

376 – CO-CURRICULAR CODE **Changes on page 3**

INTRODUCTION

Activities outside the classroom called Co-Curricular, provide opportunities that assist Co-Curricular participants in the development of their mental, physical, social, and emotional well-being. The district strives for quality in preparation, in cooperation, and in the efforts of its participants.

PHILOSOPHY

1. Co-Curricular activities shall be a part of the overall educational program and provide educational experiences not otherwise provided in the curriculum.
2. Co-Curricular opportunities shall be available to all Co-Curricular participants and benefit the Co-Curricular participants who participate in them.
3. Co-Curricular participants shall be provided maximum participation opportunities which may include entry levels of competition.
4. Co-Curricular opportunities shall provide for the development of attitudes, cooperation, and responsible individual/team participation when competitions are involved
5. Co-Curricular activities shall provide opportunities to observe, develop, and exemplify cooperation.
6. Co-Curricular activities shall develop an awareness and realization in Co-Curricular participants that participation is a privilege with accompanying responsibilities.

CO-CURRICULAR ACTIVITIES OFFERED

Yearbook Staff Art Club Spanish Club Letter Club Class Officers Drama National Honor Society (NHS) Health Occupation Students of America (HOSA) Family Consumer Sciences (FCS) Future Business Leaders of America (FBLA) Future Farmers of America (FFA)	Forensics Music (if no credit, nongraded) Co-Curricular Participant Council Prom Court Homecoming Court Archery Club Math League Distributive Education Clubs of America (DECA) Fellowship of Christian Athletes (FCA) Quiz Bowl
--	---

APPLICATION

The expectations outlined in this policy are in effect from the moment a Co-Curricular participant first enters Auburndale Middle School until he/she graduates from Auburndale High School. These expectations must be maintained year-round, in and out of the activity calendar, as well as on and off the performance opportunities. This applies to all Co-Curricular participants participating in co-curricular activities.

RULES OF ELIGIBILITY

Participation in any Auburndale School District co-curricular program is a privilege, not a right. Co-Curricular participants must abide by specific rules of eligibility. These rules of eligibility are established by sanctioned governing bodies and are supplemented by locally developed Auburndale School District rules. All Co-Curricular participants and parents and/or guardians are required to electronically sign the co-curricular code agreement prior to competing in any Auburndale School District co-curricular program.

The Auburndale School District Administration retains jurisdiction over all Co-Curricular participants with regard to the enforcement of the rules set forth in this policy. At any time, subsequent to the Co-Curricular participant's first day of participation in any Auburndale School District co-curricular program as a Co-Curricular participant, these rules remain in full force and effect.

ORGANIZATION RULES

Advisors may provide additional rules. If applicable, these must be signed and turned into the advisor.

RULES FOR ACADEMIC ELIGIBILITY

The School District of Auburndale has developed rules that supplement those of the Co-Curricular organization if applicable. They consist of the following:

1. Eligibility for any nine-week period shall be determined by a Co-Curricular participant's quarter ending grades from the most recent grade-reporting period or the past quarter grades at year's end. The following are the criteria that determine the academic eligibility of Co-Curricular participants at the high school and middle school level:

- a. A Co-Curricular participant must meet school and DPI requirements defining a full-time Co-Curricular participant and have received no failing grades (including incompletes) in the most recent grade-reporting period.
- b. A Co-Curricular participant regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period.
- c. A Co-Curricular participant may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or other school provided the Co-Curricular participant successfully completes not less than the same number of courses which caused ineligibility.
- d. The end of quarter grades rendering a Co-Curricular participant ineligible will result in a suspension from participation for 15 school days/nights.

2. The ineligibility status for Co-Curricular participant in Fall co-curricular organizations in which the date of the first meeting is before the first day Co-Curricular participants are in class:

Co-Curricular participants with more than one failing grade in fall Co-Curricular organization: The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed event in

an activity or (2) one-third of the maximum number of events/meets allowed in an activity (rounded up if one-third results in a fraction). Once classes start Co-Curricular participants will be required to follow the weekly academic eligibility grade check process.

Co-Curricular participants with one failing grade in fall Co-Curricular organization:

The minimum ineligibility period shall be 21 consecutive calendar days beginning with the date of the first meeting. Once classes start, Co-Curricular participants will be required to follow the academic eligibility process.

3. The first day of ineligibility is the first day of school following the previous grading period. If a Co-Curricular participant-athlete competes in a co-curricular event before the grade reports are submitted to the school administrator, the first day of ineligibility is the date of final grade submission.

4. A Co-Curricular participant placed on academic probation must complete the Academic Eligibility Progress Report indicating they are passing all classes. This form is available in the office and must be turned into the building principal or his/her designee upon completion. Reinstatement will not occur until the Academic Eligibility Progress Report is completed and turned in.

Grade Check Requirements: At the 3-week mark of each quarter, there will be a grade check for each Co-Curricular participant. If the Co-Curricular participant has multiple failing grades, or **has at least one failing grade**, he/she will be required to attend After-School Resource until all grades are passing. After-School Resource is a 40-minute resource study hall that will be held from 3:20 pm - 4:00 pm Monday through Friday with a certified teacher. After-School Resource will begin on the first day of practice immediately following the 3-week grade check. If the Co-Curricular participant does not attend these study sessions, he/she will not be eligible to practice or participate in an event within their activity.

ATTENDANCE

A Co-Curricular participant must be present at all classes on the day of a practice or event to be eligible to participate. Only permission from school administration will permit a Co-Curricular participant to participate in an event after missing classes. Such examples of excused reasons would be attendance at a funeral, a doctor, dentist, or other medical health care provider appointment, an absence that is related to a classroom grade (e.g. field trip), or the like. Co-Curricular participants may not participate in any event or practice if they are out ill for any or all of the school day without permission from school administration. All excuses are cleared through the high school office. Co-Curricular participants are expected to continue to meet with the organization during their academic probation.

PERSONAL CONDUCT

Participation in Co-Curricular activities is a privilege, not a right. All Co-Curricular participants are expected to conduct themselves in an ethical and honorable manner that brings pride to the School District of Auburndale. Any conduct contrary to the ideals, principles, and policies of the district, the organization, or in violation of the Co-Curricular participant handbook, including, but not limited to, criminal behavior, is prohibited. Any Co-Curricular participant whose conduct is judged to reflect a discredit upon themselves, the organization, or the district will be subject to disciplinary action as determined by the advisor, and Principal and his/her designee.

NOTE: Parents/guardians should note that each advisor can establish policies related to that co-curricular program. It shall be the advisor's prerogative to suspend any Co-Curricular participant from an organization whom they consider a demoralizing influence or a detriment to that program.

1. Conduct Unbecoming of a participant: This includes any of the aforementioned types of activity and also includes any conduct that diminishes a Co-Curricular participant's character or reflects poorly on the School District of Auburndale. This conduct may be illegal, but not cited, injurious to others or their property, hurtful to others, or setting a poor example for younger Co-Curricular participants. This also includes:
 - a. Out of School Suspension
 - b. Flagrant misbehavior in class
 - c. Disrespectful attitude towards school personnel
 - d. Violation of co-curricular activity rules.
 - e. Other conduct which adversely affects and relates to the management of the school
 - f. Inappropriate Conduct - Any abusive, threatening or obscene language or gestures, or acts that provoke ill will or are demeaning to others, to judges, or to the competitive event. This includes physical acts during the co-curricular activity that are intended to cause injury.
 - g. Harassment/Hazing - Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a Co-Curricular participant for the purpose of initiation, membership, or affiliations with any co-curricular organization. Any hazing activity, whether by an individual or by a group, shall be presumed to be a forced activity even if a Co-Curricular participant appears to be a willing participant. The Auburndale School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No Co-Curricular participant, parent volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.
 - h. In the Presence Of - Co-Curricular participants are not allowed to be in the presence of tobacco, vapor pens/E-cigarettes, alcohol, or other drugs where those substances are being dispensed illegally. A Co-Curricular participant who is in the presence of tobacco, vapor pens/E-cigarettes, alcohol, or other drugs that are being illegally dispensed, must leave as soon as they can decide to do so and notify School Administration by the end of the next school day. This will

significantly reduce the possibility of the Co-Curricular participant being found guilty of the use of illegal substances. Co-Curricular participants must notify the Principal and his or her designee within 72 hours if incidents happen over the summer.

- I. Criminal Behavior - Acts that result in or could have resulted in the Co-Curricular participant being arrested by law enforcement will not be condoned. It should be understood that there is no obligation on the part of the administration to wait for the judicial process to run its course in deciding. Therefore, even while misdemeanor charges are pending and adjudicated, the Co-Curricular participant may be suspended and participation denied.

Consequences for Conduct Unbecoming of a Co-Curricular Participant: The disposition of each case will be based on each incident's individual set of circumstances. The School Administration will determine minimum penalties for any unacceptable conduct contrary to the ideals, principles, and standards of the school district and the organization

Minimum Action - Conference with Co-Curricular participant and parent(s)/guardian(s) contacted.

Maximum Action - Suspension from Co-Curricular activity (activities) for a period of one year.

2. Use/Possession of Illegal Substances: Use and/or possession of tobacco, vapor pens/E-cigarettes, alcohol, or other drugs are not allowed. This also includes performance enhancing substances (i.e. anabolic steroids, stimulants, hormones, etc.)

Consequences for Use/Possession of Illegal Substances: Any Co-Curricular participant who voluntarily turns themselves in for a first violation of this code shall have the penalty reduced by one event of the original amount specified in the code.

First Violation - Suspension from participating in events for a period of 1/3 of the calendar year for the Co-Curricular organization. This suspension may be reduced to 1/9 of the season if the Co-Curricular participant completes the designated counseling program through the school counselor.

Second Violation - Suspension from co-curricular events for a period of one co-curricular season. This suspension may be reduced to 1/3 of the season. The Co-Curricular participant must complete an established drug or alcohol treatment program. This must be arranged and paid for by the Co-Curricular participant. The Co-Curricular participant must present proof of enrollment to school administration before they are able to participate in events. Proof of completion must be presented to school administration before the Co-Curricular participant is able to participate in the next co-curricular season -- this may vary depending on the length of the program the Co-Curricular participant is enrolled in.

Third Violation - Suspension from co-curricular activities for an entire calendar year.

Fourth Violation - Loss of co-curricular eligibility for the remainder of the Co-Curricular participant's high school career.

3. Cyber Image Guidelines: Any identifiable image, photo, or video that implies a Co-Curricular participant has been in the possession or presence of alcohol or drugs, or portrays actual use or out of character behavior or crime, shall be considered confirmation of a violation of the code of conduct. Since there is no way to establish a timeframe of where or when an image was taken, it shall be a responsibility that the Co-Curricular participant must assume. It should be understood that persons may attempt to implicate a Co-Curricular participant by taking or manipulating such images in order to place the Co-Curricular participant in a situation where he or she might be in violation of the code of conduct. This is another rationale for demanding that Co-Curricular participants not place themselves in the presence of illegal alcohol or drug use.

4. Other Consequences for Co-Curricular Participants:

- a. If a Co-Curricular participant initiates a “new” activity for the purpose of satisfying the suspension and does not complete that activity season commitment, the suspension will not be considered fulfilled and will carry over to the next activity season.
- b. A Co-Curricular participant who is also a student-athlete who is suspended for a code violation and is competing or participating in multiple sports/activities during a single season, must serve the suspension in their “primary” sport. The student will be ineligible in both the sport and activities until the suspension is fulfilled.

INVESTIGATION PROCEDURES

Any individual may choose to report a violation of the code of conduct verbally or in writing to the Principal, his or her designee; an Advisor, Teacher, or Counselor.

Once an alleged violation has been reported to School Administration, an investigation to determine the nature of the allegations shall begin immediately.

1. School Administration or his/her designee will interview the Co-Curricular participant as to the reason(s) for suspected code of conduct violation(s) in an effort to confirm or refute the allegation.
2. After this initial review, parental notification will be made by school administration or his/her designee regarding the alleged violation, the outcome of the initial review, and next steps.
3. In the event the initial interview does not bring resolution to the investigation, school administration will further investigate through interviews with those who may be aware of the violation(s), and/or those who may be involved with such violation(s).
4. If there is reasonable evidence of a suspected alcohol or drug violation, a Co-Curricular participant may be asked to take a timely alcohol or drug test to confirm his or her recent alcohol or drug status. Furthermore, the Co-Curricular participant may be required to submit to more frequent testing during his or her co-curricular activity.

5. Failure to provide the results of such a test or to submit to the test will be considered, as far as remedies and consequences are concerned, confirmation of a violation.
6. The approved and appropriate remedies and consequences for the type of violation will be applied and enforced.

In the event a confirmation is made, it is the responsibility of school administration to determine consequences in a manner that is consistent with those described in the code of conduct. While there is an expectation of consistent application of the consequences, it should be understood that no two incidents are exactly the same and consequences may differ based on the circumstances involved.

The primary goal of disciplinary consequences is: first, to put ownership of the violation(s) with the Co-Curricular participant; second, to offer a process for change; third, to involve the Co-Curricular participant's parent(s)/guardian(s) in the process of education, correction, and restoration; and fourth, to give the Co-Curricular participant every possible opportunity to rectify such behaviors.

COOPERATION

It is important for all Co-Curricular participants to understand that involvement in the School District of Auburndale athletic program is a privilege. With the responsibility of being a Co-Curricular participant comes a commitment to the conditions of this code of conduct. In the event that a Co-Curricular participant comes under investigation for a possible violation of the expectations outlined in this code, it is expected that the Co-Curricular participant (1) be truthful, (2) be forthcoming with information, (3) not be deceptive and (4) be cooperative.

Education is a major component of the Auburndale School District co-curricular program. A key to character growth is not whether or not you made a mistake, but whether you admit to and learn from that mistake. To encourage honesty and cooperation, school administration has the authority to reduce the penalties for any Co-Curricular participant who admits to a violation of the co-curricular code prior to the school authority finding out a violation has occurred or when initially confronted by school administration. No reductions are available for second through fourth offenses for use/possession of illegal substances.

Though it is expected, it is understood that a Co-Curricular participant, either one alleged to have committed a violation or one interviewed regarding a violation, does not have to be cooperative during an investigation. It should be similarly understood that school administration does not have to allow an uncooperative Co-Curricular participant to practice or participate until such time as the matter is resolved or at any point thereafter.

Therefore, if at any time during an investigation, either prior to or after the determination of guilt and/or consequences, it is determined that a Co-Curricular participant has lied, been deceptive, untruthful, or withheld information, school administration has within his/her power to impose a greater level of consequences. Great weight must be placed

on the privilege of representing the Auburndale School District and any Co-Curricular participant who would fail to be truthful and/or cooperative would jeopardize the perceived character of the Auburndale School District co-curricular programs.

Confirmation

Confirmation of a violation of the expectations outlined in this code of conduct may be provided by, but not limited to, any of the following:

- An admission by the offending Co-Curricular participant
- A positive reading for a restricted substance on a breathalyzer or medically conducted drug screening or test.
- Failure to provide the results of a medically conducted drug screening or test.
- Refusal to take a breathalyzer test or medically conducted drug screening or test.
- Evidence, circumstantial or otherwise, that would support the reasonable conclusion that a violation occurred.
- A credible eyewitness account.

Exoneration

Exoneration of an alleged violation may be provided by, but not limited to, any of the following:

- A negative reading for the substance in question on a breathalyzer or medically conducted drug screening or test.
- The absence of any credible evidence, either circumstantial or otherwise, that supports a violation occurred.
- Overwhelming evidence or conditions that would support the innocence of the Co-Curricular participant.

Appeal Process

1. A Co-Curricular participant remains ineligible throughout the appeal process.
2. An appeal of a personal conduct violation must be made in writing within three school days of notification to school administration.
3. Upon receipt of the appeal, the Principal will arrange a hearing with the Co-Curricular Council within three school days.
4. Co-Curricular Council -- Consists of two advisors and one faculty member who does not advise.
5. Co-Curricular Council Hearing -- The Principal will present their decision and the information that led them to that decision. The Co-Curricular participant may bring their parent(s)/guardian(s) and present their information. The Co-Curricular Council will hear both sides and ask questions throughout the hearing. The Principal and Co-Curricular participant will not be present during the Co-Curricular Council's deliberation. Once a decision has been made, it will be written up for the principal to present the decision to the Co-Curricular participant. Any further appeals may be made to the District Administrator.
6. Appeals of co-curricular rules that are not covered under the Co-Curricular participant code of conduct will first be presented to school administration.

Further appeals will be taken to the District Administrator where a final decision will be made.

Additional Co-Curricular participant Responsibilities

Travel

All co-curricular activity members will travel to out of town events by means of the transportation provided or organized by the Advisor. Co-Curricular participants may be released to their parents/guardians provided the parent/guardian personally (visually) approaches the advisor and signs the district sign out release form.

Co-Curricular participants will not ride home with someone other than their parent/guardian unless prior arrangements have been made with the Building Principal and Advisor. Failure to do so may result in a suspension from the co-curricular activity.

Injury

A Co-Curricular participant's health is of the utmost importance. It is a Co-Curricular participant's responsibility to notify their advisor of any injury to themselves or other participants. Failure to promptly notify the advisor could result in disciplinary action.

Care of School Equipment

The Co-Curricular participant is responsible for all equipment issued. Any school issued uniforms and equipment must be properly washed and cleaned before it is returned at the end of the co-curricular season. Lost, stolen, or damaged equipment will be paid for by the Co-Curricular participant or their parents/guardians. The Co-Curricular participant may not receive any awards, recognition, report cards will be held, and the Co-Curricular participant will not be able to graduate until all obligations have been completely resolved.

Quitting the Co-Curricular Activity

A Co-Curricular participant quitting any co-curricular activity may not immediately participate in another activity until the two advisors and school administration grant permission.

Co-Curricular participant/Parent Concerns and/or Questions

If a Co-Curricular participant or parent has any concerns or questions, their concerns and/or questions should be addressed in the following order: (1) Advisor, (2) School Administration and (3) District Administrator

Awards

In the event awards are presented, it will be left to the discretion of the advisor.

Adopted: September 21, 2022