presently holds in any organization or class, including Prom Court. This provision will be in effect for the remainder of the school year or term of office. If a student has violated the Code during an election, they will no longer be allowed to participate as a candidate in the election.

\*Drama: Due to the single event each year, the Advisor and Athletic Director will handle the Code of Conduct. The Advisor will submit a plan of conduct to the Athletic Director for approval each year. Participants will read and sign the agreement.

\*NHS: Will follow the Code of Conduct established by the National Honor Society Constitution

## **AWARDS OR HONORS**

No Coach, team or club shall nominate a student to receive an individual all conference award that has been suspended for an activities violation during the season in which they have been suspended. If suspension is carried over to another season, the

student athlete will only be penalized in the original season. Varsity letters, JV awards, and team awards are not considered individual awards.

For team awards, the first code violation results in no loss of eligibility of awards. A second violation results in loss of awards for the current activity/season in which the violation occurred and any Senior Awards. Any subsequent violations result in loss of awards for the remainder of the student's high school career.

**Note: Students will be governed by the policies of the school where they are participating regarding post-season awards.**

### **CHANGING SPORTS**

An athlete may not quit one sport and begin another during the same season except by agreement of both Coaches; the Athletic Director will make the final decision.

### **CO-OPERATIVE PROGRAMS**

Students who participate in co-operative programs will fall under the Academic Code of the school in which they are enrolled. Students will be governed by the policies of the school where they are participating regarding post-season awards.

In situations where an athlete receives a Code violation which involves a longer suspension at one school versus the other, each Athletic Code will come into effect. Example: An athlete plays football in Mt. Horeb and baseball in Barneveld. The athlete has a Code violation during football and receives a two-year suspension. The Barneveld penalty for the same violation results in a one-year suspension. Therefore, the athlete would be ineligible for two years in Mt. Horeb and one year in Barneveld.

### **ATHLETIC REQUIREMENTS**

1. It is a WIAA requirement that all student-athletes have a parent/guardian signed physical every two years. This physical is valid for all sports an athlete participates in for a two-year period. During the second year of participation, a student needs an "Alternate Year Card" signed by a parent/guardian to be able to participate. An athlete will not be allowed to take part in an interscholastic activity (practice included) until a physical examination properly signed by a licensed physician or alternate year card signed by a parent or guardian is filed in the school office.

**Note: A physical examination taken April 1 and thereafter is valid for the following two school years. A physical examination taken BEFORE April 1 is only valid for the remainder of that school year and the following school year.**

2. Each year an athlete, along with their parent/guardian, must watch the code of conduct video and sign and turn in Concussion/Code of Conduct Contract. Signing the code of conduct contract acknowledges that they agree and understand the requirements outlined in the co-curricular handbook.
3. Each athlete, with the exception of student managers and statisticians, will be assessed a user fee for participation in each sport. This user fee will be determined by the Barneveld School Board annually.

All students participating in interscholastic activities will not be able to participate (practice included) until all of the above requirements are met and filed with the office. All required items must be turned into the office at least 24 hours in advance of the first practice to be eligible to participate. Once athletes have all of the above things turned in a "purple card" will be issued informing their coach that they are eligible to participate.

## **TRANSPORTATION REGULATIONS**

Team members must follow the policy as stated on the transportation form regarding transportation to and from contests or practice. Only the legal parent or guardian will be allowed to transport a student home from away games with the coach's permission.

## **ACCEPTANCE OF THE CODE OF CONDUCT**

Students who plan to participate in co-curricular programs are expected to watch the online Code video with their parent(s) and sign the electronic Code of Conduct Contract prior to the beginning of the co-curricular season in which they will participate.

All students participating in co-curricular activities will be held to its standards, rules and regulations. It is the responsibility of the Coach to review the Code with his/her participants. The pledge form will only need to be signed once a year.

**Note: The WIAA incorporates the following rule in conjunction with forms dealing with athletic eligibility: If a student or a student's parents or guardian falsifies any information furnished to the school, and a student participates resulting in an order of forfeiture, the student becomes ineligible in all sports for one calendar year from the date of the last game or meet in which the student participated.**

## **POLICY DEVELOPMENT AND REVIEW**

The Athletic Director shall annually consider whether the policies and rules set forth in the Co-Curricular Code of Conduct need to be reviewed or revised. If such review and revision is necessary the Athletic Director shall convene a committee made up of those people willing to serve but structured to give voice to students, parents, faculty, coaches, advisors, and the community-at-large.

## **ALCOHOL, TOBACCO, AND ILLEGAL DRUGS HELP**

If a student is experiencing problems with alcohol and/or other drug use/abuse, or if he/she knows of someone in such a situation, they are strongly encouraged to contact and seek help from the AODA Coordinator or Guidance Counselor first for direct support and help if and when he/she may need it.