



**SCHOOL DISTRICT OF ASHLAND**  
— EXCELLENCE IN EDUCATION —

Ashland Middle School

# Co-Curricular Handbook

## 2022-2023

This handbook is a collection of selected policies and administrative guidelines,  
as well as rules and regulations of the School District of Ashland.  
If there is a conflict between Board policy and this handbook, the Board policy shall take precedent.

BOE Approved: 5/25/2022

# TABLE OF CONTENTS:

<b>ATHLETICS AND CO-CURRICULAR ACTIVITIES</b>	<b>3</b>
<b>DISCIPLINE POLICIES AND PROCEDURES FOR CO-CURRICULAR PROGRAMS</b>	<b>4</b>
<b>RULES AND REGULATIONS GOVERNING ATHLETIC TEAMS &amp; RELATED ATHLETIC GROUPS</b>	<b>6</b>
Attendance:	7
Academic Eligibility:	7
School Conduct:	8
The Appeals Process:	9
Reporting Procedures:	10
<b>GLOSSARY:</b>	<b>11</b>
<b>CO-CURRICULAR PARTICIPATION FEE SCHEDULE</b>	<b>12</b>
<b>NONDISCRIMINATION POLICY AND PROCEDURES</b>	<b>12</b>

### SCHOOL DISTRICT OF ASHLAND CO-CURRICULAR VISION

The vision for co-curricular activities at the School District of Ashland is to create safe, fun and positive experiences for students to build character and find their passion.

### GUIDING PRINCIPLES

- Uphold a sense of purpose and a connection to why these activities are important
- Instill integrity and accountability
- Support a sense of personal belonging and value
- Advance the concepts of success, teamwork, and sportsmanship with students and adults
- Foster student-driven opportunities
- Keep students at the center of all offerings
- Strengthen the overall sense of community

Ashland Middle School offers a wide variety of co-curricular opportunities for its students. These activities are designed to help students become better citizens and to enhance their school experience. Besides meeting new people, seeing new things, and going places, you get the satisfaction of contributing to yourself and your school. Participation in extra/co-curricular activities enhances character development, proper health habits, team and school spirit, and good citizenship.

Also remember that it is a **privilege** to participate in any school-sponsored activity. Participants in the co-curricular program are expected to conduct themselves in a manner that will bring credit to themselves, their school, and the community. Therefore, compliance with all the code regulations is necessary for participation.

Enjoy your years at Ashland Middle School! Have fun, follow the rules, and take pride in being an Ashland Oredocker.

*Please keep this handbook at home for your reference.*

*By signing the co-curricular code, you have agreed to abide by the content of this handbook year round (365 days of the year) and will be held accountable for your conduct.*

*Prior to participation, students must be academically eligible, have a physical or alternate year card on file, have turned in a signed co-curricular card, and have paid all fees to the coach/advisor prior to the first practice.*

*The co-curricular director will keep these items on file.*

## DISCIPLINE POLICIES AND PROCEDURES FOR CO-CURRICULAR PROGRAMS

Participating in co-curricular activities sponsored by Ashland Middle School is a privilege extended to every student. It is our belief that students electing to participate in these activities must accept the responsibility of conducting themselves in a fashion that reflects positively both on themselves and the school and its programs.

The School District of Ashland is serious about teaching that alcohol and drug use is harmful. Rules and regulations are contained policies that relate to the abuse of alcohol and other drugs:

- [Policy 5330 - Administration of Medication/Emergency Care](#)
- [Policy 5330.01 - Self-Administered Medication](#)
- [Policy 5512 - Use of Tobacco and Nicotine by Students](#)
- [Policy 5530 - Drug Prevention](#)

For purposes of this Handbook, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Wisconsin statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes"; anabolic steroids; any other illegal substance so designated and prohibited by law. The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

**These co-curricular programs are divided into three groups.  
Each group has its own rules and regulations that must be followed for continued eligibility.**

### Section A - Athletic Teams and Related Activities

- Basketball
- Cross Country
- Cross Country Skiing
- Track & Field
- Volleyball (girls)
- Wrestling (boys)

#### 'SECTION A' - Athletic Teams and Related Activities - Penalties for Violation

*The Director of Athletics and Activities will give notice to the coach/advisor stating the student's ineligibility to participate.*

### Violations

1. Use, possession, distribution or selling of drugs and other controlled substances forbidden by law. A medication consent form must be on file in the health office for prescription drugs.
2. Conducting oneself in a manner which is contrary to the ideals, principles, and standards of the School District of Ashland school's student handbook (resulting in a 3- day or more suspension or expulsion) or the WIAA. Violating any civil or criminal law or being, or be involved in hazing, harassment or discrimination, destruction of property, shoplifting or bullying.
3. A participant shall not attend or knowingly remain at gatherings where drugs or controlled substances forbidden by law are present, even if they are not consuming these substances. It will be the student's responsibility to leave the gathering. This rule is not intended to include family gatherings where alcohol is served - such as weddings, anniversaries, birthdays, graduation parties, etc., or monitored events within licensed establishments as long as students follow the intent of the co curricular code. Parental permission

does not override the provisions of this code.

***NOTE:** If a student is under the direct supervision of his/her legal parent/guardian and does not ingest drugs and/or other controlled substances forbidden by law, he/she is not in violation of this provision.*

4. A participant shall not knowingly remain in a motorized vehicle (within good judgment of location and circumstance) alone or with other individuals where alcohol, tobacco, drugs, and other controlled substances forbidden by law are present. A participant shall remove from the situation as soon as they are safely able to do so.

## Penalties for Violation

*The Director of Athletics and Activities will give notice to the coach/advisor stating the student's ineligibility to participate.*

**1st Offense:** Violator will be suspended from athletic competition for one (1) contest (not a scrimmage). A contest is defined as an interscholastic competition, played under rules, with officials (not a scrimmage). If the violation is the result of an alcohol or other drug offense, the student-athlete (accompanied by a parent/guardian) must enroll in the Brief Intervention and Referral to Treatment (BIRT) program, or a similar program if available.

Students will continue to practice with the team during the suspension period, but will not suit up or travel. Students are expected to attend home events in street clothes, on the bench with their team. If less than one contest remains on the schedule, the remaining suspension will carry over into the contests of the next sport in which the athlete participates.

**1st Offense Reduction:** Students may reduce the suspension from competition to zero games missed if he or she completes 5 service hours and restorative practices. These hours must be complete before returning to competition.

**1st Offense Self-Reporting Clause:** Any athlete who self-reports a code of conduct violation will complete 5 service hours before returning to competition, with no further penalty.

**2nd Offense:** Violator will be suspended from athletic competition for three (3) contests. Students must complete 5 service hours and restorative practices. These hours must be complete before returning to competition.

If the violation is the result of an alcohol or other drug offense, the student-athlete (accompanied by a parent/guardian) must enroll in the Brief Intervention and Referral to Treatment (BIRT) program, or a similar program if available. The student will provide the school office with written documentation of continued program compliance. Students will continue to practice with the team during the suspension period, but will not suit up or travel. Students are expected to attend home events in street clothes, on the bench with their team.

**3rd Offense and Further Violations:** Violator will be suspended from further athletic competition for 75% of scheduled games at the time the schedule is published (rounded up) for the activity in which he/she is participating. Students must complete 15 service hours and restorative practices, which must be complete before returning to competition. If the violation is the result of an alcohol or other drug offense, the student-athlete must undergo, at his/her expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, and follow recommendations by that agency. The athlete may practice during this suspension, provided a roster spot is available. The athlete will be required to follow all established team rules regarding practice attendance, conduct, etc.. The athlete is expected to attend home events as a spectator.

## Automatic Level Progression

**Note:** It is possible for a student to move more than one level (offense) due to a single incident. An example is a situation in which a student is facing his/her first violation, and was found to have hosted a gathering/party and then lied about having hosted it. This student would progress from the first offense to the second offense, thus creating a third offense. Students are encouraged to take responsibility for their actions, on and off the field.

- A. Any person who has a gathering (2 or more people) at their home/property, owned, rented or leased, where alcohol or drugs are being used, will be given a penalty at the next-highest level above the level they would normally be suspended. Example: If a student hosts a party and it is his/her first violation, because the party was at his/her home/property, they would be given the penalty as if it was their second offense.
- B. Students who have been dishonest about their own participation in the code violation when questioned by administration will be given a penalty at the next-highest level above the level they would normally be suspended. Student athletes are encouraged to take responsibility for their actions, on and off the field.
- C. Per the WIAA, a 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.). The school must provide an opportunity for the student to be heard prior to any penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

### Completion of Service Hours

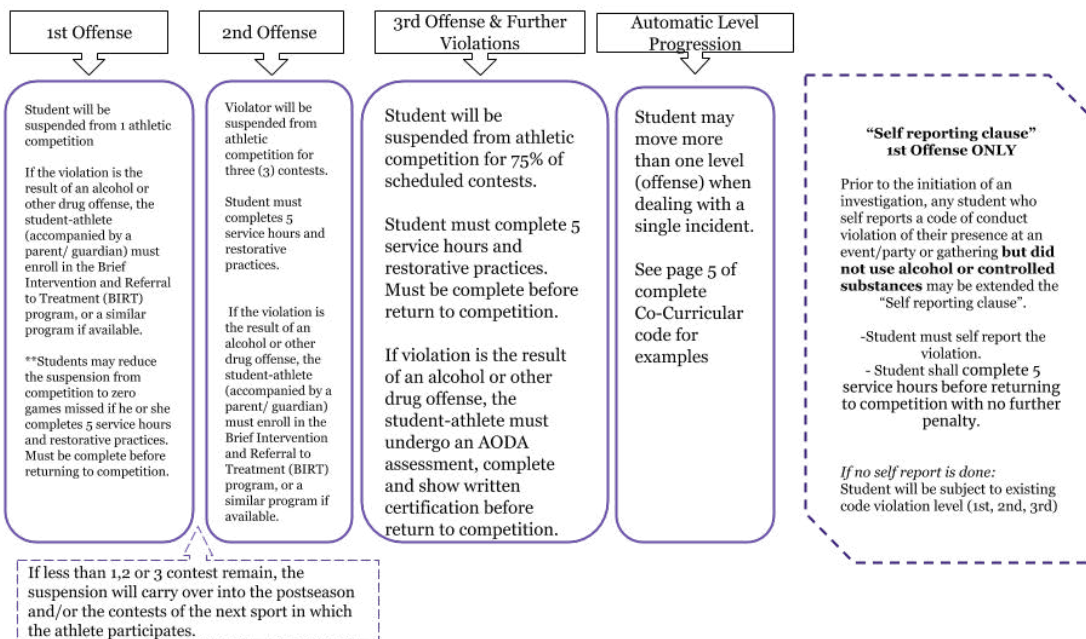
Community service hours must be completed at a nonprofit, not-for-pay, pre-approved facility by the Director of Athletics and Activities. Students are required to turn in the following information:

- The name of the facility
- The facility location and phone number
- The name of the supervisor
- The number of hours completed
- A signature from the supervisor verifying the hours completed

### Section A:

#### Section A: Athletic Team and Related Activities - Penalties for Violations

~ Volleyball                      ~ Wrestling  
 ~ Basketball (boys & girls)    ~ Cross Country (boys & girls)                      ~ Cross Country Skiing



## RULES AND REGULATIONS GOVERNING ATHLETIC TEAMS & RELATED ATHLETIC GROUPS

### Attendance:

A full day of attendance is mandatory on the day of a practice, contest, or event. Judgment on special circumstances, such as family emergencies, medical or dental appointments, field trips for school or college visits, will be left at the discretion of the student's administrator. The discovery of a violation of this attendance policy on an event or contest day will result in suspension from participation of an event/contest that day or the next event/contest. It is also mandatory for students to attend the entire day of school following an event.

### Academic Eligibility:

The responsibility is on the child and their parent/guardian to stay informed of the student's academic eligibility. If a student is in need of additional classroom assistance (i.e., tutoring) talk with the teacher, a guidance counselor, and the coach/advisor immediately so the issue can be addressed BEFORE academic eligibility is lost. Athletic participation is offered to students who maintain acceptable classroom performance, as described below.

1. A student must pass all classes each quarter to participate.
2. A student failing one or more classes will be ineligible until that student shows they are passing all of their classes. Students will be eligible to practice during this time, but will not suit up for home events or travel with the team to games. A student may participate in a scrimmage, as long as there is no loss of school time.

#### To become eligible the student:

- Students are responsible to pick up a grade check form from the guidance office and have each teacher complete and sign the grade check form indicating the student-athlete's current grade (P, D, or F).
  - The student is required to submit a grade check form to the coach/advisor by 4:00 p.m. the day of competition, with passing grades in all classes to remain eligible.
  - Failure to submit a grade check form to the coach/advisor will result in immediate loss of co-curricular eligibility until the form is turned in.
3. The ineligibility status described in the introduction to this section will be adjusted as follows for students where the date of earliest allowed competition is before the first day students are in class. Fall Sports – a student must show they are passing their fall classes if carried over from the previous year.
  4. A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period and a completed grade check report turned in to the athletic office.
  5. A student's eligibility may be based on meeting the requirements of his/her Individual Education Plan (IEP).
  6. An athlete's eligibility status will be determined when grading is completed. Coaches will be notified of that status through the athletic and activities office.
  7. A student must meet school and DPI requirements defining a full-time student.
  8. In lieu of the grade check form, a student may continue to compete based on meeting the requirements of his/her Individual Education Plan (IEP).

Section A:

**Section A: Athletic Team and Related Activities - Grade requirements**

- ~ Volleyball
- ~ Wrestling
- ~ Basketball (boys & girls)
- ~ Cross Country (boys & girls)
- ~ Cross Country Skiing

1 or more Failing Grade(s) at the conclusion of a each Quarter

A student failing one or more classes will be ineligible until that student shows they are passing in all of their classes. Students will be eligible to practice during this time, but will not suit up for home events or travel with the team to games. A student may participate in a scrimmage as long as there is no loss of school time.

To become eligible the student shall

- Students are responsible to pick up a grade check form from the guidance office and have each teacher complete and sign the grade check form indicating the student-athlete's current grade (P, D, or F).
- The student is required to submit a grade check form to the coach/advisor by 4:00 pm the day of competition with passing grades in all classes to remain eligible.
- Failure to submit a grade check form to the coach/advisor will result in immediate loss of co-curricular eligibility until form is turned in.

Student is expected to attend practices, follow team established rules, attend home contests (not suit up) and travel (not suit up) -travel as long as there is no loss of school time, departure cannot take place before the end of the school day.

Eligibility is based passing quarter grade. I.e. student can pass the semester though fails the quarter, they would then become ineligible.

Any incomplete in a course must be complete to a passing grade within 14 days. Athlete will be remain ineligible until incomplete is a passing grade.

\*If your sport begins during quarter (exception of fall sports) your eligibility is determined by grade of that quarter\*

1st Quarter- Impacts fall sports playoffs and winter sports

2nd Quarter- Impacts winter sports

3rd Quarter- Impacts spring sports

4th Quarter- Impacts spring sports playoffs and fall sports (will carry over unless made up in the summer).

Academic Eligibility: Co-curricular participation is extended to students who maintain acceptable classroom performance. Parent/Guardians are encouraged to be active participants in ensuring their student is performing in the classroom. The School District of Ashland has given all parents individual access on Skyward to view child(ren)'s school information on-line.

**School Conduct:**

Students participating in co-curricular activities are expected to conduct themselves in a manner that will bring credit to themselves, their school, and the community. Students will be held accountable for their actions in and out of the classroom.

**Expulsions:** Students expelled from school will not be eligible to participate (either in practices or games) in any of the activities listed in Section A, B and C while expelled. Students cannot be on school grounds or at any school events while serving out an expulsion.

**Out-of-School Suspension (OSS):** Students assigned to an out-of-school suspension will not be allowed to participate in athletic activities the day(s) of the assignment, with a minimum of one event day.

**Reminder:** Students may not practice, be on school property, or participate in any school function during an OSS.  
**Students completing PASS or a similar behavioral plan will remain eligible.**

**Habitual Truancy:** Students who are habitual truants shall be suspended from participation in athletic activities. Students may earn reinstatement by having 15 days free of unexcused absences. Further unexcused absences will cause additional suspension from co-curricular activities.

HABITUAL TRUANT is defined under Wisconsin Statutes as 'a pupil who is absent from school without an acceptable



excuse under sub.(4) s.118.15 for part or all of five (5) or more days on which school is held during a school semester.'

#### **Additional Provisions:**

1. Conduct unbecoming a student or unsportsmanlike conduct as a participant, spectator, or student will not be tolerated and may result in additional co-curricular sanctions, per the discretion of the administration in consultation with the coach.
2. If a student is not involved in an activity at the time of the infraction, the penalty will start with the next activity in which the student participates.
3. Students cut from a sport that they have previously participated in will be released to participate in any other sport that season.
4. Conditions of self-referral: If a student voluntarily comes forward and reveals an AODA concern that is of his/her own admission, the student will not automatically be ruled ineligible for co-curricular activities. A student admitting to having AODA concerns is not absolved from abiding by the co-curricular code and serving the penalties for violating the code.
5. Penalties may overlap into more than one activity. The student must complete the penalties assigned in each category to regain eligibility in both groups.
6. If, while at a school-sponsored event, a student has not abided by the co-curricular code, his/her parents/guardians will be called and may be required to pick up the student immediately.
7. A student will not be able to participate in another activity until all equipment is turned in and fines/fees are paid from previous activities.
8. For road events, a student must return home with the team/organization unless a parent/guardian signs out the student with a coach after the event. Any other travel arrangements to and from an event must be requested in writing at least one day prior to the event with the Athletic and Activities office. The Director of Athletics and Activities will notify the coach of any such arrangements.

*All participants in the above activities shall follow the rules set forth year round (365 days, 366 during leap years), in and out of school.*

#### **The Appeals Process:**

Per the WIAA, a 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.). The school must provide an opportunity for the student to be heard prior to any penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

Any participant and/or the participant's parent/guardian may appeal the guilt/innocence of a code violation placed upon the student or indicate that due process was not followed. This procedure will be followed in the event a student and/or the student's parent/guardian wish to pursue the matter. Parties desiring to do so must notify the school principal, in writing, of their desire to appeal, within five (5) working days (not school days) of notification of a violation. Students will not be allowed to participate in their current sport until the final decision is rendered. The appeals process will align with Policy 9130 Complaints and 9130 Complaints Administrative Guidelines.

The school board, in its approval of the code of conduct, will recognize the appeals council appointed by the Director of Athletics and Activities. The council will consist of three people: the high school principal, a coach (not connected with the student's current sport), and a staff member. The council, with the exception of the principal, will serve a two-year term. The Director of Athletics and Activities will assign substitutes when a member of the council asks to be removed for matters of conflict of interest. The co-curricular council meeting will be conducted

by the principal. The majority rules on all appeals council decisions.

The Director of Athletics and Activities then informs the student and parent/guardian of the council decision within five (5) working days. This shall be the final appeal step and the decision is not appealable to the school board.

NOTE: The coach/advisor of the participant involved may represent the participant as a non-voting member.

[https://docs.google.com/drawings/d/1r7aW4h8bnz9iES8iZ-S1rdgOx1TckSIYs1hydWt\\_7\\_M/edit](https://docs.google.com/drawings/d/1r7aW4h8bnz9iES8iZ-S1rdgOx1TckSIYs1hydWt_7_M/edit)

### Reporting Procedures:

Violations or suspected use may be observed or reported by administrators, faculty, parents, and other members of the community.

1. When a violation occurs at a school-sponsored event, a written report will be filed and the athletic suspension policy process will begin. Coaches and club advisors should not interrogate students. Listening to gossip, rumor, or hearsay should be avoided.
2. When a violation is observed by school personnel outside of school-sponsored events, a written report of the incident will be filed with the principal, assistant principal, or Director of Athletics and Activities. The co-curricular suspension process will begin. After a student has been questioned about the incident, a parent/guardian will be contacted before the student is released from the office.
3. Suspected violations reported by school or non-school personnel will require a written report, including the date, time, place, people involved, and a description of the occurrence. No anonymous information will be investigated.
4. Electronic evidence showing a student is in violation of the co-curricular code including, but not limited to, electronic devices, pictures (Facebook, for example) or other internet sites will be accepted, along with the required written report.
5. When a written report is filed with the administration, the athlete and parent/guardian will be notified of the accusation as soon as possible.

### Section B - Other Co-Curricular Activities

- Destination Imagination
- Drama
- Student Council
- Trap
- Weightlifting

#### 'SECTION B' - Penalties for violation of Rules and Regulations

(SECTION A participants are exempt from this penalty unless required by AODA/BIRT assessment, the legal system or the athletic department)

**1st Offense:** 5 service hours

**2nd Offense:** 10 service hours

**3rd Offense:** Suspension from co-curricular participation for the remainder of the semester

**Expulsions:** Same as listed above.

**Completion of Service Hours:** Community service hours must be completed at a nonprofit, not-for-pay, pre-approved facility by the advisor/coach/administration. Students are required to turn in the following information:

- The name of the facility
- The facility location and phone number
- The name of supervisor

- The number of hours completed
- A signature from the supervisor verifying the hours completed

**Automatic Level Progression:** Same as listed above.

**Attendance:** Same as listed above.

**Academic Eligibility:** Same as listed above.

**School Conduct:** Same as listed above.

**Expulsions:** Same as listed above.

### Section C - Special Events, Clubs, and Programs Activities

- Assembly programs
- Foreign language sponsored trip
- Music Dept. fundraised Trip
- Other school-sponsored event, club, or program not listed.
- Washington, D.C. fundraised trip

#### 'SECTION C' Penalties for violation of Rules and Regulations

Any penalties governing the activities in Section "C" will be administered at the discretion of the building principal and club advisor.

**CODE VIOLATIONS:** A student participating in co-curricular activities is governed by this code of conduct 365 days (366 for leap years) of the year, in and out of school. Penalties for violation in all the above activities will carry over from activity/sport to activity/sport, and to the following academic year or season. If a violation occurs, the student is responsible for letting the Athletic and Activities Director, advisor, coach, and/or administration know about it.

**Automatic Level Progression:** Same as listed above.

**Attendance:** Same as listed above.

**Academic Eligibility:** Same as listed above.

**School Conduct:** Same as listed above.

**Expulsions:** Same as listed above.

### GLOSSARY:

**Academically:** (Incoming freshmen only). Students, who as eighth graders, earned one or more Fs at the end of the fourth quarter grading period.

**Appeal:** A process that takes place when a student feels they were wrongly accused.

**Calendar Year:** 365 days, clear on the 366th (leap Year – 366 days, clear on the 367th).

**Contest:** A competition in which officials oversee the event and score is kept; it is a game that will count toward the maximum number allowed in a season.

**Controlled Substance:** Any item that violates a state law or local ordinance regarding the possession, purchase, sale or consumption of alcohol, tobacco, drugs, or other controlled substances forbidden by law.

- [5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS](#)
- [5530 - DRUG PREVENTION](#)

**Scrimmage:** An extension or variation of a practice.

**Truancy/Acceptable/Unacceptable Absences:** This is done on a case-by-case basis by school administration.

**Unsportsmanlike behavior or conduct:** Physical or verbal taunting/baiting/harassing, fighting, cursing / unacceptable language or gestures, or removal from game or grounds as a participant or spectator.

**Work Off:** Actively serve/fulfill the penalties for a violation(s).

### CO-CURRICULAR PARTICIPATION FEE SCHEDULE

Activity	Fee
Basketball	\$25
Volleyball	\$25
Cross Country	\$25
Cross Country Skiing	\$25
Drama	\$25
Wrestling	\$25
Destination Imagination	\$25
Track and Field	\$25

- Those Receiving Free Lunch: No Participation Fee
- Those Receiving Reduced Lunch: 50% of Participation Fee
- Maximum Individual Fee per Year: \$115.00
- Maximum Family Fee per Year: \$230.00

### NONDISCRIMINATION POLICY AND PROCEDURES PUBLIC NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the School District of Ashland that no person may be denied the benefits of, or be discriminate against in any curricular, extra-curricular, pupil service, recreationa, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or prenatal status, sexual orientation or physical, mental, emotional, or learning disability or handicap as required by (Sec 118.31) Wis. Stat. This policy also prohibits discrimination as defined by the Title IX of the Education Amendments of 1972 (sex), Title VI or the Civil Rights Act of 1964 (race and natinoal origin), and Sec 504 of the Rehabilitation Act of 1973 (handicap).