

JEFFERSON HIGH SCHOOL





JEFFERSON HIGH SCHOOL CO-CURRICULAR CODE HANDBOOK

I. PHILOSOPHY

Co-curricular activities are an integral and valuable part of a student's educational experience, and the School District of Jefferson is committed to sponsoring a wide variety of such activities. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills but also develop positive values and attitudes that they will take with them into their adult life. Such activities teach students the importance of hard work and the personal pride in accomplishments. Co-curricular activities at Jefferson are defined as those activities in which students appear, perform, and/or compete as representatives of Jefferson High School. Participation in these activities is a privilege, and therefore there is a higher standard for behavior for those students who choose to participate. This code applies to all school-sponsored activities that are not part of a curriculum. All students who participate in school-sponsored activities are required to abide by this code. All organized activities in life, be they work, play or school-related, place expectations upon participants. This code details these expectations and rules as they pertain to all co-curricular participation in the School District of Jefferson.

II. WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The rules and regulations of the WIAA pertaining to student eligibility apply to all athletes participating in the Jefferson High School athletic program. Students must abide by current WIAA rules.

III. JEFFERSON HIGH SCHOOL ELIGIBILITY

In order to represent Jefferson High School in any co-curricular activity, students must meet guidelines set forth by the School District of Jefferson. Each participating student is responsible for following the rules of the Jefferson High School co-curricular code. A co-curricular code contract and co-curricular registration form must be turned in prior to the first day of practice in each sport/club. This contract is in effect for 12 months. The signed contract will also indicate acceptance by the student and parent/guardian of all guidelines and provisions contained in the co-curricular code.

IV. ATTENDANCE REQUIREMENTS

Students are allowed to participate in activities, practices and contests on a specific school day only if they attend the entire scheduled school day. Exceptions to the attendance requirement will be granted for pre-arranged medical appointments during the school day and funerals held during the school day. Other exceptions to the attendance requirement must be approved by the administration.

V. ACADEMIC REQUIREMENTS FOR GRADES 9-12

1. For the purposes of academic eligibility determination, a grading period is any 9-week (quarter) or 18-week (semester) term.
Please note that semester grades take precedence over 2nd and 4th quarter grades.
2. All incoming students who transfer to Jefferson High School at the beginning of the school year or at any point during the school year are held to all JHS eligibility requirements. All incoming students must also meet all WIAA eligibility requirements.
3. If a student drops a class with an "F" during the previous grading period he/she will need administrative approval to participate in the upcoming sport.
4. Any student who earned two or more "F" grades for the previous grading period will be ineligible for the next 9-week grading period.
5. Any student who earned one "F" and/or who earned below a 1.75 GPA for the previous grading period may continue to practice but is ineligible for competition for a minimum of 10 calendar days. After 10 calendar days have passed since the grades were posted, the athletic director will evaluate current grades to determine if the student is earning a minimum of a 1.75 GPA and has no failing grades. If that status is achieved, the student will

be eligible for the remainder of the grading period. If that status is not achieved, the student is ineligible for the remainder of the grading period and may not practice or compete during that time.

6. In all academic ineligibility consequences, students will miss a minimum of two contests even if those two contests fall outside of the 10-calendar day period

VI. CODE OF CONDUCT/TRAINING RULES

It is without question that top performance comes from individuals who prepare themselves mentally and physically to the best of their abilities. It is reasonable to assume that individual students should take care of their bodies in such a manner that should allow them to perform at peak efficiency at all times. It has been substantially documented that certain substances, namely alcohol, tobacco, and controlled substances, can be detrimental to performance, general health and emotional well-being. Abstinence from these substances, along with good moral decisions regarding behavior, conduct, and attitude, can enhance the mental and the physical performance of all individuals. Adherence to these expectations is a matter of individual self-discipline. The following types of conduct are determined to be violations of the Jefferson High School Co-Curricular Code. Violations of the Co-curricular Code are monitored 12 months out of the year, and they are cumulative throughout the student's 9-12 educational experience. Students who violate this Code of Conduct may be suspended from games, practices and/or performances/activities. By choosing to participate in athletics, the student-athlete is choosing to follow this code of conduct. That choice should especially reflect the character traits of honesty, responsibility, and courage in the choices that they make during their athletic career.

1. CLASS I VIOLATIONS

If a student is arrested and charged for a violation(s) of criminal state statutes, the athletic director and high school administration will determine if the illegal act was/is serious enough to warrant Class I violation consequences. Examples of such violations would include felonies, such as sexual assault, drug trafficking and/or selling, child enticement, burglary, theft, armed robbery, assault with a weapon, etc. 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.).

2. CLASS I CONSEQUENCES

The student may be denied the privilege of participating in athletic activities for the remainder of his/her high school career (up to the age of 21) at a maximum. At a minimum, the violator shall be denied participation for 12 months.

3. CLASS II VIOLATIONS

- a. Selling, distributing, possessing, consuming, or using: alcohol, illicit drugs, controlled substances, drug paraphernalia, illegal controlled substance look-alikes, tobacco and/or nicotine, in any form, vaporizing products, e-cigarette devices, misuse of prescription drugs, anabolic steroids or other illegal performance-enhancing drugs.
- b. Illegal actions as defined by law enforcement authorities that result in a municipal citation.
- c. Any student athlete who is involved in illegal activities and may not be cited at the time will still be held accountable under the Conduct Unbecoming an Athlete in section VII.

4. Class II CONSEQUENCES

Upon the determination of a Class II violation of the athletic code the student-athlete will be subject to the following consequences.

- a. Violation #1 during high school athletic career:
The student-athlete will be suspended from $\frac{1}{3}$ of the regularly scheduled contests for the sport they are currently participating in or the next season they choose to participate in. The number of contests, when determined, will be served in consecutive order, including WIAA playoff games or the beginning of the next season if the suspension is not completed during the current season. The student-athlete will be allowed to practice during this suspension.
- b. Violation #2 during high school athletic career:
The student-athlete will be suspended from $\frac{2}{3}$ of the regularly scheduled contests for the sport they are currently participating in or the next season they choose to participate in. The number of contests, when determined, will be served in consecutive order, including WIAA playoff games or the beginning of

the next season if the suspension is not completed during the current season. The student-athlete will be allowed to practice during this suspension

c. Violation #3 during high school athletic career:

The student-athlete will be suspended from all athletic participation for one calendar year commencing with the date contained in the letter of suspension. The student- athlete will not be allowed to be a member of any athletic team during this time.

d. Violation #4 during high school athletic career:

The student-athlete will forfeit all remaining athletic participation opportunities at Jefferson High School.

5. **GUILT BY ASSOCIATION VIOLATION AND CONSEQUENCE**

In cases where the student-athlete has been deemed by high school administration to have exceeded a reasonable time frame for removing themselves from the presence of activities prohibited in Class II, the consequence will be suspension from athletic contests at a level of up to $\frac{1}{3}$ of regularly scheduled contests. The determination of the length of the suspension will be made by high school administration on a case by case basis.

VII. CONDUCT UNBECOMING

In cases where the student has participated in activities which are deemed to be severe enough to be judged as detrimental to the individual reputation and collective reputations of all JHS students, the program, and community, the following consequence is applied:

High School administration retains the authority to determine the severity of the unbecoming behavior. Upon determining the severity, consequences may include one of the following:

1. Zero athletic suspension
2. A specific number of contests
3. Class II consequences equivalent to Violation 1
 - a. (Suspended for $\frac{1}{3}$ of current or next season)
4. Class II consequences equivalent to Violation 2
 - a. (Suspended for $\frac{2}{3}$ of current or next season)
5. Class II consequences equivalent to Violation 3
 - a. (Suspended for one calendar year)

Each case will be judged independently by high school administration and any decision will reflect the severity, repetitiveness, and intention of the unbecoming conduct. These cases will not necessarily always be increasing in consequences—each case will be evaluated on current facts and previous actions taken. Some examples of unbecoming conduct are: Bullying / harassment, hazing, Inappropriate/offensive use of social media, insubordination/disrespect of faculty/staff, repeated school rule violations (i.e. cheating, profanity, vandalism), lying to school administration, offenses resulting in out-of-school suspensions. These are only examples of behavior that demonstrate conduct unbecoming of an athlete. This is not an exclusive or exhaustive list of these types of offenses.

VIII. PROCESS FOR DETERMINING VIOLATIONS OF THE CO-CURRICULAR CODE

Mandatory Reporters Professionally, it is all SDoJ employee's responsibility to report to the administration any co-curricular participant who is violating the code.

A student reported for a violation of the Code of Conduct Rules shall have a fair hearing and the following process shall be used:

1. Violations of the co-curricular code are to be reported to the athletic director and/or administration within 60 days of the alleged incident. The administration and/or athletic director will conduct an investigation and meet with the student in person within 15 school days to determine the validity of the violation and the consequence, if necessary. Incidents outside of this timeline will be dealt with at the discretion of the administration for Class I and Class II violations. The more severe the violation, the more likely investigation and consequences shall result.
2. The student shall be informed he/she is in violation and the consequences, if necessary.
3. The parent/guardian shall be contacted by phone and/or in person.
4. A written record of the incident shall be made and kept on file at school.
5. A letter explaining the violation and the consequences shall be sent home and kept on file at school.

IX. APPEALS PROCESS

A student or the student's parent/guardian may appeal the determination of the administration that a violation of the co-curricular code has occurred or the proper suspension process was not followed. (sec. VIII) **The appeal will not deal with the amount or length of penalties applied.** An appeal request form must be submitted to the administration/athletic director by 3:00 p.m. on the third school day subsequent to receipt by the student/parent/guardian of written notice of the violation. An appeals board made up of the following 3 members will hear the appeal:

1. One coach who coaches outside of the season for which the penalty is in question.
2. One counselor or teacher who has not been involved in the investigative process of the alleged violation selected by the high school principal.
3. One School District of Jefferson administrator, or school board member.

The high school principal shall chair the appeals board as a non-voting member. The ruling of the appeals board will prevail. The ruling of the appeals board will be read orally at the conclusion of the appeals hearing and shall be confirmed by letter addressed to the student and the student's parent or legal guardian and to the building principal. At the appeals hearing, the athletic director or designee shall be provided with an opportunity to describe the evidence that forms the basis for the determination that a code violation was committed. The student and the student's parent/guardian will be provided an opportunity to explain the basis for the appeal. Each side will then be provided with an opportunity to rebut the position of the other. If, at any time during the appeal hearing, new information is provided that was not available to the administration before the violation was determined, the building administrator will be given an opportunity to state whether or not he/she wishes to change the determination. The decision of the hearing board to the appeal shall be final.

X. ADDITIONAL RULES BY CO-CURRICULAR

Students are expected to follow all rules established by their coach/advisor and approved by the athletic director/associate principal accordingly. Coaches/advisors reserve the right to write their own team rules and policies relevant to their co-curricular. The team must, however, follow the school policies in this document regarding eligibility and code violations.

XI. AWARDS

Each varsity team will establish the criteria for their sport with regard to earning a varsity letter. The head coach will be responsible for communicating and calculating the criteria necessary to earn a varsity letter. In order to be eligible for any awards, an athlete must complete the season in good standing. No awards are to be given to an athlete unless he/she has turned in all equipment prior to the awards presentation.

Earning a varsity letter in a sport at Jefferson High School is an honor for anyone who participates in our athletic program.

Jefferson High School presents the following awards to athletes:

- Certificate of participation - given at JV levels upon successful completion of the season.
- Varsity letter - given as certificate for each varsity letter-chenille J and pin for each sport given once. For any measurable criteria (i.e. attendance at practice, number of games played, etc.) the coach will keep accurate records to use at the end of the season. *Letter jacket numerals will be given upon request.*
- Chevron - given for repeat varsity letters in each sport.
- MVP Pin - valuable player selection process is determined by the head coach.
- Senior athletic award - plaque given to seniors who have achieved any of the following three levels of varsity letter accumulation:
 - 1 sport – four varsity letters in one sport.
 - 2 sports – 3 varsity letters in one, 2 in another.
 - 3 sports – at least 2 varsity letters in 3 different sports.
- Senior athlete of the year - given to 1 male and 1 female through sponsorship by Jefferson Lions Club.
- Rock Valley All-Conference Awards - 1st team, 2nd team, honorable mention.

Varsity teams have the option of creating and presenting awards at their discretion. Junior varsity teams do not select or create additional awards.

XII. TEAM CAPTAIN

The head coach determines how captains will be selected. It is expected that the process used will be communicated to the athletic director before the beginning of each season.

Minimum qualifications to be a candidate for caption:

- No athletic code violations for a minimum of one year prior to being selected as captain.
- No failing grades during the current academic year and the previous academic year.

Ideal Characteristics of an effective team captain:

- Inspires teammates to work hard, overcome obstacles, and stay focused.
- Becomes an effective leader that coaches respect and teammates trust.
- Has a strong work ethic.
- Stays composed under pressure.
- Shows good sportsmanship. Win with class, lose with dignity.
- Willing to confront a difficult situation with teammates in a tactful fashion.
- Puts the team's goals ahead of personal goals.
- Respects coaching staff.
- Goes out of their way to connect with all teammates regardless of age or ability.
- Make wise decisions in all circumstances. Will set the example of how to best represent the community and School District of Jefferson.

XIII. TRANSPORTATION

Students must travel with the team/club on a school-authorized vehicle to and from contests, practices, etc. that require transportation. The Athletic Travel Release form should be signed by parent and returned to school the day before an event if the student is to ride home with the parent. If a parent/guardian is present at the contest, the student may ride home with his/her parent/guardian provided the parent/guardian gives a written statement directly to the coach in charge before departure from the contest. Students are not allowed to ride with someone other than their own parent/guardian unless previous approval has been received and granted from the principal or designee.

ADMINISTRATIVE RIGHT TO ADJUST

The administration has the right to change/adjust any and all policies in this co-curricular code handbook if the administration feels it is necessary.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

Co-Curricular Clubs & Athletics

Research continues to support that students who are actively engaged in co-curricular activities in high school tend to perform better academically. Additionally, co-curricular participation helps to provide a more positive experience. Jefferson High School provides a rich tradition of co-curricular clubs for students to be engaged in. The following is a list of co-curricular clubs that students can join.

JEFFERSON HIGH SCHOOL CO-CURRICULAR

AFS
Band
BASIC/FCA
C.A.T.S. (Certified Auditorium Tech Support)
Chess Team
Choir
Coding Club
Drama Club
Eagle Buddies
Eagle Crew
eSports
Europe Trip
FBLA & DECA
FFA
Forensics Team

History Bowl
Hope Squad
HOSA
J-Club
Kickball Club
Latino Club
Model UN
NAHS (National Arts Honor Society)/
Art Club
NHS (National Honors Society)
Prom
Rotary Interact
Skills USA
Sociedad Honoraria Hispánica (SHH)
Student Council
Team Trivia

Tomorrow's Hope
Tri-M
Unity for Equality
Baseball
Basketball (Girls & Boys)
Cross-County (Girls & Boys)
Cheer
Football
Gymnastics
Golf (Girls & Boys)
Swimming (Girls & Boys)
Soccer (Girls & Boys)
Tennis (Girls & Boys)
Volleyball
Wrestling (Girls & Boys)