



**Co-Curricular Activity Code**

*for Participation in the River Valley School District  
Co-Curricular Program*

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## I. DISTRICT PHILOSOPHY REGARDING CO-CURRICULAR PROGRAMS

It is the view of the River Valley School District that participation in co-curricular activities is a privilege, not a right. As such, this participation carries with it responsibilities and expectations that are extraordinary and may not be required of non-program participants. Furthermore, it is our belief that co-curricular participation can and should be an effective impetus to excellence, both in terms of academic achievement, and character development. Co-curricular activities have a crucial role to play in motivating students to achieve at higher levels than would be the case without co-curricular participation.

The River Valley School District co-curricular programs, therefore, operate on the principle that the student's participation in co-curricular activities can and should be a positive impact on student achievement. This in turn, creates the expectation that students in co-curricular activities will achieve above and beyond what would otherwise be required and expected of them. This does not just mean extra work so much as extra effort and an exceptional attitude.

When a student is performing below expectations, then his or her continued participation will be regarded as being in jeopardy. This handbook outlines policy matters related to the privilege to participate and any violations of the expectations that go along with such participation.

## II. CO-CURRICULAR PROGRAM CATEGORIES

### A. Category #1 (Activity season is roughly 3-4 academic quarters)

- French Club
- Future Farmers of America (FFA)
- Gay Straight Alliance (GSA)
- National Honor Society
- Skills USA
- Spanish Club
- Student Council
- Students Against Dangerous Decisions (SADD)

### B. Category #2 (Activity season is roughly two academic quarters)

- Forensics
- Jazz Band
- Madrigal Choir
- Math Team
- Mock Trial
- Vocal Jazz

### C. Category #3 (Activity season is roughly one academic quarter)

- Drama
- Musical

Program categories listed in this activity code include only those co-curricular activities not related to daily class work (a student cannot be denied education in a class from which they will receive an academic grade or credit toward graduation).

Students who violate the code and are involved in more than one activity will face disciplinary action in each of the categories affected.



### III. GOAL OF CO-CURRICULAR PROGRAMS

#### A. Goal

1. To provide the opportunity for our students to develop their physical abilities, academic skills, and personal character;
2. To honorably represent their school and community in school-sponsored activities; and
3. To continuously "raise the bar" of academic expectations and achievement over the course of their school career.

#### B. Expectations

In doing so, all co-curricular students are required to:

1. Exhibit good sportsmanship and fair play in both practice and competition;
2. Conduct themselves in an exemplary manner at all times in the performance arena;
3. Accept victory, defeat, or criticism in a mature and emotionally balanced manner;
4. Understand that participation in co-curricular activities is a privilege that involves a great deal of personal responsibility; and
5. Understand that their conduct and performance in the outside arena cannot be viewed separately or in isolation from their conduct and performance in the classroom.

### IV. ELIGIBILITY REQUIREMENTS

#### A. Academic Eligibility

To maintain co-curricular eligibility in the River Valley School District a student in grades 9-12 must meet all of the following criteria.

1. The quarterly grading period preceding an activity season will determine initial eligibility.
  - a. The student must not receive more than one failing grade (F) in the previous grading period;
  - b. The student must maintain a minimum 2.0 grade point average; and
  - c. The student must be considered a full time student and/or meet the eligibility requirements set forth by each individual activities' state and/or national governing association. Full time students must be enrolled in the equivalent of six classes. If part of these six classes is a work experience/apprenticeship/youth options, this must be approved by the principal.
  - d. If a student is ineligible, he/she will have three weeks to prove eligibility. Participant will remain eligible for participation during the three week probationary period. The same procedures are followed as defined in 2 a, b, c, d immediately below.
2. In addition, the quarterly grading period ending during an activity season determines ongoing eligibility for the season.
  - a. At the end of the quarterly grading period ending during an activity season, if a student becomes academically ineligible, he/she will have three weeks to prove eligibility. Participant will remain eligible for participation during the three week (15 school days) probationary period. After the student proves eligibility, they are eligible to participate until the end of the next grading period. At the end of three weeks (15 school days), if a student has not proven eligibility, that student is removed from the activity for the remainder of the activity season.



- b. If a student is ineligible at the end of a quarterly grading period within an activity season, the student is responsible for picking up an At-Risk Contract in the High School Office and having the appropriate documentation completed and turned back into the High School Office by the last school day of the week. Each student will be called to the office to pick up their At-Risk Contract.
- c. Failure to turn in the At-Risk Contract as required will automatically result in further ineligibility.
- d. Eligibility for At-Risk/Special Education students will be determined by their academic capabilities as identified in their Individualized Educational Plans (IEPs) or Building Intervention Plans (BIP).

**B. Required Forms and Fees**

To be eligible for practice or competition in an co-curricular activity, the participant must:

- 1. Have an emergency medical form on file in the High School office.
- 2. Have a signed statement on file in the activity director's office stating that the student and his or her parents or guardian understand and agree to abide by all of the provisions contained in the Co-curricular Activity Code.
- 3. Have paid any applicable user fees to the High School office within seven days of the beginning of the activity season.

**C. Attendance at School**

To be eligible to participate in a contest or practice, the co-curricular participant must be in school for the entire day, unless given prior permission by the Principal, Dean of Students or Activities Director.

Any student/co-curricular participant missing any part of the school day two or more times following an event will be disciplined (as per advisors' rules as provided to all participants) by the advisor and/or Activities Director, unless given prior permission by the Principal, Dean of Students or Activities Director.

**V. CODE OF CONDUCT – GRADES 9-12**

Co-curricular participants in the River Valley School District are expected to set an example of excellence of both conduct and sportsmanship for their fellow students. These behaviors, as well as all matters of conduct described below, are expected of the co-curricular participant *year round*, not only during the school year or activity season.

All co-curricular participants are strongly advised to avoid any activities or circumstances that may result in an accusation against them or that may otherwise endanger their eligibility.

**A. What Constitutes Proof of Misconduct?**

A detailed report of misconduct (on the part of an co-curricular participant) by a credible witness which is reported according to the statute of limitations (within one calendar year of the incident) will be considered sufficient cause for the disciplinary actions if any one of the following applies:

- 1. The reporting party is a law enforcement official;
- 2. The reporting party signs, or otherwise gives permission to use, his or her name to the testimony given;
- 3. Lacking such signature or permission, if another independent, credible party corroborates the testimony of the reporting party and gives permission to use his/her name; or
- 4. Lacking such signature or permission, the Activities Director, Principal, or Dean of Students determines that the evidence presented is compelling and conclusive.

**B. Unlawful, Illegal, or Specifically Prohibited Acts for all Categories Listed in the Handbook**



1. Violations

When an co-curricular participant has committed an unlawful, illegal, or specifically prohibited act, including but not limited to the following, the violation will constitute a code violation:

- a. Theft
- b. Vandalism
- c. Assault
- d. Battery
- e. Sexual assault of any degree
- f. The possession, use, or selling of alcoholic beverages or controlled substances (drugs).
- g. The possession or use of tobacco in any form
- h. The possession or use of electronic smoking devices, defined as any electronic device containing or delivering nicotine or any other substance intended for human consumption that an individual may use to simulate smoking by inhaling vapor or aerosol from the device, regardless of whether the device is manufactured, distributed, marketed, or sold as an "ecigarette," "e-cigar," "e-pipe," "e-hookah," or "vape pen" or under any other product name or descriptor.
- h. Disorderly conduct

"Holding" an alcoholic drink, tobacco product, electronic smoking device, or illegal drugs will be considered a violation of the Co-curricular Activity Code.

2. Consequences

a. First Violation

- 1) Loss of one (1) performance, contest, or trip
- 2) Loss of points in that activity towards letter, as determined by advisor.
- 3) Carry over into next activity if penalty is not fulfilled.
- 4) Students in leadership positions in these groups must step down for 30 days. (Leadership is defined as holding a school, state or national officer position.)
- 5) Student must practice and do five (5) hours extra work as assigned by the advisor in one (1) current activity.

For substance violations, the Activities Director will refer the student to the ATODA Program Designee. The student will then be enrolled in the school's ATODA Program and required to successfully complete the assigned number of classes based on the recommendations made by the ATODA Program Designee. Successful completion of an outside program may be required if deemed necessary by the ATODA Program Designee. Failure to follow the recommendations will cause the student to become ineligible for participation until such time as all recommendations have been successfully completed.

In all cases of ATODA screening or assessment, The River Valley School District Activities Director/Administration and the ATODA Program Designee shall be authorized by the student to receive information about the recommendations made by the treatment provider. The above shall additionally be authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program recommendations.

b. Second Violation

Removal from all co-curricular activities (referred to in this handbook) for the remainder of high school career.

3. Reinstatement Policy for Category Violations



A participant who has lost eligibility as a result of a 2<sup>nd</sup> offense may formally petition the Co-curricular Council (See Procedure of Due Process Relating to Co-curricular Code) for reinstatement. In order to be considered for reinstatement the participant must have:

- a. Proof that appropriate and timely restitution and reparation have been made for the infraction.
- b. No disciplinary referrals since the date of suspension.
- c. No unexcused absences since the date of suspension.
- d. At least three staff recommendations attesting to noticeable positive improvements in the student's behavior, attitude, and effort over the course of the term of suspension.
- e. For offenses related to ATODA (alcohol or drug abuse), certified completion of a school-approved assessment and treatment program. In addition to the assessment and recommendations, the student must complete the items listed below:
  - 1) Meetings between the student and the ATODA Program Designee.
  - 2) One administrative meeting with the parents/guardian, the student, and the ATODA Program Designee.

Failure to follow the recommendations will cause the student to become ineligible for participation until such time as all recommendations have been successfully completed.

In all cases of ATODA screening or assessment, the River Valley School District Activities Director/Administration and the ATODA Program Designee shall be authorized by the student to receive information about the recommendations made by the treatment provider. The above shall be additionally authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program recommendations.

Fulfillment of all these conditions is not, alone, sufficient for reinstatement. After the student has presented his or her case before the Co-curricular Council, the Council will have seven days in which to investigate the case and to render its decision. A decision not to reinstate will be final and irrevocable.

### **C. "Guilt by Association" Clause**

The River Valley School District has chosen to adopt a "guilt by association" policy for co-curricular participants who place themselves in compromising or questionable situations. For co-curricular participants who admit or are found to be in a situation where drugs and/or alcohol are present although they may not have been consuming, the consequences listed under the Association portion of each category in this handbook will apply:

1. 1<sup>st</sup> Offense = Warning
2. 2<sup>nd</sup> Offense = 1 activity (i.e. performance, contest, trip) suspension.
3. 3<sup>rd</sup> Offense and Thereafter = Removal from all co-curricular activities for one full calendar year.

The rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf course clubhouse where alcoholic beverages are served or in situations where a co-curricular participant has a legitimate reason to be there. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring will not be considered a violation. (This does not allow use of these products.) These exceptions would include such logical events as family weddings, graduation parties, and other similar occasions during which co-curricular participants should avoid acts of impropriety or the appearance of impropriety.



## D. Breach of Conduct

### 1. Violations

Violation of any following will constitute a Breach of Conduct:

- a. The co-curricular participant will abide by all the rules of conduct and behavior as set forth in the school handbook.
- b. The co-curricular participant will respectfully accept the judgment and decision of all officials and judges. Ejection or removal from a contest either as a participant or a spectator will incur the appropriate disciplinary action described below.
- c. The co-curricular participant will not engage in negative conduct – including, but not limited to fighting, and verbal or physical intimidation – at any time within or outside of the event area.
- d. The co-curricular participant will commit no act of insubordination or show any disrespect to any school staff member or advisor/coach.
- e. The co-curricular participant will not engage in harassment of any kind or degree.
- f. The co-curricular participant will not engage in activities that are unbecoming and/or inappropriate of an co-curricular participant.

### 2. Disciplinary Action

INDIVIDUAL COACHES/ADVISORS MAY ESTABLISH ADDITIONAL RULES AND ESTABLISH HARSHER PENALTIES. These rules must be submitted in writing and approved by the Activities Director before the season. The rules must be presented in writing and signed by the co-curricular participant.

The Activities Director and/or Co-curricular Council reserve the right to impose harsher penalties for severe offenses and/or repeat offenders.

#### a. 1<sup>st</sup> Offense

Results when one has accumulated 3 discipline referrals, or given an out of school suspension.

- 1) Suspension from one scheduled co-curricular event. (*Scheduled co-curricular event will mean the first such event immediately following the violation, unless otherwise determined by the Activities Director.*)
- 2) Mandatory practice.

#### b. 2<sup>nd</sup> Offense (and subsequent offenses)

Based on the severity of the offense any subsequent referrals or suspensions will result in removal from Activity.

Any offenses not served by the conclusion of the school year will be carried over to the next activity season.

## E. Procedure of Due Process Relating to the Co-curricular Code

1. After a ruling of ineligibility due to code of conduct violations has been approved by the Activities Director, the Activities Director will notify in writing and in a timely manner the parents or guardian of the co-curricular participant. This written notification must be sent by certified mail. The student and/or parents may formally appeal the decision in writing if they feel they have been falsely accused of the offense to the Activities Director. This appeal must be received within seven calendar days from the date of notification. It is not the job of the council to debate on reducing the suspension, but to determine if there was a false accusation.





2. After an appeal has been received, the Activities Director will set a hearing date and will notify the co-curricular participant, the parents, and the co-curricular council. The hearing shall be set at the earliest possible date not to exceed seven calendar days following receipt of the appeal. Every effort will be made not to exceed five school days.
3. The Co-curricular Council will be assigned by the Activities Director or building principal as a “standing” committee\* (appointed annually) and will comprise:
  - a. The building principal or designee
  - b. Two head advisors (not including the involved advisor)
  - c. Two non-co-curricular staff members;

The Co-curricular Council proceedings will be reached by each member of the Council casting one vote by secret ballot. Proceedings of the hearing, including the decision, will be put in writing and mailed to the student and his/her parents within 2 days.

4. The co-curricular participant will be provided the opportunity to testify and present evidence on his/her own behalf at the hearing.
5. If the co-curricular participant and/or the parents of the co-curricular participant are not satisfied with the ruling of the council, they may request a second hearing to be held with the district administrator or a party designated by the district administrator. This request must be made in writing within seven days of the ruling of the council. This second hearing shall be set at the earliest possible date not to exceed five school days following receipt of such request.

**F. Carry Over of Suspension Terms and Conditions/Violations are Cumulative**

All of the terms and conditions of an individual’s suspension will carry over from one activity season to the next in which he or she is a participant, even if this involves a change of school or school year. All violations are cumulative, that is they carry over in sum from one season or year to the next. Violations that occur during the summer immediately following an 8<sup>th</sup> grade’s school promotion will become subject to all provisions for 9-12<sup>th</sup> grade students.

**VI. NONDISCRIMINATION**

The River Valley School District is committed to a policy of nondiscrimination on the basis of race, color, sex, national origin, handicap or disability, or any other factor provided for by state and federal laws and regulations.

Complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with established procedures.

**VII. TRANSPORTATION**

A. If parents/guardians provide transportation to, or allow another adult or their son/daughter to provide transportation to or from scheduled interscholastic events, including practices, they must be aware that the following policies are in effect:

- a. Where a parent/guardian provides transportation to their son/daughter to or from a scheduled event, including practices, the parent/guardian shall assume all resulting liability, and the school shall assume no liability.



b. Where a parent/guardian, or another adult designated by a parent/guardian transports students other than their own to or from a scheduled event, including practices, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability.

c. I further understand that as an adult student or as the parent/guardian of a student participating in this sport, it is my responsibility to make sure the student has safe transportation for these contests and/or practices, and when the District does not provide transportation, any District duty of supervision is limited to the duration of the contest/practice itself.

d. If transportation is provided back to the District school site, students must also return to school via the same mode of transportation unless parent(s) request permission to take the student home in their private vehicle. Said request must be in writing (includes electronic communication). Only the legal parent(s) or guardian(s) will be given this prerogative.

i. Legal parent(s) or guardian(s) may request permission to have his/her student ride home with the parent/guardian of another student. This request must be made in writing (includes electronic communication), and only the legal parent(s) or guardian(s) will be given this prerogative.

B. Information related to District vehicle use and the use of private vehicles to transport students can be found in the School Board Policy manual.

a. Reference policies 751 and 752

## VIII. MANAGEMENT OF CO-CURRICULAR ACTIVITY CODE

At the beginning of each school year, the Activities Director will hold a mandatory meeting with all Activity advisors. At this meeting, the Activities Director will review the Co-curricular Code as well as the expectations for students and activities advisors.

All Activity advisors will hold mandatory organizational meetings before their respective activities begin to go over the student expectations in the Co-curricular Code as well as any additional specific activity rules that may supplement the code. Individual advisors must give copies of individual activity group rules and expectations to the Activities Director at the beginning of each activity season.

During progress reports and/or the end of each quarter, the Activities Director will make aware to the advisors when a student has violated either an academic or behavioral expectation. Advisors will then inform students of their due process. It will be the student's responsibility to prove eligibility to the Activities Director. When a student has proven eligibility, the Activities Director will inform the advisor.



**PARTICIPANT / PARENT AGREEMENT  
TO ABIDE BY RIVER VALLEY CO-CURRICULAR ACTIVITY CODE**

**Co-curricular Participant**

I agree to abide by the River Valley Activity Code and realize that any violation on my part will result in the restrictions set forth in the Code. I will also have the integrity to inform my advisor/coach and activities director if I ever violate this Code in the future.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

**PARENT**

As a parent(s)/guardian(s) of a student participating in the River Valley Co-curricular Program, I/we support our child's agreement to abide by all of the rules as stated in the River Valley Activity Code as well as the varying rules and guidelines by each specific state activity association.

To demonstrate my/our support, I/we pledge to:

1. Be aware of our child's academic status, behavior, and social habits.
2. Not cover up or provide alibis if rules are broken. We will hold our child responsible and accountable for his/her actions and will inform the activities director if he/she violates the River Valley Activity Code. We will communicate our intentions to our son/daughter at the beginning of the activity season so he/she will be aware of what the consequences will be should a violation occur.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

