

Gibraltar Secondary School



Co-Curricular Code of Conduct

2017-2018

Commented [GM1]: Verify wording of athletic vs activities director

Statement of Philosophy

The School District of Gibraltar sponsors and encourages secondary school student participation in co-curricular opportunities which are organized to meet the physical, intellectual, social, and emotional needs of each individual. Co-curricular opportunities are an important part of the education of Gibraltar students.

Involvement in co-curricular opportunities is a privilege, not a right. A student must earn and maintain this privilege through dedication, desire, commitment, and discipline in each activity. The intent of this document is to provide standards by which educational goals and objectives can be achieved through co-curricular opportunities. These standards will include consideration of academic performance, attendance, travel to and from school events, personal behavior, as well as the use of, and involvement with mood-altering chemicals. Administration of this Co-curricular Code of Conduct will be carried out in a fair and consistent manner. The School District of Gibraltar believes that the standards established in this document will promote individual student growth and a more responsible student body.

Mission Statement

Co-curricular school programs are intended to enrich student learning and development through activities, which foster emotional, intellectual and physical growth.

Objectives

1. To encourage participation and seek excellence in competition and performance
2. To build self-confidence, self-reliance, and self-discipline
3. To teach new skills, knowledge, and attitudes
4. To stress healthy and safe practices
5. To provide opportunities to observe and practice sportsmanship
6. To instill the belief that the “will to win” is more important than “winning at all costs”
7. To develop leadership and acceptance of the leadership of others
8. To provide experiences in commitment, dedication, and loyalty
9. To give an understanding that participation in co-curricular opportunities is not a right, but a privilege that includes many responsibilities

Student Responsibilities

The opportunity to participate in the co-curricular activity program is extended to all students who are willing to assume certain responsibilities. This includes all students associated with any activity. To be a credit to self, family, school, and community a student is expected to display high standards of behavior, exemplify good sportsmanship, show respect for others, and meet all state organization and GSS eligibility requirements.

Non Discrimination Policy

The Board of Education is committed to providing an equal educational opportunity for all students of the district.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board also is committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122—Nondiscrimination and Equal Employment Opportunity. (Policy 2260)

Feedback/Concerns

All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a coach, advisor, teacher, or administrator. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent. The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

Commented [GM2]: Added this year

Co-op procedure with Washington Island and Sevastopol

Students who participate in established GSS co-op activities must sign the Gibraltar Co-Curricular Code. Violations of the code will be investigated collaboratively by both partner districts. Students are responsible for participation fees of the host district.

Participation in Interscholastic Athletics and Extracurricular Activities

INTERSCHOLASTIC ATHLETICS (WISCONSIN STATUTE 118.133)

- (a) A school board shall permit a pupil who resides in the school district and is enrolled in a home-based private educational program to participate in interscholastic athletics in the school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate.
- (b) Upon request, the home-based educational program in which the pupil is enrolled shall provide the school board with a written statement that the pupil meets the school board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement under this paragraph. The school board may not question the accuracy or validity of the statement or request additional information.
- (2) EXTRACURRICULAR ACTIVITIES. A school board shall permit a pupil who resides in the school district and is enrolled in a home-based private educational program to participate in extracurricular activities in the school district on the same basis and to the same extent that it permits pupils enrolled in the school district to participate.
- (3) PARTICIPATION FEES. A school board may charge a pupil who participates in interscholastic athletics or extracurricular activities as permitted under this section participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a pupil who is enrolled in the school district.

Participation Fees for GSS Activities

An athletic participation Fee of \$50 per student in grades 7-12 per school-sponsored sport will be charged with a limit of \$150 per family per school year. Students who qualify for the federally funded free or reduced lunch food service program will be exempt from this fee. Extracurricular Activity Participation Fee of \$10 per student will be charged per participation in these specific activities only: high school play, musical, forensics, math team, and knowledge bowl (Academic Decathlon).

Application of the Co-Curricular Code for Students

WIAA rules require that all schools have a code of conduct, which they enforce on a year-round basis. The Co-Curricular Code is in effect (including summer) beginning when the Student and Parent Responsibility Agreement is first submitted. The Co-Curricular Code will remain in effect from the date initially signed by the student through the conclusion of a student's enrollment at Gibraltar Secondary School. The Gibraltar Co-Curricular Code is applicable to all categories of activities grades 6-12.

With athletics, as recognized in Category I of the Co-Curricular Code, the Wisconsin Interscholastic Athletic Association (WIAA) has created general rules to govern school and athlete participation in WIAA-sanctioned events. Each member school is authorized to develop rules and procedures to govern its students in their participation in co-curricular activities. In accordance with the WIAA and school board policy, each activity or team is authorized to develop rules and procedures to govern its participants.

Secondary School Co-Curricular Eligibility

1. Any Gibraltar student who is convicted of a felony or was convicted of it before enrolling in Gibraltar may not participate in co-curricular activities for a period of two calendar years from the date of conviction or enrollment. It should be noted that the rights of a juvenile will be protected by the Courts; therefore, the only way that the knowledge of a felony conviction of a juvenile could be ascertained would be by self-disclosure or if the crime was such a serious one that the juvenile was tried as an adult, which resulted in public disclosure.

2. All students must view the Co-curricular Code orientation video conducted by the Athletic Director and available on the school website. Students and parents can then sign the co-curricular code agreement. This agreement must be submitted prior to the first rehearsal/practice of the co-curricular activity. A student must not reach the age of 19 prior to August 1 of each school year.

Commented [GM3]: Added video performance for the fall season

Students wishing to participate in Category One activities must turn in:

1. Signed Responsibility Agreement by both parents/guardians and student
 2. WIAA Physical or Alternate Year card signed by parents/guardians, physician, and student
 3. DPI Concussion forms signed by parents/guardians and student
 4. Any forms specific to a sport provided by coaches
 5. Payment of athletic participation fees
- Note: Additional information may also be needed depending on the activity*

Students wishing to participate in Category Two and Three activities must complete and submit the following documents prior to the first day of participation:

1. Signed Responsibility Agreement by both parents/guardians and student
2. Any forms specific to an activity provided by advisors

Athletes and activity participants are not permitted to practice unless 1) all of the above items have been submitted, and 2) they have been cleared by the Athletic Director

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3. No student may join a team after the midpoint of the competitive season. In special circumstances, the administration will consider facts regarding a student's request to join a team. This type of situation may include a student who has transferred from a different school district at an odd time.

4. According to WIAA rules specific to each sport, athletic teams must have a minimum number of practice and/or rest days to participate in the first team competition. Pre-competition practices are essential to assure minimal levels of conditioning and preparation.

Concurrent Participation

An athlete may participate in multiple sports each season with approval of the Athletic Director. However, the athlete must declare his/her major sport prior to participation in each sport. Once the athlete has declared their major sport, they must participate in all scheduled competitions for that declared sport.

The Athletic Director shall grant approval for student participation in concurrent interscholastic athletic programs when the following conditions are met:

- The student has notified the Athletic Director of an interest in concurrent team participation and has completed each of the following before the first day of practice for the sports' season
- The Athletic Director has met with the student and each Head Coach to prepare a mutually agreeable plan for practice and competition. The plan must satisfy the requirement of a minimum number of practices in each sport prior to the first competition and include subsequent, weekly practice in each sport as well as competitions
- The plan must address accommodations of post-season competition schedules
- The plan must define requirements for post-season awards as a result of the shared time commitment
- The student's parents have provided written approval of concurrent participation
- The student is in compliance with the academic and behavioral requirements of the Gibraltar Co-curricular Code of Conduct.

Social Media

Students who participate in co-curriculars represent Gibraltar Secondary all year, not just during their sports season or extra-curricular activity. As a result, Gibraltar Secondary encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of public web sites such as YouTube, SnapChat, Facebook, Twitter or any other such sites. Any identifiable image, photo, video, or posted on-line conversation discovered which implicates a student to have been in violation of our Alcohol and Drug Policy or Co-Curricular Code of Conduct will be investigated and action taken by the Administration.

Social media has become engrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums,

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weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others can be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Gibraltar Area Schools recognizes and supports its student-athletes' right to freedom of speech, expression, and association, including the use of social networks. In this context, each student must remember that participating and competing for Gibraltar Secondary is a privilege, not a right. The student represents his or her school and district and is expected to portray themselves, their team, and their high school in a positive manner at all times. Any online posting must be consistent with federal and state laws, as well as school and district rules and regulations.

Process For Determining Violation(s) of Eligibility Rules

1. A person witnessing a violation must present the following information in writing to the Athletic Director.
 - a. type of violation
 - b. date of violation
 - c. time of violation
2. The Athletic Director will meet with the student to determine eligibility violations. If necessary and appropriate, the Activities Council will be convened by the Administration to examine the situation and make a recommendation for suspension.
3. If it is determined that a violation has occurred the student will be informed by the Athletic Director and the parents will be informed in writing of the accusation and the penalty.

Activities Council

The Co-curricular Activities Council will be chaired by the Dean of Students, who is a non-voting member, and will be made up of the following school district members (may vary depending on the availability of the advisor/coach from the different categories):

1. Two coaches from Category I Activities
2. One advisor from Category II Activities
3. Two advisors/coaches from Category III Activities
4. One administrator (not the Dean of Students)

The Activities Council, when convened at the discretion of the administration, will hear the situation from both the school and student's perspective, and make a determination of

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consequence based on the severity of the offense. Appointments to the council will be made by the Principal or designee.

Honesty Clause

GSS promotes students taking responsibility for their actions. If a student violates the Co-Curricular Code for the first time in the areas of drug, alcohol, or tobacco, or committing of an illegal act, his or her suspension will be reduced by one-half if they report the violation to a school administrator during the first school day following the date of the violation. If a student does not attend school on the first day following the violation, he/she still has the responsibility to contact either the Athletic Director or any other school administrator to report his/her violation.

The reduction of the suspension is null and void if the self-reporting does not take place during the first school day following the violation or if a police citation has been issued prior to the student approaching administration. If the student applies the clause after the first violation, the Activities Council will be convened to determine whether or not to apply a reduction of the suspension.

If the violation takes place during an extended or summer break, the student has seven days from the date of the violation to report the violation to the Athletic Director or any other school administrator. If school resumes before the end of the seven days, the student must report on the first school day back.

Dishonesty Clause

If a student purposely misleads the Athletic Director or other administrator by giving inaccurate information during a Co-Curricular Code violation investigation, the student loses all right to possible reductions in their consequences. Further, the student may also be found in violation of the Co-Curricular Code under improper conduct. If this occurs, the student's behavior will be reviewed by the Activities Council to decide additional consequences.

Categories of Participation

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

CATEGORY I

Interscholastic Athletics

CATEGORY II

Class Officers
Prom Court
Student Council

Homecoming Court
Sadie Hawkins Court

CATEGORY III

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All Other GSS School Board-approved Organizations and Activities

In the event that a student is participating in multiple activities from varying categories concurrently, any suspensions will be served in all categories at the same time—with suspensions applied to each category as outlined in this code of conduct. Cancelled events/games/matches do not count for serving code violation suspensions. Each group may create expectations for their membership. The individual group or club will handle consequences for violations of established expectations. Violations of the co-curricular code are cumulative over the student's grade 6-8 and then reset for 9-12 participation.

National Honor Society is not included in any of the above categories. Eligibility criteria and standards for Gibraltar High School are established by each school's respective chapter under the guidelines published by the National organization.

All students will be governed by their state and national organizations when applicable. Please see the Secondary Principal or Coach/Advisor for further clarification of organizational requirements not included in this handbook.

Commented [GM4]: See Category III for changes to policy for single performance activities such as the school musical

Category I Expectations and Consequences

Commented [GM5]: Distinguish middle school sports season grade check dates

Academic and behavioral suspensions cannot be served concurrently. This applies to all categories of in the Co-Curricular Code. An academic suspension that occurs in the middle of a behavioral suspension will pause the behavioral suspension. The remainder of the behavioral suspension will resume after the student has regained academic eligibility.

I. Academic Eligibility

- A. A GSS student must meet school requirements defining a full-time student. Those requirements are: (5200.01)
1. A full-time student is a student who is enrolled for the entire school day and receives all of his/her education under the authority of the district. In order to be considered full time, secondary students must enroll in a minimum of classes as outlined in the secondary school handbook.

- B. A student in **grades 9-12** may not have any failures per progress grading period or at the end of the semester grading period. A student not meeting this requirement at the Semester One grade check shall be ineligible for competition for a period of not less than **15** consecutive scheduled school days, including the next competition. A student may be reinstated if at the end of the 6 and 12 week progress reporting period 24 hours after he/she is passing **all** classes. All missing work prior to the 6 and 12 week deadlines must be handed in **no later than three school days** prior to the grade check date to be considered for eligibility. Any work turned in after this time is at the teacher's discretion for consideration.

Commented [GM6]: New distinction

*Note: Fall sports will follow the WIAA rule on academic eligibility which reads; "The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport."

- C. Students who are under academic suspension may be allowed to practice with the approval of the coach and Athletic Director, but are encouraged to focus on regaining academic eligibility. If after the fifteen (15) day Semester One or Semester Two WIAA suspension the student is still academically ineligible, then the student will continue to be ineligible until 24 hours after all grades are passing.
- D. Students' second semester grades will be used to determine eligibility for the Fall seasons of the following school year. In the event that a summer school credit recovery option is available for a failed class, a student may regain eligibility for the fall season by successfully completing coursework offered by the District only. Retaking a failed course in the fall semester does NOT meet the eligibility requirements.

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WIAA Fall Sports – Academic Ineligibility

| Sport | Boys Soccer | Volleyball | Football | Cross Country |
|---|------------------------|------------------------|------------------------|------------------------|
| Minimum Ineligibility Period: 21 days or | 8 games | 5 meets | 3 games | 4 meets |
| Student regains Eligibility on this Date or After Sitting Out the Required Number of Meets | Sept. 15 th | Sept. 15 th | Sept. 10 th | Sept. 15 th |

- E. Students are responsible for any schoolwork missed due to co-curricular activities and are expected to contact the instructor one school day prior to the absence.

Grades 9-12 Progress Report and S1/S2 Grade Check Calendar 2017-18 for Athletics and Activities:

| | 6, 12, and 18- Week Progress Report (<i>note: all missing work must be turned in three school days prior to be considered for a grade check</i>) | End of Ineligibility |
|--------------|--|------------------------|
| 6-Week | Oct. 11, 2017 | 24 Hours after Passing |
| 12-Week | Nov. 29, 2017 | 24 Hours after Passing |
| Semester One | Jan. 25, 2018 | Feb. 16, 2018 |
| 6-Week | March 7, 2018 | 24 Hours after Passing |
| 12-Week | April 18, 2018 | 24 Hours after Passing |
| Semester Two | End of S2 | See Fall Chart |

Commented [GM7]: Things to consider:

1) Different grade check for single performance activities such as the play and musical

- F. **Middle School Student Athletes:** Students in grades 6-8 must maintain passing grades in all classes, but are held to a different grade check calendar. Students in middle school sports will have grade checks that occur every two weeks during each individual season (Fall sports grade checks will start two weeks after the first day of school. Students who are failing one or more courses will regain eligibility 24 hours after their grades have been verified by an administrator or the Athletic Director in Skyward.

Commented [GM8]: Added this year to accommodate the changing seasons in Middle School

II. Attendance

- A. Students must maintain a clean attendance record. Truancy warnings, tardies, and unexcused absences constitute a poor attendance record, which could result in suspension of participation.

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- B. Unless excused by an administrator, students must be in school the day of the activity by **8:58AM** (i.e. the beginning of period two) in order to practice or compete on that day. If the practice or competition falls on a weekend, holiday, scheduled day off, etc., the student must be in school by **8:58AM** the school day prior to the activity. If there is a pattern of misuse of this rule, the student can be withheld from the next activity.
- C. Students who go home ill, anytime during the day, are not permitted to participate on that day.
- D. Unless there are extenuating circumstances as determined by the building administrator, or their designee, a student is required to be in class the day after an athletic contest. If there is a pattern of misuse of this rule the student can be withheld from the next activity.
- F. Students who miss school for extenuating circumstances must contact the Athletic Director for a decision on whether or not he/she will be able to participate in practices or competitions on that day.
- G. Practice and Competition attendance is mandatory. Each coach will establish their attendance policies detailing their expectations and consequences for missing a practice and/or competition.
- H. If an athlete is going to be absent from a practice or competition, the respective coach must be notified prior to the practice or competition. Failure to notify the coach may result in the absence being considered unexcused.

IV. Changing Sports/Multiple Sports Participation

- A. An athlete may not quit one sport and begin another during the same season except by agreement of the coaches involved and/or the Athletic Director
- B. A student who is cut from one sport may try out for another sport providing he/she was in good standing in the previous sport.
- C. An athlete may participate in multiple sports, however the athlete must declare his/her major sport prior to participation in each sport. Once the athlete has declared their major sport, they must participate in all scheduled competitions for that declared sport.

V. Travel and Conduct on Trips

- A. Athletes must use the mode of transportation provided by the school. An athlete who travels to a site with a school team must return with the team. The only exception to this rule would be with permission from the High School Principal or the Athletic Director for unusual circumstances. This request (i.e. Travel Release

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Form) must be completed and signed by the Principal or Athletic Director. Coaches can release an athlete to a parent at the site on a verbal request from the parent with an accompanying signature.

- B. If an athlete does not use the mode of transportation to the competition that is provided by the school, and has not previously filed the proper paperwork, the athlete is ineligible to participate in the competition.
- C. It is expected that students will conduct themselves in an appropriate manner on school-sponsored trips. It is important that all participants understand that they represent their schools to the general public.

VI. Student Athletes Medical Expenses

The school carries insurance to apply to student injuries received in the school or while in a school-sponsored activity. Anytime a student is injured, the incident will be immediately reported to a teacher or coach. The teacher or coach will file an accident report in the office. This insurance is secondary to any other insurance under which a student may be covered.

VII. Athletic Injuries and Their Care

- A. All injuries that occur during the season must be reported to the supervising coach immediately. The coach will file the appropriate injury report within 48 hours of the injury.
- B. In case of an emergency, students will be sent to the nearest hospital/clinic, unless parents indicate that the student be sent elsewhere.
- C. The Athletic Department should be informed, prior to participation, of an athlete who has any special medical problems.

IX. Conduct

- A. Students of the Gibraltar Secondary School shall abide by the WIAA Rules of Eligibility in regard to conduct throughout the calendar year.

The WIAA general rule is interpreted as follows:

"A student is required to follow the school's code of conduct on a year-round (12 month) basis. In-season violations of the school code will result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts involving (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and/or (c) use, possession, buying, or selling of controlled substances, street drugs and performance enhancing substances (PES). The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including all out-of-season offenses. The member school will determine minimum penalties for any other unacceptable conduct contrary to the ideals, principles, and standards of the school and this Association, including but not limited to criminal behavior."

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Note: The school must provide an opportunity for the student to be heard prior to any penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

- B. Upon receipt of a violation report, the Athletic Director or other administrator will meet with the student involved to determine the validity of the report. If it is determined that a violation has occurred, the Athletic Director will make a final decision and inform the parents by mail. The date of the decision will represent the initial day of suspension, and will be based on a percentage of the total events for the current sports season. If the assigned suspension exceeds the current season, the remainder will be applied to the next season of play, regardless of time lapse between student participation. Percentages that are over .495 will be rounded up to the next whole number.
- C. A student who is suspended for a code violation will forfeit all school awards for the activity season in which he/she was participating at the time of the infraction, or the start of the suspension (see section XII).
- D. Any suspension which results in a student missing any portion of WIAA tournament competition, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.

X: Drug, Alcohol or Tobacco Offense

- A. Attendance at events/parties where drugs, alcohol, or malt beverages are being consumed or taken by minors:

Step 1: **A suspension of 25% of the regularly scheduled competitions or performances. The suspension will carry over to the next season if not completed by the end of the current season. The minimum suspension is one competition.**

*If an athlete has any further violations of this nature, they will move to Step 2 of the consequences.

- B. Use, possession, of drugs and/or alcohol or malt beverages, or use or possession of tobacco/vaping products.

Step 2: (1st violation for use, possession ; 2nd violation for attendance)

A suspension of 50% of the regularly scheduled contests. The suspension will carry over to the next season if not completed by the end of the current season. The minimum suspension is two competitions.

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The suspension may be reduced to 25% if the student meets the following conditions. Failure to meet the conditions outlined by the school counselor will result in the reinstatement of a full 50% suspension:

1. Agrees to participate in a student assistance meeting with the secondary school counselor and complete a risk assessment screener.
 - a. Parents and students will sign an Intervention Agreement
 - b. If student scores at high-risk on a screener, student will be required to meet with school counselor for follow-up short-term intervention. The student must voluntarily and actively participate in the intervention as outlined by the school counselor.
 - c. At conclusion of intervention, school counselor will determine if the student met their goals and adequately engaged in the process.
 - i. If student was actively engaged in the process and met their goals, student will have met the conditions for suspension reduction
 - ii. If student was actively engaged in the process and did not meet their goals, secondary school counselor will contact parents with recommendations for additional support.
 - iii. If student missed scheduled meetings and was not actively engaged, the conditions for suspension reduction will not have been met.

Step 3: (2nd violation for use, possession; 3rd violation for attendance)

A suspension of 100% of the regular scheduled contests. The suspension will carry over to the next season if not completed by the end of the current season.

The suspension may be reduced to 50% if the student meets the following conditions:

1. Agrees to a drug and alcohol assessment to be done by a licensed Drug and Alcohol Counselor and meets with the counselor to review the results.
2. Follows all recommendations for follow-up treatment made by the licensed Drug and Alcohol Counselor.

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Step 4:3rd and further violation for use, possession; 4th and further violation for attendance.

A suspension from all athletics and activities for one calendar year.

C. Hosting/Organizing/Arranging a party/event where alcohol or illegal drugs are being consumed or taken by minors.

When deemed appropriate by the building-level principal, activity suspensions for inappropriate conduct will be decided by the Activities Council. Suspensions will be based upon the severity of the offense.

XI: Disruption/Detrimental and/or Discriminative Conduct

Infractions may include but are not limited to: school suspensions, theft, buying or selling drugs, criminal offense, vandalism, violence, threats of violence, hazing, harassment, disrespectful/defiant attitude, acts of aggression, willful damage to property, cheating, plagiarizing, or inappropriate internet activity (in and out of school). The school district may act upon police referrals if evidence is presented the Activity Code has been violated.

When deemed appropriate by the building-level principal, activity suspensions for inappropriate conduct will be decided by the Activities Council. Suspensions will be based upon the severity of the offense.

XII: Lettering and Award Policy for Category I Co-Curriculars

A student who receives a suspension from competitions in a season as a result of a code violation will forfeit all awards for the activity season in which he/she was participating at the time of infraction, or at the start of the suspension. Further, acknowledgment at the Varsity Letter Winner's banquet as a letter winner is also forfeited. An athlete may still attend the varsity letter winner banquet to be acknowledged as a participant. An athlete may still receive yearly awards at the end of year varsity letter winner banquet, if he/she finishes the season in which the infraction occurred, as well as any suspensions that carry over into subsequent activity seasons (Three-Season Athlete, Twelve-Season Athlete) however he/she is not eligible for the Scholar Athlete award. A student who has a violation at any time during high school will not be eligible for Athlete of the Year.

Category II Expectations and Consequences

Academic and behavioral suspensions cannot be served concurrently. An academic suspension that occurs in the middle of a behavioral suspension will pause the behavioral suspension. The remainder of the behavioral suspension will resume after the student has regained academic eligibility.

In order to run for a Class Officer position or to be eligible as a representative for Homecoming, Prom, or Sadie Hawkins courts, a student must meet the following criteria:

I. Academic Eligibility

- A. A student must meet school requirements defining a full-time student. Those requirements are:
 - 1. A high school student who is scheduled in classes for the full school day.
 - 2. An exceptional education need (EEN) student who has been assessed by the IEP-Team and has been prescribed an Individual Educational Plan.
 - 3. A student who is participating in an alternative educational program or other curriculum modifications as approved by the student's parent/guardian and school officials (e.g., children at risk programs, school age parent program, or homebound instruction).
- B. A student may not have had any "Fs" during the last grade check period as outlined in Category I.
- C. A student must meet the credit requirements for the respective grade in which they are seeking appointment.

II. General Eligibility

- A. A statement signed annually by both student and parents indicating an understanding of the Co-Curricular Code must be turned in by each participant before the first group activity.
- B. A student may not have had Co-Curricular Code violations during the current school year in the following areas:
 - 1. Attendance at events/parties where drugs, alcohol, or malt beverages are being consumed or taken by minors.
 - 2. Use, possession, buying, or selling drugs and/or alcohol or malt beverages, or use or possession of tobacco/vaping products.
 - 3. Disruption/Detrimental and/or Discriminative Conduct.

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Once a student is selected to a court or is elected as a Class Officer, he/she must meet the following expectations:

III. Attendance

- A. A student not in school by **8:58AM** on the day of or the day before the activity, unless excused by an administrator, shall not be permitted to participate in the court or as a Class Officer.
- B. Students must maintain a clean attendance record. Truancy warnings, tardies, and unexcused absences constitute a poor attendance record that could result in suspension from participation.

Drug, Alcohol, Tobacco, or Misconduct Offense

- B. A student will be immediately removed from his/her position and will be ineligible for any elected position until the following school year if violations of the Co-Curricular Code occur in the following areas:
 - 1. Attendance at events/parties where drugs, alcohol, or malt beverages are being consumed or taken by minors.
 - 2. Use, possession, buying, or selling drugs and/or alcohol or malt beverages, or use or possession of tobacco/vaping products.
 - 3. Disruption/Detrimental and/or Discriminative Conduct.

Category III Expectations and Consequences

Academic and behavioral suspensions cannot be served concurrently. An academic suspension that occurs in the middle of a behavioral suspension will pause the behavioral suspension. The remainder of the behavioral suspension will resume after the student has regained academic eligibility.

I. Academics

- A. A student failing in the latest grade checking period will be placed on a non-participatory probation, which would include no loss of school time for performances/activities. Students will regain eligibility 24 hours after grades are passing.
- C. The student must attain satisfactory achievement within three weeks of the last marking period to be removed from the probationary status. **** Note: For grade 6-12 activities with limited performances such as the school musical, a grade check will be conducted three weeks prior to the first performance. Students will regain eligibility as soon as the grades are passing in this context.**
- D. Students are responsible for any schoolwork missed due to co-curricular activities and are expected to contact the instructor one school day prior to the absence.

Commented [GM9]: Added grade check for single performances (3 weeks prior to the first performance)

II. Eligibility

- A. As with all categories of the co-curricular code, students are required to turn in a statement, signed by both student and parents, indicating an understanding of the Co-Curricular Code before the first day of participation.

III. Attendance

- A. A student with an unexcused absence from one or more class periods will not be allowed to practice or compete in a contest on that day. If the unexcused absence is not discovered on the day the absence occurred the penalty will be enforced on the day the absence is discovered.
- B. Unless excused by an administrator, students must be in school by 8:58 AM in order to practice or compete on that day. If there is a pattern of misuse of this rule the student can be withheld from the next activity.
- C. Students who go home ill at any time during the day are not permitted to participate on that day.

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- D. Unless there are extenuating circumstances as determined by the building administrator or their designee, a student is required to be in class the day after a contest or event. If there is a pattern of misuse of this rule the student can be withheld from the next activity.
- E. Students who miss school for extenuating circumstances must contact the Secondary Principal for a decision on whether or not he/she will be able to participate in practices or competitions on that day.
- F. Practice and Competition attendance is mandatory. Each coach/advisor will establish attendance policies detailing expectations and consequences for missing a practice and/or competition.
- G. If a student is going to be absent from a practice or competition, the respective coach/advisor must be notified prior to the practice or competition. Failure to notify the coach may result in the absence being considered unexcused.
- H. If a student is going to be absent from a practice, performance, or competition, the respective coach/advisor must be notified prior to the practice or competition. Failure to notify the coach may result in the absence being considered unexcused.

Commented [GM10]: Changed from AD

IV. Conduct

- A. A student will follow the guidelines of the Secondary Student Handbook
- B. Upon receipt of a report of a violation, the Secondary Principal or Dean of Students will meet with the student involved to determine the validity of the report. If it is determined that a violation has occurred, the Secondary Principal or Dean of Students will make a final decision and inform the parents by mail regarding the decision. The date of the decision will represent the initial day of suspension.
- C. A student who is suspended for an Co-Curricular Code violation will forfeit all school awards for the activity season in which the student was participating at the time of the infraction. A suspended student's school awards may be reinstated only upon the recommendation of the advisor with the concurrence of the Activities Council.

V. Drug, Alcohol or Tobacco Offense

- A. Attendance at events/parties where drugs, alcohol, or malt beverages are being consumed or taken by minors:

Step 1: The student must perform 5 community service hours* before participating in the next activity, performance, or competition.

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Use or possession, of drugs and/or alcohol or malt beverages, or use or possession of tobacco products.

Step 2: (1st violation for use, possession, buying, selling; 2nd violation for attendance)

The student must perform 20 community service hours* before participating in the next activity, performance, or competition.

The consequence may be reduced to 10 community service hours if the student agrees to a short-term intervention program administered by the GSS Student Services as outlined in Category I.

Step 3: (2nd violation for use, possession; 3rd violation for attendance)

The student must perform 30 community service hours* before participating in the next activity, performance, or competition.

The consequence may be reduced to 15 community service hours if the student meets the following conditions:

1. Agrees to a drug and alcohol assessment to be done by a licensed Drug and Alcohol Counselor and meet with the counselor to review the results.
2. Follow all recommendations for follow-up treatment made by the licensed Drug and Alcohol Counselor.

Step 4: 3rd violation for use, possession; 4th violation for attendance.

The student is suspended from all activities for one calendar year.

*Note: Community service hours served for activity suspensions cannot count toward GSS graduation Requirements, and must occur between the time of the suspension and reinstatement to the activity.

Hosting/Organizing/Arranging a party/event where alcohol or illegal drugs are being consumed or taken by minors.

When deemed appropriate by the building-level principal, activity suspensions for inappropriate conduct will be decided by the Activities Council. Suspensions will be based upon the severity of the offense.

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VI: Disruption/Detrimental and/or Discriminative Conduct

Infractions may include but are not limited to: school suspensions, theft, buying or selling drugs, criminal offense, vandalism, violence, threats of violence, hazing, harassment, disrespectful/defiant attitude, acts of aggression, willful damage to property, cheating, plagiarizing, or inappropriate internet activity (in and out of school). The school district may act upon police referrals if evidence is presented the Activity Code has been violated.

When deemed appropriate by the building-level principal, activity suspensions for inappropriate conduct will be decided by the Activities Council. Suspensions will be based upon the severity of the offense.

VII. Travel and Conduct on Trips

- A. Category III participants must use the mode of transportation provided by the school. An athlete who travels to a site with a school team must return with the team. The only exception to this rule would be with permission from the Principal or the Athletic Director for unusual circumstances. This request must be in writing and signed by the Principal or Athletic Director and given to the coach before leaving on the trip. In case of an emergency the coach can release the athlete to a parent at the site on a verbal request from the parent.
- B. If an athlete does not use the mode of transportation to the competition that is provided by the school, and has not previously filed the proper paperwork, the athlete is ineligible to participate in the competition.
- C. It is expected that students will conduct themselves in an appropriate manner on school-sponsored trips. It is important that all participants understand that they represent their schools to the general public.

Appeals Procedure

Due Process is a procedure that courts of law recognize as a fair and necessary part of any school's rules and regulations. Furthermore, Due Process recognizes the right of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The process outlined below is the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility:

1. After a rule of ineligibility resulting in suspension from an activity has been made by the Athletic Director or the Activities Council, a student and his/her parents may formally appeal the decision in writing to the Principal provided the appeal is received within five (5) school days from the day such ineligibility became effective.
2. The Principal will act on the appeal within five (5) school days. Written notification of the result of the appeal will be sent within the five (5) school day period. Due to the wide range of issues related to a particular sport or activity, the Principal may enlist the support of the Activities Council in the decision making process.
3. The student and/or parent may appeal the decision of the Principal to the Superintendent of Schools within five (5) calendar days of the date the Principal sends notification of the determination of the initial appeal. The determination by the Superintendent shall be sent in writing within ten (10) calendar days from the date the appeal is received.
4. If the student/parents are not satisfied with the decision of the Superintendent, a hearing may be requested before the Board of Education. The Superintendent must receive a written request for such a hearing within ten (10) calendar days of the mailing of the Superintendent's decision.

Note: The student will remain ineligible during the appeal process.

GIBRALTAR SECONDARY SCHOOL

PARENT/GUARDIAN & STUDENT AGREEMENT

We, as parent(s)/guardian(s) and student, acknowledge that we have read the Gibraltar Secondary Co-Curricular Code and agree to abide by the rules and regulations as stated.

Date

Parent or Guardian Signature

Date

Student Signature