

# **Activities Code Handbook**



**2017-2018**

# **Platteville Middle School Activities Code**

## **Introduction**

The Platteville School District is pleased to have you participate in its activities program. As an integral part of the total school experience, the program is designed to help students become successful individuals and better citizens of our school, community, state, and nation. Additionally, the activities and sports programs allow each participant to make a personal commitment to healthy involvement in activities, which expand and enrich his/her academic program.

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 intent of this activities code is to provide you and your parents or guardians with information regarding your responsibilities and the school's expectations for your participation in the Platteville Middle School activities program.

## **Platteville School District Non-Discrimination Statement**

The Platteville School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Platteville School District does not tolerate discrimination in employment or in its educational programs and activities.

It is the rule of the Platteville School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Platteville School District does not tolerate acts of discrimination or harassment. These activities are offensive and inappropriate in the school environment. This is a serious issue not just for the district, but also for each individual. The district specifically prohibits discriminatory or harassing

conduct, condoning such conduct by allowing it to go on, and prejudging harassment or discrimination complaints. District staff members may be held individually liable for harassment or for allowing students to harass each other, and may be subject to the penalties imposed upon employers under state or federal law. The district's rule prohibiting harassment applies to all students, staff members and volunteers whether at school, at school sponsored co-curricular, extracurricular or social functions, or otherwise. In particular, staff members should understand that they are "on duty" whenever they are with students, even if they are not at school or not at a school sponsored event.

Any district staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

If a student, parent, employee, or volunteer believes that he or she has been harassed or discriminated against or are aware of violations of the district harassment and discrimination policy, they should report the violations as soon as possible to the building principal or the Director of Student Achievement:

**Brad Brogley, Director of Student Achievement**

**Platteville School District**

**780 N. Second St.**

**Platteville, WI 53818**

**(608) 342-4000, brogley@platteville.k12.wi.us**

If the complaint involves the Director of Student Achievement, it should be reported to the Superintendent:

**Connie Valenza, Superintendent**

**Platteville School District**

**780 N. Second St.**

**Platteville, WI 53818**

**(608) 342-4000, valenza@platteville.k12.wi.us**

The district will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. Complaint forms are available in all guidance counselors' offices, the main office of each school, and in the district office.

## **Program Foundations**

The district believes that the opportunity to take part in school activities should be made available to as many students as possible. Although all students are invited to participate, the exact number of

participants shall be determined by the available facilities and the ability of the staff to give adequate attention to each participant. Programs emphasize maximum participation for all students.

There is an expectation that coaches and advisors bring a high level of dedication and commitment to the programs they supervise. Likewise, the student participant is expected to accept the hard work and dedication necessary to complement a successful program. Students must follow rules outlined in this document as well as other building and district policies, guidelines established by the coach or activities director, and other legal requirements such as those established by the Wisconsin Interscholastic Athletic Association. All employees, by virtue of their employment with the Platteville School District, endorse and enforce this activities code.

In general, students who participate in the school's activities program 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.

**This code is in effect 24 hours a day and 12 months a year. When you and your parent/guardian sign this code you agree to abide by the regulations and consequences outlined.**

#### **Platteville Middle School Activities Program**

5th & 6th Grade Plays, 7th & 8th Grade Play/Musical, Swing Singers, Creative Problem Solving, Math Contest, Spelling Bee, Geography Bee, Science Olympiad, Quiz Bowl, Student Council, Grade Level Field Trips

#### **Platteville Middle School Activities Program**

Girls Volleyball, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track

### **Student Eligibility**

The primary mission of Platteville Middle School is to provide all students with successful academic experiences. Students that participate in extra or co-curricular activities must achieve and maintain academic success in order to participate. Students must maintain full-time student status and passing grades to be considered eligible to participate in extra or co-curricular activities. Scholastic ineligibility **may not** be appealed.

#### **\* Academic Requirements**

1. Participants must maintain academic progress reports of no more than one "1". Every week during the activity, quarterly cumulative grades will be determined. Daily work, attitude, effort, and behavior determine student grades for participation purposes. Test and quiz scores will not be included when determining eligibility for activities.
2. A deficient grade results in the student being placed on Grade Check. Once a student is placed on Grade Check, he/she is ineligible to participate in the activity for the following calendar week.

(a maximum of the next 2 games or activities). If a satisfactory level of achievement is evident after one week, the student will be eligible for reinstatement. It is the participant's responsibility to make up any deficiency that he/she may have by completing the Grade Check Contract. Failure to attain a satisfactory level of achievement will cause the participant to remain on grade check. Students on Grade Check are expected to attend practice sessions during this time, but may not travel to any away contest. They will be expected to sit on the bench (home games), to dress, and to help out on the bench.

3. Students who remain on Grade Check for **three consecutive weeks** (or for half or more of an activity's season) will be ineligible for the remainder of that activity. The parent/guardian and student will be notified when the student becomes ineligible.
4. Grade check will be conducted every week during the activity. A list of participants will be distributed to teachers at the beginning of each activity. Grade check forms are due in the office by the last day of the school week prior to the week Grade Check will begin. All teachers of participants will complete Grade Check forms.

### **\* Attendance Requirement**

Regular school attendance is an important factor in academic achievement. Participants of school activities are expected to be in attendance the day before, the day of, and the day after a contest or performance.

- An unexcused absence for any part of a school day (i. e. tardy, skipping a class, guided study or an entire day) will result in that student being ineligible for the next extra or co-curricular contest or performance.
- 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.
- A student must be in attendance for 4 (four) school periods to be considered eligible to participate in a practice, contest or performance on the same day (Intervention/Enrichment - Pride Time) is not considered a school period).

### **\* Personal Conduct Requirements**

Character counts at Platteville Middle School and lack of character as demonstrated by inappropriate personal conduct is considered a violation of the Activity Code. A student's conduct is bound by this Code at all times during the calendar year. 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 consequences are outlined below.

#### **Violations of the code include, but are not limited to:**

- Violations of the Platteville Middle School Student Conduct and Discipline Plan that results in an in-school or out-of-school suspension

- Academic dishonesty
- Abuse of equipment or materials issued or failure to return materials from a previous activity.
- Assault, battery, bullying or hazing that causes mental/bodily harm or creates a credible threat of mental/bodily harm
- Pending the results of an investigation as required by Board policy, participation in any form of harassment
- Use of performance enhancing substance(s) when not prescribed for a medical issue
- Verbal or physical aggression towards an official
- Being present without your parent/guardian at a place/event where alcohol, tobacco and/or drugs are being used illegally
- Possession or consumption of alcohol, tobacco, or illegal drugs when reported by law enforcement or other credible observers (Exception – the ceremonial/religious use of alcohol.) If a student violates this regulation a second time the student must undergo a formal drug/alcohol assessment conducted by an approved agency.
- Hosting a gathering where alcohol, tobacco and/or drugs are available and are being used illegally\*\*

## Consequences

**1<sup>st</sup> Violation** – Immediate suspension from all competitions/performances for 2 of the regularly scheduled contest/events. The student must remain an active part of the activity.

**2<sup>nd</sup> Violation** – Immediate suspension from all competitions/performances for 4 of the regularly scheduled contest/events. The student must remain an active part of the activity.

**3<sup>rd</sup> Violation** – Immediate suspension from all activities for one calendar year. After one calendar year the student must apply to the principal for re-instatement.

\*\* This violation will be treated as a student's **2<sup>nd</sup> Violation**

## Non-athletic Activities

Although the Activity Code as written can apply to many of the activities sponsored by PMS, the committee recognizes that the Code will not be equitable in some situations involving students participating in non-athletic activities. Therefore, when a violation occurs involving a student that is participating in a non-athletic activity the principal, activities director and the advisor/sponsor of the activity will have the authority to amend the consequences of the Code in such a way that is practical. Advisors of activities with fewer than four events or contests must file a written report of disciplinary action for approval by the student activities director.

If a participant is involved in more than one activity at a time, and is determined to have violated the code, the suspension will be served proportionally from each activity.

Violations accumulate for the entire school year. They do not start over when a participant begins a new activity. If a suspension is not completed during one activity season, the remainder of the

suspension will be served during the participant's next activity. If the suspension cannot be completed within the school year, the suspension will be served during the following school year.

**Note: On occasion, student conduct may be of such a severe nature as to warrant immediate dismissal from the activity program as determined by the advisor/coach and student activities director.**

## **Dress for Respect**

A game activities day dress code will be followed in all activities. The purpose of the dress code is to build group unity and pride. Students are expected to follow the specific guidelines provided by the activity or sport. Athletes are expected to wear dress clothes on game days. (No jeans, short-shorts, jean shorts, boxer shorts, or pajama bottoms.) Students not dressed according to game day expectations will not play in the day's contest. Please refer to the Student Dress and Dress Code sections of the *Platteville Middle School Handbook* and the *Platteville Student Conduct and Discipline Plan* for specifics.

## **Enforcement Procedures**

The principal or athletic director will investigate all legitimate complaints of violations. If there is a determination that a violation has occurred, the student participant and his/her parents/guardians will be contacted and informed of the consequences. In some cases, complainants may be asked to file a written statement, which will be kept confidential. The participant and parents/guardians will be given an opportunity to appeal the initial determination at a hearing. (See Appeal Procedure)

The hearing will be conducted by a committee consisting of the building principal (or designee), a coach, and an activity director. If the committee determines that no violation has occurred, the matter is immediately dropped. If the committee determines that a violation has occurred, the principal will assess and implement the consequence for the violation of the code.

A student involved in an activity is eligible to participate during the appeal process until the process reaches closure.

## **Appeal Procedure**

There are three levels of appeal that a student and his/her parents/guardians can pursue:

1. Principal - The appeal must be presented in writing to the building principal within five (5) calendar days from the date the determination of the violation is sent by the building administrator. The principal will act on the appeal (convene the hearing committee) within five (5) calendar days. Notification in writing of the result of the appeal will be sent within this five (5)

day period. The individual who has sought the first step in the appeal may appeal pursuant to step two below.

2. Superintendent of Schools - The appeal must be submitted in writing to the superintendent 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 of the receipt of the appeal. If the individual wishes to appeal the determination of the superintendent, he/she shall follow the procedures set forth in step three below.
3. Board of Education - The appeal must be submitted in writing to the Board of Education within five (5) calendar days of the date of the determination by the superintendent. The Board of Education shall consider the appeal in closed session within ten (10) calendar days of receipt of the appeal. Notification of the Board's decision will be within five (5) calendar days of the closed session. The decision of the Board of Education shall be final.

## **Conflict Resolution**

Students who participate in more than one activity sometimes find themselves having a conflict, obligation-wise, when a co-curricular event is scheduled the same date as an athletic event. Because of the number of events scheduled, a conflict of this nature is sometimes unavoidable.

An ideal resolution to a conflict where a student has two obligations would be to have the affected parties (the student, the coach, and the director) meet and attempt to arrange for the student to participate in both activities. When the situation can only be resolved by choosing one activity over the other, the procedure should be as follows:

1. Student makes coach/director aware of the problem.
2. Student confers with parent and chooses his/her participation preference and notifies both the coach and director of his/her decision.
3. Both coach and director will accept the decision of the parents/guardians and student.
4. The choice will not affect continued/future participation in any activity.
5. Students that are involved in a curricular activity that affects their grade (e.g. concerts) are expected to meet those obligations.

The philosophy of the middle school is to encourage students to participate in a variety of activities that will enhance their education and provide personal growth. Their educational growth, not the immediate success of the activity, is paramount. There is educational value in allowing students, along with their parents/guardians, to make choices and decisions. The school will be supportive of students' choices.



## **Platteville School District Student Code of Conduct**

If a student or parent has questions or concerns related to student discipline and the application of the Platteville School District Code of Conduct, they may contact the Director of Student Achievement who serves in the capacity of **District Discipline Supervisor**.

**Brad Brogley, Director of Student Achievement**

**Platteville School District**

**780 N. Second St.**

**Platteville, WI 53818**

**(608) 342-4000, brogley@platteville.k12.wi.us**

The School District of Platteville shall not discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap as required by s. 118.13, Wis. Statutes.

Accordingly, the Platteville School District prohibits all forms of unlawful discrimination against students, regardless of the legally protected classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice.

## **Miscellaneous**

1. The school does not carry student accident insurance. Parents/guardians are expected to provide coverage for their children who participate in school activities and sports. The school does have information on insurance programs available for participants from a private carrier.
2. All athletes must have a physical examination every other year. The exam card or an alternate year card must be given to the coach prior to the student being allowed to practice or participate. Athletes cannot practice until this is done and turned in.
3. All injuries should be reported to a coach/director immediately.
4. Individual coaches/activity directors may establish more specific rules for their programs with the prior approval of the principal. Expectations will be provided and explained to participants at the beginning of the season/activity. Participation in events/activities is affected by students' attitude, effort, cooperation, attendance at practice, etc.
5. Student participants in all activities are subject to the code, except for students involved in an activity that directly contributes to a grade in a course (e.g. marching band participation).
6. No student may participate in any activity until a signed "Parent-Participant Acknowledgement Document" is on file in the Middle School Office. This document will suffice for all activities for

the school year. Families must submit a new "Parent-Participant Acknowledgement Document" at the beginning of each school year.

7. Cell phones are only to be used to communicate with parents concerning arrival time home from activities. Cell phones are to be used only after all contests are completed.
8. Student must ride the bus to all away events unless previously arranged with the coach
9. Student must pay a replacement fee for any damaged property.

***Work hard. Participate with passion and pride.***

***GO HILLMEN!!***