

HIGH SCHOOL CO-CURRICULAR CODE OF CONDUCT HANDBOOK



Participation is a privilege, not a right. When students choose to participate in a co/extracurricular activity, the students represent not only themselves, but their school and the Lord Jesus as well. As a result, students in co/extracurricular activities are held to a higher standard.

INTRODUCTION

Abundant Life Christian School believes that participation in co-curricular activities can be crucial to students' development. It is also a privilege which bears certain academic, attendance, and behavioral expectations. With privilege comes responsibility. Appropriate behavior is expected of all students, whether as a participant or a spectator, at all school-sponsored athletic and co-curricular events. The Wisconsin Interscholastic Athletic Association (WIAA) requires that each participating school has a policy on eligibility, expected behavior, and the use of controlled and performance-enhancing substances. Participating students must be academically eligible to play in interscholastic sports. This code applies to all co-curricular activities, including, but not limited to, those listed in Appendix A. The standards outlined in this code are the minimum; higher standards may be established by the coach/advisor of each activity or organization. These additional rules/guidelines will be reviewed by the athletic director and/or principal and will be enforced by the coach/advisor/director. The code of conduct can be revised at any time.

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ELIGIBILITY

In order to maintain eligibility to participate fully in co-curriculars:

- Athletics - high school students must be enrolled at ALCS as full-time students throughout the time of co-curricular participation (including both semesters for winter sports) .
- Before participating, the student must turn in all required paperwork for each extra-curricular, including the Student/Parent Activities & Code Signature Page.
- Students must maintain academic, attendance, and behavioral standards as set forth in this handbook.

PARTICIPATION GUIDELINES-ATHLETICS

An athlete is encouraged to stay committed to the sport in which he/she starts the season; however, in situations where he/she wants to switch sports during a season, coaches from both sports need to agree that the change is in the best interest of the student.

- When an athlete switches sports during a season, the coaches of both sports involved and athletic director will determine the number of practice days the athlete will need to complete to be adequately prepared to compete in the new sport.
- An athlete who is suspended from a team in one sport may not participate in another sport during that season.
- Athletes are strongly encouraged to participate in no more than one sport per season.
 - If an athlete chooses to participate in two sports during the same season, a dual sport participation agreement between both coaches, the athlete and his/her parents/guardians, athletic director and principal must be completed. The athlete will declare the primary sport in writing. This form should be completed and returned to the athletic director prior to the start of the season.
- Athletes are expected to begin participation with a team when the season begins. If an athlete is unable to do this, arrangements are to be made with the coach regarding an appropriate starting date.
 - An athlete who wishes to join a team following the first 14 calendar days from the start date will need approval from the coach as well as the athletic director and/or high school principal.

- An athlete may be limited, at the discretion of the coach, in terms of awards and recognition given at the conclusion of the season.
- An athlete who does not complete a season will be ineligible for any awards or recognition given at the conclusion of the season.
- A student who is serving a suspension related to a violation of the co-curricular code will be expected to: (*note: this stipulation is to prevent suspended students from quitting a sport, starting a sport late, etc. in order to "get out" of being suspended.*)
 - Start the sport when it is scheduled to begin
 - Complete the sport in its entirety
 - Be in good standing academically as well as with the team for the suspension to be considered served
 - *Note: if the student has an outstanding suspension and has not participated in the activity in the past, he/she must receive permission from the coach/advisor/director, athletic director, and principal.*

PARTICIPATION GUIDELINES-ARTS

ACADEMIC ELIGIBILITY

High school students must meet certain minimum standards in the area of academics in order to participate in co-curricular activities.

- Students must maintain passing grades, at or above 61.0% at the reporting period, in order to be academically eligible.
- *Note: students who are ineligible may still attend meetings and practices, but may not participate in events or competitions while ineligible.*

The following policy temporarily takes effect for the 2nd semester of the 2024-2025 school year

A student must meet school and DPI requirements defining **a full-time student and have received no more than one failing grade (including incompletes) in the most recent (school issued) grade-reporting period.**

1) A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility.

2) A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period.

3) A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided:

a. The student successfully completes not less than the same number of courses which caused ineligibility.

4) A student who is ineligible for a minimum of 15 scheduled school days, under the provisions of this Section, may not return to competition until the school day following the 15-day ineligibility period.

Midterm Grade Checks:

Grades of all students participating in co-curriculars will be checked at the end of each mid-quarter. The athletic director or the fine arts director will notify students, their parents, and coaches/sponsors of ineligibility. **~~Day 1 of ineligibility is the day after the grades are checked.~~**

- **~~One Failing Grade:~~** Any student receiving 1 failing grade at mid-quarter, students will remain ineligible for 5 school day increments until the failing grade is brought up to a passing grade.
- **~~Two Failing Grades:~~** Any student with 2 or more F's at mid-quarter is ineligible for competition for a period of 15 school days and nights. After 15 school days, athletes could remain ineligible for 5 school day increments until the failing grade is brought up to a passing grade.

*~~**If there is one failing grade at midterm, grades will be checked at the end of each 5 school day period. Example: Grades are checked on Wednesday December 1, and an athlete has a failing grade. His/her ineligibility begins on December 2 and will continue through December 8. That student's grade will be checked again on December 8. If all grades are passing on December 8, he/she may return to play on December 9. If all grades are not passing on December 8, a new 5 school day ineligibility period begins on December 9. This would continue until the athlete has passing grades at the end of the 5 day period.**~~*

End-of-Quarter Grade Checks

Grades of all students participating in co-curriculars will be checked at the end of each quarter as well. The athletic director or the fine arts director will notify students, their parents, and coaches/sponsors of ineligibility. **~~Day 1 of ineligibility is the day after the grades are checked.~~**

- **~~One Failing Grade:-~~**
 - ~~The student will continue to practice and attend meetings, but is ineligible to participate in any scheduled events for the next 15 school days.~~
 - ~~If there is no event scheduled in the next 15 school days for that particular student, the student will be ineligible for the next event in the next participating season.~~
 - ~~After the consequence has been served, the student will then become eligible~~
 - ~~if his/her grade(s) have improved to meet the standard (no "F's")~~
- **~~Two Failing Grades (see chart below):-~~**
 - ~~The student will continue to practice and attend meetings but is ineligible to participate in the remainder of the current season.~~
 - ~~Also (with the exception of Q2 grade check), the student will be ineligible for 50% of the next sports season in which the student participates OR (for non-sports co-curriculars) the student is ineligible to participate in scheduled events in the following quarter.~~
 - ~~After the consequence has been served, the student will then become eligible if his/her grade(s) have improved to meet the standard (no "F's")~~

FLOW CHART FOR TWO FAILING GRADES AT THE END OF A QUARTER

- For the 2024-25 school year, grades will be checked on:

1st Mid-Quarter	September 25, 2024
1st Quarter	October 25, 2024
2nd Mid-Quarter	December 4, 2024
2nd Quarter	January 14, 2025
3rd Mid-Quarter	February 14, 2025
3rd Quarter	March 21, 2025
4th Mid-Quarter	May 1, 2025
4th Quarter	May 30, 2025

- Academic Probation: Students may be placed on academic probation at any time within a quarterly grading period if it is determined they are failing any course or earning a D in any class. The principal, athletic director, and fine arts director will monitor all D grades for improvement. There are no WIAA or institutional restrictions on practicing, competing/performing while on academic probation. The principal in consultation with the athletic director may, however, develop individualized plans for improvements as circumstances warrant.
- Although WIAA does not eliminate academically ineligible students from attending practices, the principal and the athletic director will determine whether the student is eligible to practice.
- As required under WIAA rule, if a student or a student's parents or guardian falsify any information submitted 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.
- "Incomplete" grades are treated as failing grades for purposes of eligibility and will make the student ineligible to participate in any co-curricular activity until converted to a passing grade. Upon verification by the teacher issuing the incomplete grade, a student who completes the necessary requirements to attain a passing grade will immediately regain his/her eligibility providing he/she meets other academic requirements. A student has a maximum of two weeks in which to raise an incomplete grade to a passing grade.

ATTENDANCE AT SCHOOL:

In order to participate in any co/extracurricular practice or event on a given day:

- Students must be in school and be marked "Present" for all scheduled classes (including study hall) in order to participate in that day's practice/meeting/scheduled event. *A student will be marked "absent" if they miss more than 20 minutes of a class period.*
- If a student needs to be absent for part of the day to attend a medical appointment, *he/she is expected to provide evidence of attending upon their return to school.*
- Exceptions must be pre-approved by the athletic or fine arts director (college visits, funerals, etc.) to avoid a student being restricted from practicing/competing due to an unexcused absence.

- If a student misses a class period on the day of a scheduled event, with the exception of a pre-excused absence, and proceeds to take part in the event, the student will be required to meet with the athletics or fine arts director to decide on appropriate consequences for this violation.
- **Students who are ill should stay at home and will not participate in practices, meetings, or events.**
- High school participants will be permitted one unexcused absence from practice, meeting, or event. The second violation may result in coach/advisor/director determined consequences including possible suspensions or dismissal from the team/group.
 - a. Excused absences will include, but not be limited to:
 1. Illness of student
 2. Serious illness of a member of the immediate family (when the student is definitely needed at home)
 3. Wedding or death in the family
 4. Severe weather
 - b. Unexcused absences are any absences that are for personal benefit and where the activity could be scheduled at a different time. (*This includes family vacations.*)
 - c. An absence from practice the day before a game makes an athlete ineligible to start the game/match and will also affect that athlete's playing time in that contest.
- Participants who arrive late for practice may be expected to do additional work and are subject to consequences as determined by the coach/advisor/director.
- The effect of absences on student participation in practice is left up to the discretion of each coach/advisor. All coaches/advisors are expected to have a written policy about attendance/practice issues as part of their team policies. The athletic director or fine arts director will deal with repeated attendance issues.
- If an athlete/participant is prevented from participation (e.g. injuries, absences, etc.) the coach/advisor will determine what team obligations will be met during the time period of non-participation.
- Students serving an in-school or out-of-school suspension may not participate in practices, games or events on the day of suspension.
- Principal or designee will determine if a student serving an in-school suspension is allowed to attend (non-participation status) practices, games, or events.

BEHAVIORAL EXPECTATIONS & CODE VIOLATIONS

A student whose conduct reflects poorly on himself/herself, the team, the organization or activity, or Abundant Life Christian School, whether or not such behavior takes place during or outside school hours, at ALCS, or while representing ALCS, is unacceptable and will be subject to disciplinary action as set forth in the Student Handbook. Depending on the level of infraction, a student may be found to be in violation of the co-curricular code of conduct.

- An out-of-school suspension is considered a co-curricular code of conduct violation.
- Criminal behavior is prohibited.
 - Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
- Use or possession of illegal drugs, alcohol, tobacco, or nicotine products is considered a code violation

All forms of **social media** used by students will be considered to determine if a violation of the behavioral standard or code of conduct has occurred. There may be individuals who would attempt to implicate a student by taking such images to place them in a situation where there may be a code violation; therefore, it is important for students not to place themselves in such environments.

- Any identifiable social media image, photo, video, or message which implicates a student to have been in possession or in the presence of illegal use of drugs or alcohol may result in confirmation of a violation of the co/extracurricular code.
- Any identifiable social media image, photo, video, or message that is inappropriate or unacceptable per the behavioral standards of ALCS may also be used as confirmation of a violation of the co/extracurricular code.
- Absence of a date and/or time stamp on any of the aforementioned forms of social media will have no bearing on determining whether a code violation has occurred. In other words, a student can and will be charged with a code violation at the time the violation has been discovered.

BANNED SUBSTANCES:

In accordance with Abundant Life Christian School policies, students participating or wishing to participate in any co/extracurricular activity are prohibited from consuming or possessing alcohol, tobacco or nicotine products (including any and all smoking materials and devices), anabolic-androgenic steroids, performance-enhancing substances or illegal drugs, such as, but not limited to marijuana, THC, and synthetic cannabinoids (CBD); AND from knowingly attending events where such items are being illegally consumed. This prohibition is in effect 12 months a year throughout the student's tenure at ALCS.

Definitions:

Attending Parties or Events: Students who knowingly attend an event, at any time, where any of the above banned items are being illegally consumed, but who do not themselves consume banned substances.

Consuming or Possessing Controlled Items: Students who, through admission, witness evidence, or medical or forensic tests, are determined to have consumed any of the banned substances described above or who are found possessing such items at any time.

CONSEQUENCES FOR CODE VIOLATIONS

	INAPPROPRIATE CONDUCT	ATTENDING PARTY/EVENT WHERE CONTROLLED ITEMS ARE PRESENT	CONSUMING OR POSSESSING CONTROLLED ITEM(S)
FIRST OFFENSE	<ul style="list-style-type: none"> - Ineligible for 25% of athletic events - Ineligible for one club event/activity 	<ul style="list-style-type: none"> - Ineligible for 25% of athletic events - Ineligible for one club event/activity - 2 hours of AODA counseling* 	<ul style="list-style-type: none"> - Ineligible for 50% of athletic events - Ineligible for two club events/activities - 4 hours of AODA counseling*

SECOND OFFENSE	- Ineligible for 50% of athletic events - Ineligible for 2 club events/activities	- Ineligible for 50% of athletic events - Ineligible for two club events/activities - Two hours of AODA counseling*	- Ineligible 100% of athletic events - Ineligible for all club events/activities - Four hours of AODA counseling*
THIRD OFFENSE	- 36-week (school year) suspension from all co-curriculars	- 36-week (school year) suspension from all co-curriculars	- 36-week (school year) suspension from all co-curriculars

*Counseling is required to be completed within one month from the date on the notification letter. A certificate of completion shall be turned in to an administrator. Failure to do so will result in the student being suspended from all co/extracurriculars for a full calendar year. Petition to be reinstated may occur after 18 school weeks. (see Items to Note below)

EXCEPTION:

A student finding him/herself at a party or event at which any of the banned items are being illegally consumed can avoid sanctions by leaving immediately upon learning of the illegal consumption.

- The student in this circumstance is encouraged to call a parent/guardian and report the illegal party or event so that dangerous driving can be prevented. Records of a cell phone call can be evidence of the time a student has left an event.
- Sanctions will not be avoided if the student has consumed any of the banned items listed in this handbook.

In all code violations, self-reporting within 48 hours of the violation can result in up to a 50% reduction of the penalty.

ITEMS TO NOTE:

- If code violation is such that a student receives an out-of-school suspension, the code and school suspensions will begin simultaneously.
- The student must continue to practice and travel with the team, but is suspended from participation and may not suit up for events.
- Number of events is calculated as a percentage of a sport's full season.
- The suspension will carry over into the athlete's next season if necessary.
- The student must continue to attend club meetings, but is suspended from the next scheduled event(s)/activity(ies).
- Counseling will be with an outside AODA professional at the student's own expense. The student must provide evidence of having attended such a meeting.
- The student under a one-year suspension may, after 18 school weeks, petition the Governing Board to request a reduced suspension if positive steps and results have been documented regarding substance abuse issues or conduct that led to the suspension.
- The suspended student will be ineligible for major awards (Jerry Award, MVP, MIP, all-conference nomination, etc.) in the season the sanction began, or, for inactive students, the next season in which the student participates.
- The suspended student may not be named as team captain during a season in which he/she is serving suspension.

- If a student is in a position of leadership at the time of a code violation, he/she will forfeit leadership status and will not be allowed to return to the position during the season(s) in which the suspension is being served.
- Suspended students may not hold an officer or leadership position in a club while serving suspension.
- If a student is in a position of leadership at the time of a code violation, he/she will be removed from office and will not be allowed to return to the position for the remainder of the school year.
- Students who complete one calendar year without any violation will have his/her last violation dropped provided all requirements of the suspension were fulfilled by the dates specified in the notification letter.
- Students must maintain the academic standard to serve and complete a suspension due to a violation of the code of conduct related to banned substances or inappropriate conduct.
- Penalties will carry over into a second sport season if the suspension is not completed in the original season or from one school year to the next. A student with suspension penalties must begin and end their respective season in order for the suspension to be completed. In other words, a student may not go out for a sport to serve the suspension, and then quit after the suspension period is completed.
- If an athlete is suspended for disciplinary reasons from an athletic competition, the suspension is served in the next game he/she would be eligible to play. If there is a secondary reason why that athlete would not be eligible (i.e. absent from school, academic ineligibility, etc.), the disciplinary suspension would be postponed and served during their next eligible competition.
- After consultation with the athletic director, fine arts director, and/or principal, coaches/advisors may choose to enforce suspensions that go beyond the minimum penalties outlined above

INVESTIGATION AND NOTIFICATION

Investigation:

When the building administrator, athletic director, or fine arts director has been provided with information of a possible code violation, the student(s) allegedly involved in the violation will be questioned regarding the incident. Questioning and gathering of information will be conducted by a building administrator and/or the athletic director.

Integrity Clause: In the event a student is being questioned for a possible violation of the provisions of the co/extracurricular code, it is expected that:

1. The student will be truthful.
2. The student will be forthcoming with information.
3. The student will not be deceptive.
4. The student will be cooperative.
 - If it is determined that the student was untruthful or deceptive prior to, or after determination of a violation of the co/extracurricular code, an administrator and/or athletic director has the authority to increase the consequences to the next level of violation.

Notification:

The building administrator or designee shall prepare a letter, addressed to the student's parent(s) or legal guardian(s), with a copy provided to the student. The student's coach and/or advisor will also be notified. The letter shall:

1. Describe the violation and summarize the penalty to be assessed.
2. Advise that harsher penalties will be assessed for subsequent violations.
3. Inform the procedure for appeal.

The building administrator or designee shall meet with the student and deliver the student's copy of the letter during the meeting. A copy of the letter shall be mailed and/or emailed to the student's parent or legal guardian. Ineligibility status begins immediately upon notification of the administrator's determination of code violation.

Appeal Process: A student or the student's parent or legal guardian may appeal the determination of the athletic director, fine arts director, or school administrator that a violation of the Co-Curricular Code has occurred by delivering a written notice of intent to appeal to the office of the building administrator by 3:00 PM on the third school day subsequent to receipt by the student of written notice of the violation as required in Investigation and Notification of Violation and Penalties as stated above.

There may be two primary purposes for an appeal:

1. A parent and/or student wants to better understand why the student is being punished.
2. A parent and/or student wants to present information which they feel could change the initial finding by the school's administration.

NOTE: Suspensions and penalties will be enforced during the appeal process. After appealing to the building administrator, the decision of the building administrator shall be final.

Appendix A

Applicable Activities/Organizations:

Athletics (including co-ops)	Pep Club	School musicals (cast and crew)	Non-academic trips
Public performances (band/choir/etc)	A.C.T.	School sponsored events	Art Show
E-Sports	Prom King/Queen	Homecoming Court	Worship Team
National Honor Society	Art Club	Solo / Music Ensemble	