

PHS ACTIVITIES CODE HANDBOOK

Executive Summary

The Platteville School District's primary mission is an educational one. Although extra and co-curricular activities expand upon the educational experience they are not an entitlement. Participation in extra and co-curricular activities is a privilege that requires good academic standing and appropriate personal conduct. The PHS Activity Code identifies academic and attendance eligibility standards and provides a sequence of progressive discipline for personal conduct code violations.

Academic Standards/Penalties

- A. **Schedule** - Maintain a full academic schedule (3 semester credits/6 class periods per day).
- B. **Grades** – No failing grades; incompletes are considered to be failing grades.
 - 1. One “F” quarter grade: regain eligibility with passing grades after a 3 week suspension.
 - 2. Two “F” quarter grades: regain eligibility with passing grades after a 9 week suspension.

Attendance Standards/Penalties

- A. An unexcused absence results in suspension from the next contest or performance.
- B. Must attend school for 4 periods to participate in a practice, contest or performance that day.

Personal Conduct Standards

- A. **Moderate Violations** – lose school honors for one year and three week activity suspension.
 - 1. Academic dishonesty (cheating on a test or assignment).
 - 2. School misbehavior that results in disciplinary suspension out of school.
 - 3. Flagrant disrespect toward school personnel away from school.
 - 4. Being present without your parent or guardian at a place where alcohol and other drugs are being used illegally.
 - 5. Assault, battery, bullying, hazing or harassment that causes bodily harm or creates a credible threat of bodily harm and misdemeanor theft or vandalism.
- B. **First Major Violation** – lose school honors for one year and nine week activity suspension.
 - 1. A second moderate violation is the same as a first major violation.
 - 2. A third moderate violation is the same as a second major violation.
 - 3. Possession/consumption of alcohol, tobacco, performance enhancing supplements or illegal drugs.*
 - 4. Assault, battery, bullying, hazing or harassment that causes great bodily harm or creates a credible threat of great bodily harm and felony theft or vandalism.

* After successfully completing a treatment program, students serving their first major violation involving harmful substances (tobacco, alcohol, performance enhancing supplements, illegal drugs) may appeal to the Activity Council for reinstatement upon recommendation of the Student Services Committee.

- C. **Second Major Violation** – lose school honors for one year and one year activity exclusion.

Standard of Proof

The standard of proof required for disciplinary action is evidence “beyond a reasonable doubt”.

Due Process

Students are afforded due process including access to an appeal process should they or their parents/guardians believe that an eligibility decision has been wrongfully applied. The student maintains his/her eligibility during the appeal process. Requests for appeals to:

- 1. **The Activity Council** must be made within five days of the activity director's decision.
- 2. **The Superintendent** must be made within five days of the Activity Council's decision.
- 3. **The School Board** must be made within five days of the superintendent's decision.
- 4. The decision of the school board is final.

Platteville High School Student Activities Code

The Platteville School District's primary mission is an educational one. Although extra and co-curricular activities expand upon the educational experience they are not an entitlement. Participation in extra and co-curricular activities is a privilege that requires good academic standing and appropriate personal conduct. The PHS Activity Code identifies academic and attendance eligibility standards and provides a sequence of progressive discipline for personal conduct code violations.

Mission

Extra and co-curricular activities at Platteville High School develop lifetime skills which foster emotional, social, intellectual, and physical growth. Students who choose to participate assume additional responsibilities as representatives of their school, their families and their community.

Purpose

The purpose of the Activities Code is to establish a uniform code of conduct for Platteville High School students involved in high school extra and co-curricular activities. Any extra and co-curricular activity recognized by the School District of Platteville will be considered an activity under this code.

To the Student

The activities program can be an important part of your high school years. Extra and co-curricular activities provide new opportunities and experiences, and help you develop your interests and skills. Students who participate in the school's extra and co-curricular programs are expected to conduct themselves, at all times and in all places, in a positive manner that will bring credit to themselves, their school and the community.

A. Platteville High School Extra and Co-Curricular Activities

1. **WIAA Extra-Curricular Activities:** football, volleyball, girls' and boys' soccer, girls' and boys' swimming, wrestling, gymnastics, girls' and boys' basketball, girls' and boys' cross country, boys' baseball, girls' softball, girls' and boys' track, golf and cheerleading.
2. **Non-WIAA Extra-Curricular Activities:**
Blue Notes, Brass Choir, F-Troupe, Fall Play, Forensics, Hillmen Strings, International Student Club, Literary Magazine, Model U.N., Musical, National Honor Society, Student Council, and Woodwind Choir

Non-WIAA Co-Curricular Activities:

FCCLA/HERO/HOSA, and FFA

First Note: Suspensions/exclusions will be served during the next available WIAA activity and the next available Non-WIAA activity. WIAA suspensions/exclusions do not substitute for Non-WIAA suspensions/exclusions or vice versa. Multiple violations cannot be served concurrently.

Second Note: An activity is considered co-curricular if the activity is a direct extension of a class and participation in the activity fulfills a portion of the grade requirement. To maintain their grades, co-curricular participants who are serving an activity code penalty may need to complete alternative requirements in lieu of public performances.

Third Note: Individual extra-curricular/co-curricular activities may establish additional guidelines for student participation. Additional guidelines will require prior approval by the school administration and shall be communicated to the participants in writing.

Scholastic Eligibility Requirements

A. Academic Standards

Students must maintain full-time student status and passing grades without any incompletes to be considered eligible to participate in extra or co-curricular activities. Scholastic ineligibility may not be appealed.

Study Table – A study table opportunity has been established for all PHS students who wish to improve their academic standing. Study table is available five days per week, from 7:15-8:00 a.m. The study table is designed to provide students with academic and organizational help to promote academic achievement. Study table staff will check student grades on the first day of school each week.

1. Students participating in extra/co-curricular activities must demonstrate continuous progress toward their high school diploma and maintain at least the minimum course load (3 semester credits or 6 class periods per day) for each semester. Participants must earn passing grades in all courses in which they are enrolled. Incomplete grades are considered failing grades. Academic eligibility will be determined for each quarterly grading period.
2. Students with one failing grade at the end of a quarter may continue to participate under probationary status by attending study table at least three periods each week for three weeks. After three weeks eligibility will be restored if the student attains a “passing” standard in all courses. If not, the student will become ineligible for the next three weeks. Students who fail a course at the end of the fourth quarter may retain their eligibility by successfully completing an equivalent summer school or on-line course within the same academic department as a substitute for the failed class.
 - Students are not eligible to compete or perform publicly while ineligible.
 - Successful progress is defined as earning passing grades in all subjects.
3. Students with two failing grades at the end of a quarter will be ineligible for the following quarterly grading period (nine weeks). After five weeks of ineligibility students may resume participation under probationary status if they have attained a “passing” standard in all courses and attended study table at least three days each week while ineligible. Participation under probationary status will continue for the remainder of the quarter if the “passing” standard is maintained on a week to week basis and if study table is attended at least three days each week.
 - Students are not eligible to practice, compete or perform publicly while ineligible.
 - Students must pass all classes at the end of the quarter to regain eligibility.
4. Students who enroll in summer school may substitute a summer school grade for the failing grade in one equivalent class from the previous fourth quarter.

B. School Attendance Standards

Regular school attendance is an important factor in academic achievement.

1. Unexcused absence for any part of a school day (i.e. skipping school, a class or a study hall) will result in that student being ineligible for the next extra/co-curricular contest or performance.
2. For any absence to be considered an excused absence the attendance officer must receive a phone call, followed by a written notification from the student’s parent.

3. A student must be in attendance for 4 school periods to be considered eligible to participate in a practice, contest or performance on the same day (guided study is not considered a school period).

Personal Conduct Requirements

Character counts and lack of character as demonstrated by inappropriate personal conduct is considered a violation of this Activity Code. If a student is not involved in an activity at the time of the violation, enforcement begins at the start of the student's next activity. Personal conduct violations and corresponding penalties are outlined in the following:

- A. **Moderate violations** in or outside of school will result in loss of school honors for one year and suspension from activities for three weeks for the first moderate violation beginning at the time the penalty is enforced or when the next activity begins its season.
 - Students will not be eligible to compete or perform publicly during the suspension.
 - Repeat violations of a moderate violation will be treated as a major violation.
 - Violations accumulate throughout the high school experience.
 1. Academic dishonesty (cheating on a test or assignment).
 2. Misbehavior at school that results in a disciplinary suspension out of school.
 3. Flagrant disrespect toward school personnel.
 4. Being present without your parent or guardian at a place or an event where alcohol and other drugs are being used illegally.
 5. Assault, battery, bullying, hazing or harassment that causes bodily harm or creates a credible threat of bodily harm and misdemeanor theft or vandalism.
- B. **Major violations** in or outside of school will result in loss of school honors for one year and exclusion from activities for nine weeks for the first major violation beginning at the time that the penalty is enforced or when the next activity begins its season.
 - Students will not be eligible to compete, perform publicly or publicly represent the activity during the suspension and must complete the season in good standing with the coach/advisor.
 - After successfully completing a treatment program, students serving their first major violation involving harmful substances, may appeal to the Activity Council for reinstatement upon recommendation of the Student Services Committee.
 - A second major violation will result in exclusion from all activities for one year and eligibility can be regained only by serving the full penalty.
 - Violations accumulate throughout the high school experience and each subsequent major violation will result in exclusion for one year.
 1. A second moderate violation will be considered the same as a first major violation.
 2. A third moderate violation will be considered the same as a second major violation.
 3. Possession or consumption of alcohol, tobacco, performance enhancing supplements when not prescribed for medical treatment or illegal drugs when reported by law enforcement or other credible observers. The exception is the ceremonial, religious use of alcohol (i.e. communion).
 4. Assault, battery, bullying, hazing or harassment that causes great bodily harm or creates a credible threat of great bodily harm and felony theft or vandalism.
 5. Physical aggression toward a game official.

Honors of the School

Students who commit personal conduct violations will be ineligible for honors of the school for one year beginning at the time that the penalty is enforced. Honors of the school include:

1. Officers of clubs or organizations
2. Post-season awards (i.e. MVP, Captain, most improved)
3. Prom and Homecoming court members and MC's
4. Graduation speakers
5. Class officers
6. Badger State representatives
7. Special honors selected by the school and awarded by service organizations

Standard of Proof

The standard of proof required for disciplinary action is evidence "beyond a reasonable doubt". Before declaring a penalty the activity director will determine guilt beyond a reasonable doubt. Evidence that the activity director will take into account while making a determination can come from the following sources.

1. Self report/admission
2. Law enforcement reports/citations
3. Signed statements from an adult
4. Signed statements from students

When the activity director receives reliable information of an alleged Activity Code violation s/he will investigate the situation. After informing the parents, the activity director will seek a written statement from each person who was said to be involved in the situation. Parents will be given the opportunity to accompany their child during all interviews. From the investigation the activity director will determine whether or not there has been a violation and if so will inform the student and parents in writing as to the penalty.

Due Process

Students are afforded due process including access to an appeal process should they or their parents/guardians believe that an eligibility decision has been wrongfully applied. The student maintains his/her eligibility during the appeal process.

A. Appeal to the Activity Council

The student or the student's parent/guardian may request an appeal hearing to occur within five calendar days from the date that the activity director declared a violation and penalty. An Activity Council will be appointed annually on a rotational basis and chaired by the principal or assistant principal and will also include two athletic coaches, two activity advisors, and the student council advisor. No more than half the appointed council members shall serve for consecutive years.

1. The activity director will present the rationale for declaring a violation and penalty.
2. The student and parent/guardian will present their rationale for voiding the violation and penalty.
3. Written notification of the findings of the Activity Council will be sent to the parents and student within ten calendar days after the hearing.

B. Appeal to the Superintendent of Schools

If dissatisfied with the findings of the Activity Council, the student or parent/guardian may, within five calendar days from the date of the Activity Council's written notification, appeal to the superintendent of schools.

1. The superintendent will hear the arguments of the student or parent.
2. The superintendent will interview the activity director and the chair of the Activity Council.
3. The superintendent will send written notification of his/her findings to the student and parent/guardian within ten calendar days after completing the necessary interviews.

C. Appeal to the Board of Education

If dissatisfied with the finding of the superintendent, the student or parent/guardian may, within five calendar days of the date of the superintendent's written notification, request a hearing before the Board of Education. Such a request is to be made to the school superintendent or the school board president.

1. The school board will conduct a special hearing as soon as practicable after receiving the request. The hearing by the school board may be in open or closed session at the request of the student or parent/guardian.
2. The superintendent will present the rationale for upholding the violation and penalty decisions.
3. The student or parent/guardian will present their rationale for voiding the violation and penalty decisions.
4. The school board president will provide written notification to the student and parent/guardian within ten calendar days following the board's decision. The finding of the school board is final.

Definitions and Related Information

Appropriate Treatment Program

An appropriate treatment program is one that addresses the student's substance use and is judged by the Student Services Committee to be a legitimate program provided by a medical facility or endorsed by the legal system.

Assault, Battery, Bullying, Hazing and Harassment and Credible Threat

See the addendum for definitions and legal references.

Harmful Substances

A harmful substance is any smoking or chewable tobacco product, any alcoholic beverage and any illicit drug.

Insurance

The school does not carry student accident insurance. Parents are expected to provide coverage for their children who participate in school activities and sports. Upon request the school will provide information about private student insurance plans if parents wish to purchase such coverage on their own.

Supplements

Along with the National Federation of High School Associations and the WIAA, the Platteville School District does not endorse the use of supplements by students for performance enhancement. Supplements may not at any time be dispensed or distributed on school grounds.

Transportation

Participating students will use school-sponsored transportation to and from school events. Exceptions must be submitted in writing for administrative approval prior to the event by the parent or guardian.

WIAA Eligibility Requirements

- A. To participate in WIAA activities, requires compliance with WIAA standards.
- B. Transfer Rules - For clarification or interpretation of these transfer rules, contact the PHS Activities Director or the WIAA.
 1. A student who transfers from any school into a member school after the fourth consecutive semester following entry into grade 9 shall be ineligible for practice and competition for one calendar year unless the transfer is made necessary by a total change in residence by parent(s).
 2. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
 3. Open enrolled and/or tuition paying students entering 11th and/or 12th grade as transfer students are ineligible to practice and/or compete for one calendar year.
 4. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
 5. 10th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved may be provided non-varsity opportunities for one calendar year (365 days beginning with the first day of attendance at the new school).
 6. Schools are reminded that district policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth consecutive semester following entry into grade 9 result in the student begin ineligible for practice and competition for one calendar year (365 days beginning with first day of attendance at the new school).
 7. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the WIAA transfer rule prevails.
 8. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.'

C. You become ineligible:

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

Addendum

Definitions and Legal References

Assault

Assault means to provide a violent physical or verbal attack on someone else.

Battery

Battery means to beat upon someone else or to offensively touch or use force on a person without the person's consent.

Bullying

Bullying means to intimidate or to treat abusively by force either physically or verbally. Bullying is a common term that does not exist as a legal definition. However the Wisconsin Association of School Boards, in its January 2003 policy publication *FOCUS*, cites state statute 948.51 Hazing and state statute 947.013 Harassment in its attempt to more fully explain and define acts that could also be considered bullying.

Reference: S.S. 948.51 Hazing

Hazing is any forced activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Reference: S.S. 947.013 Harassment

Harassment is a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

A Credible Threat is a threat made with the intent and apparent ability to carry out the threat.

Moderate and Major Code Violations

The following distinction between moderate and major violations will be applied to acts that involve assault, battery, bullying, hazing or harassing under the PHS Activity Code.

Moderate: Whoever, with the intent to harass or intimidate another person, strikes, shoves, kicks or otherwise subjects the person to bodily harm or attempts or threatens to do the same.

Major: Whoever, with the intent to harass or intimidate another person, strikes, shoves, kicks or otherwise subjects the person to great bodily harm or attempts or threatens to do the same.