



Algoma School District

PK-12 Co-Curricular Handbook

2026–2027 School Year

Revised: July 2026

Board Approved: July 2026

1. CONDUCT CODE FOR CO-CURRICULAR ACTIVITIES

1.1 Philosophy

An individual's total education extends beyond the classroom. An effective co-curricular program provides students with opportunities for emotional, cultural, mental, physical, and social growth. This growth is achieved through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

1.2 Objectives

Students who participate in co-curricular activities commit themselves to the following personal goals:

- Prioritizing academic development and attendance.
- Presenting a positive image through dress and grooming.
- Avoiding actions that would bring embarrassment or disrepute to themselves, their team, or the school.
- Developing desirable personal health standards, including the avoidance of tobacco, vaping products, alcoholic beverages, and illegal substances.

- Developing talents and skills.
- Cultivating sportsmanship and citizenship to contribute to school and community spirit, morale, and pride.

1.3 Responsibilities

- **Collaborative Supervision:** School officials and parents will collaborate to foster the development of students. School personnel are primarily responsible for supervision during the school day and while participating in or attending school activities. Parents are responsible for supervision at all other times.
- **Reporting Infractions:** School officials will report violations of school rules to parents. Parents are expected to report to school officials any inappropriate or unlawful behavior that occurs outside of school to collaboratively correct the behavior.
- **State and National Affiliations:** Participation in some activities requires affiliation with state and national organizations (e.g., W.I.A.A.). School officials are responsible for enforcing the specific eligibility, amateur status, and conduct requirements mandated by these governing bodies.

2. RECOGNIZED CO-CURRICULAR ACTIVITIES

Co-curricular activities are defined as those activities outside the classroom that are not an integral part of a course grade or credit earned. The following is a list of athletics and activities governed by this Co-Curricular Code of Conduct throughout the twelve-month calendar year:

*(Note: Middle School Availability is indicated with an asterisk)

Student Activities	Athletics
National Honor Society	Baseball
Art Club *	Basketball (Girls/Boys) *
Bowling Club *	Cross Country (Girls/Boys) *
Dance Courts (Homecoming, Prom)	Football *
Destination Imagination *	Soccer (Girls/Boys) *
FBLA	Softball

Jazz Band	Track & Field (Girls/Boys) *
Musical *	Volleyball *
One Act *	
Packerland Math Team	
Student Council (Class Officers)	
Ski Club	
Esports *	
Fishing Club	
FFA *	
Hope Squad *	

3. PRE-PARTICIPATION REQUIREMENTS, FEES, AND INSURANCE

A student may not practice for or participate in any interscholastic activity until the school has written evidence on file confirming all pre-participation requirements have been met.

3.1 Medical and Permission Forms

- **Annual Parental Permission:** A signed consent form must be submitted each school year.
- **WIAA Physical Examination:** A current physical fitness clearance form signed by a licensed medical professional is required no less than every other school year. (An exam taken on or after April 1st is valid for the following two consecutive school years).
- **Alternate Year Cards:** Signed by a parent/guardian in the years when a full physical examination is not required.

3.2 Co-Curricular Participation Fees

Students participating in co-curricular athletic programs are assessed a flat fee based on their grade level, which must be paid prior to the first official day of practice.

Activity Level	Fee Per Season
Middle School Athletics	\$20.00
High School Athletics	\$30.00

3.3 Statement of Insurance & Injury Reporting

- **District Liability Disclaimer:** Students participating in co-curricular activities and sports are not covered by the school district's standard student accident insurance policy.
- **Voluntary Individual Coverage:** To be eligible for student accident benefits, a family must purchase individual coverage prior to the start of the season.
- **Mandatory Injury Reporting:** Any participant who sustains an injury during a practice, contest, or performance must report the injury immediately to their head coach or advisor. An official school district injury report must be turned into the main school office within 24 hours of the incident.

4. GENERAL ELIGIBILITY, ATTENDANCE, AND TRANSPORTATION

4.1 Enrollment & Transfer Requirements

- **General Eligibility:** Participation is open to all full-time students enrolled in the Algoma School District.
- **Enrollment Deadline:** Students must be enrolled by the 17th day of the semester to be eligible.
- **Transfer Students:** Students transferring into the district (accompanied by a parent/guardian change of residence) become eligible at the start of the next consecutive activity or sports season.

4.2 Attendance Requirements (The "Full Day" Rule)

To practice, compete, or perform, a student must attend **all classes for the full school day** on:

1. The day of the practice or contest.
2. The day after the practice or contest.

Note: Any unexcused absence for any part of the school day on a contest day will strictly prohibit the student from participating. Unexcused absences the day *after* a scheduled event

will result in the student losing eligibility for the next scheduled contest or activity.

4.3 Approved Attendance Exceptions

The only exceptions to the full-day attendance rule are:

- **Medical & Legal:** Appointments approved in advance by school administration. A formal note from the doctor, clinic, or legal office must be submitted to the school office before the student joins that day's practice or contest.
- **School-Sanctioned Employment:** Students participating in official school-to-work programs (e.g., Youth Apprenticeship, Co-op) are exempt during their approved release hours. Regular, non-school employment or missing class for a work shift is not an approved exception.
- **Pre-Arranged Absence:** Extreme family emergencies or major events pre-approved by administration at least [X days] in advance. *(Note: Routine personal grooming/hair appointments do not qualify for an exception and will result in ineligibility).*

4.4 Disciplinary Consequences impacting Eligibility

- **Out-of-School Suspension (OSS):** Students may not be on campus, attend any school function, or participate in practices/contests (home or away).
- **In-School Suspension (ISS):** Students cannot participate in practices or contests on the day of an ISS.
- **Weekend Eligibility:** A student may participate on Saturday following a Friday suspension, provided the suspension does not carry over into the following week.
- **Outstanding Consequences:** Students with unserved detentions or other outstanding disciplinary consequences are barred from contests and events until those consequences are fulfilled.

4.5 Transportation to Events

- **Default Requirement:** All co-curricular participants are expected to travel to and from all away contests using the transportation provided by the school district and under the direct supervision of the coaching or advising staff.
- **Special Exceptions for Parents/Guardians:** A student may be permitted to ride home from an away event with their own parent/legal guardian *only* if a written permission note is submitted to the coach and Principal prior to the event.
- **Prohibited Transportation:** Relatives (other than parents/legal guardians), friends of the family, and other students are strictly prohibited from transporting participants to or from any school-sanctioned contest.

5. ACADEMIC STANDARDS AND INTEGRITY

5.1 Academic Standards for Participation

- **Algoma High School & Middle School:** Students must maintain passing grades in all courses. A student is immediately ineligible if they have one or more "F" grades at the time of an official grade check or at the end of a grading period.
- **Algoma Venture Academy:** Eligibility is based on maintaining steady growth toward learning targets. A student's eligibility status will be determined and declared by the Academy's Lead Educator and/or Principal at the time of each official grade check.

5.2 Grade Monitoring & Official Checks

- **Official 3-Week Checks:** The Activities Director (AD) will review grades every three weeks. Any student failing to meet the academic standards above will immediately become ineligible for contests and performances.
- **Weekly Coach Monitoring:** Coaches are required to monitor student grades weekly. While the AD handles official 3-week drops, coaches have the authority to implement team-level academic discipline (e.g., mandatory study tables) between official checks.

5.3 Regaining Academic Eligibility

- **During a Grading Period (3-Week Checks):** A student remains ineligible until the failing grade(s) are raised to a passing level. **Exception:** A student may regain eligibility prior to the grade being fully updated if the classroom teacher provides formal approval to the AD, confirming that the student is actively engaged, turning in missing work, and making satisfactory progress toward passing.
- **End of Quarters and Semesters:** Academic performance at the end of a full quarter or semester is governed by WIAA requirements. A failing grade at the end of a formal grading period carries a mandatory, multi-week period of ineligibility as outlined by WIAA bylaws.

5.4 Cheating and Academic Misconduct

Students are strictly prohibited from unfairly advancing their own academic performance, compromising the academic pursuit of others, or intentionally limiting the intellectual pursuits of fellow students.

- **Artificial Intelligence (AI) and Natural Language Processing (NLP) Tool Misuse:**

Presenting text, code, images, speech, art, music, or answers produced or substantially modified by an AI platform as original work, unless explicitly allowed by the teacher for that specific assignment. Failing to cite or document authorized AI use in accordance with the specific disclosure and citation guidelines established by the classroom teacher or course syllabus is also a violation. AI-detection software tools will be used ethically and strictly as a starting point for inquiry into an academic integrity violation, not as sole or definitive proof of misconduct. *(Note: If a teacher has not explicitly stated that AI tools are permitted, the baseline rule is that AI use is strictly prohibited. If an AI violation results in an F or failing grade, the student must complete the submission of an authentic, original work replacement before any teacher-approved eligibility reinstatement can be authorized by the Activities Director.)*

- **Plagiarism, Forgery & Source Scraping:** Copying, paraphrasing, downloading, or scraping text, media, or ideas from any internet resource or document without proper attribution, or altering academic data.
- **Collusion & Work Substitution:** Doing another student's assignment for them, intentionally allowing someone else to copy your work, or distributing copies of your work for academic gain.
- **Assessment Compromise:** Distributing, receiving, or sharing questions or answers from quizzes, tests, or assessments before, during, or after the testing period.

6. TRAINING RULES AND TEAM EXPECTATIONS

6.1 General Health and Attendance

- **Healthy Habits:** Proper nutrition, hydration, and regular sleeping habits are essential. Participants are expected to comply with all lifestyle requirements established by their head coach.
- **Mandatory Attendance:** All participants are expected to attend all scheduled practice sessions, team meetings, and games. Permission to miss a team function must be requested and granted in advance by the head coach.
- **Injured Athlete Requirements:** Injured athletes who are physically able to attend practices, meetings, and games are fully expected to do so to support their team, unless a specific medical exemption is granted.

6.2 Dual-Sport Participation & Coach's Authority

- **Multi-Sport Limitations:** Once an official WIAA season has commenced, a student may not switch sports, nor may they participate simultaneously in two sports within the same season, unless a formal mutual agreement is reached between both head coaches and the AD.
- **Supplemental Team Rules:** Head coaches and advisors retain the authority to establish

additional, sport-specific training and behavioral rules. These must be approved by the AD, distributed in writing to players and parents at the start of the season, and applied consistently.

7. PROHIBITED SUBSTANCES: ALCOHOL, TOBACCO, AND DRUGS

7.1 General Prohibitions and Timeline

- **Year-Round Enforcement:** In strict compliance with WIAA regulations, these rules apply to all co-curricular participants for the entire calendar year (12 months), regardless of whether the student is currently in-season or whether school is in session.
- **Prohibited Activities:** A student shall not use, consume, possess, buy, sell, or distribute alcohol, vaping products, tobacco/nicotine products, anabolic steroids, performance-enhancing substances, or any other controlled substances or look-alike drugs.

8. DISCIPLINARY SANCTIONS AND CONSEQUENCES

The following disciplinary actions apply to non-academic violations of the Co-Curricular Code. Consequences escalate with each subsequent offense over a student's middle school or high school career.

8.1 Tiered Consequences for Violations

- **First Offense:** The student will be suspended from participating in **25%** of the regularly scheduled competitions or performances in their current season.
 - *WIAA Minimum standard:* In-season violations involving the possession, purchase, or sale of controlled substances, street drugs, or performance-enhancing substances (PES) will result in an immediate suspension from interscholastic competition for no less than one day of competition (minimum of one complete game or meet).
- **Second Offense:** The student will be suspended from participating in **50%** of the regularly scheduled competitions or performances in their current season.
- **Third Offense:** The student will be suspended from all co-curricular activities for a period of **12 months** (one full calendar year) from the date of the third infraction.
- **Fourth Offense:** The student will be **permanently excluded** from participation in the interscholastic athletic and co-curricular program for the remainder of their school career.

8.2 Application and Calculation of Suspensions

- **Fractional Game Calculations:** If calculating the 25% or 50% suspension results in a fraction of a game, the number of suspended contests will always be rounded up to the next whole number.
- **Carry-Over Provisions:** If a violation occurs with fewer games remaining than are required to fulfill the suspension, the remaining balance will carry over first into any post-season tournament series, and then into the next consecutive sports or activity season in which the student participates.
- **WIAA Tournament Violations:** Any student who commits a code violation during a post-season tournament series is immediately disqualified from the entire remaining tournament series in that sport.
- **Team Participation Requirements:** Suspended students are required to attend all team meetings, practices, and scheduled functions as an active team member during their period of contest suspension.
- **Successful Completion of Penalty:** To successfully clear a penalty, the participant must remain out for the entire sport or activity season, participating from the first day to the last day.

8.3 Forfeiture of Awards and Recognition

- **Special Awards:** Any student suspended for a code violation will forfeit any special awards (e.g., MVP, Captain) earned during the season in which the violation occurred.
- **Varsity Lettering:** A student who commits a second career violation will automatically forfeit their right to earn a varsity letter for that season.
- **Conference Honors:** Per the Packerland Conference Constitution, any athlete suspended for a non-academic athletic code violation from the official start date of the WIAA season through the All-Conference selection date is strictly ineligible for an All-Conference award during that season.

8.4 Reinstatement and Recovery Protocol

Following a third or fourth offense, a participant may apply to regain eligibility by successfully completing a formal rehabilitation process (e.g., AODA inpatient/outpatient rehabilitation or anger management) at the student's expense. Reinstatement requires a signed behavioral contract between the student, parent/guardian, principal, activities director, and the Co-Curricular Council. A single violation of this reinstatement agreement results in permanent suspension.

9. ENFORCEMENT, DUE PROCESS, AND GRIEVANCE PROCEDURES

To protect the rights of students, families, and the school district, a structured investigation and due process protocol will be followed for all alleged non-academic violations.

9.1 Reporting and Investigation

- **Immediate Reporting:** Reports of violations must be brought to the attention of the Principal or Activities Director immediately upon a credible source gaining knowledge of the infraction. This includes reports of out-of-school or community-based violations.
- **Source Verification & Review:** School administration will review the report through a formal investigation involving the AD, 7-12 Principal, and the appropriate Head Coach/Advisor to determine its factual accuracy and severity.

9.2 Notification of Charges and The Digital Trail

If the initial investigation indicates sufficient evidence of a violation, school administration will pause to initiate formal notification:

- **Immediate Personal Contact:** The AD or Principal will make direct personal contact with the student's parent or guardian via telephone or an in-person meeting to advise them of the specific allegations.
- **The Digital Trail:** Following the initial conversation, the AD will issue a formal email notification outlining the allegations to the student, parent/guardian, head coach/advisor, and building administration to establish a time-stamped electronic record. No disciplinary penalty will be finalized until this notice is given.

9.3 Opportunity to Respond

An informal hearing or conference with school administration will be held if requested by the parents or guardians. This meeting provides the student and family an opportunity to respond to the charges, present evidence, and share their perspective prior to any final disciplinary action being determined.

9.4 Final Notification of Disciplinary Action

If a violation is substantiated after the review and response period, the AD will determine the exact penalty and communicate it through three distinct channels:

1. **Verbal Communication:** A phone call or in-person meeting with the parent/guardian to explain the suspension terms.

2. **Email Confirmation:** A formal email detailing the code violation, penalty calculation, and suspension dates.
3. **Official Paper Copy:** A formal disciplinary letter printed on school letterhead, handed directly to the parent/guardian or sent via U.S. Mail, establishing the official date of notice for any appeals.

9.5 Grievance and Appeal Escalation Process

If a student or parent/guardian objects to the disciplinary action, they must submit a written grievance sequentially through the following administrative channels:

1. **First Level:** Activities Director
2. **Second Level:** 7-12 Building Principal
3. **Third Level:** Superintendent of Schools
4. **Final Level:** School Board

Policy Standard: The determined disciplinary penalty remains in full effect throughout the entirety of the grievance and appeal process.

10. NOTICE AND STATEMENT OF NONDISCRIMINATION

The Board of the Algoma School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (OCR), or both.

Title IX Coordinator:

Marie Ott, *Director of Pupil Services and Special Education*
1715 Division Street, Algoma, WI 54201
mott@algomaschools.org | (920) 487-7001

Office for Civil Rights (OCR):

U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor, Chicago, IL 60604
Telephone: (312) 730-1560 | Email: OCR.Chicago@ed.gov

11. STUDENT/PARENT RESPONSIBILITY AGREEMENT

Student Agreement

I wish to participate as a member of an Algoma School District co-curricular activity. I am aware that as a participant, I will be held to strict behavioral and academic expectations. I recognize that failure to meet these guidelines or code requirements will result in disciplinary consequences, up to and including suspension or permanent exclusion from participation. I have read and understand this Co-Curricular Code of Conduct, as well as the expectations provided by my coaches or advisors, and I agree to follow all codes, rules, regulations, and expectations of any and all activities in which I participate.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

We, the undersigned parents/guardians, hereby give permission for the student named above to participate in Algoma School District co-curricular activities. We understand that this Code of Conduct is binding for twelve months a year across all events and activities. We agree to enforce and support all codes, rules, regulations, and expectations established by the district and the coaching staff.

Furthermore, we explicitly acknowledge that there is an inherent possibility of physical injury while participating in co-curricular events and activities. We grant permission for our child to participate with a full understanding of these safety risks and the district's insurance policies.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____