



**Wisconsin Heights**

**Co-Curricular Code of Conduct 2021-22**

# Wisconsin Heights High School Co-Curricular Code of Conduct

## I. PREFACE/PHILOSOPHY

Co-curricular activities are activities in which students appear, perform, and/or compete as representatives of Wisconsin Heights High School (hereafter “WHHS.”) Examples of these include, but are not limited to, athletics, cheerleading, drama, FFA, NHS, forensics, musicals, and student council. Activities in which students represent WHHS as an extension of a course requirement for which students receive a grade are governed by the Student Handbook and are not considered co-curricular activities. Examples of these include pep band, concert band, and concert choir.

Co-curricular activities provide the opportunity for all students to develop their talents to the highest level possible. Therefore, WHHS is committed to offering a wide variety of activities. While it is difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

Students participating in co-curricular activities officially represent WHHS. Because of this, these students have privileges and bear responsibilities which are greater than those afforded to students not participating in co-curricular activities at WHHS.

This code incorporates the standards and guidelines for eligibility and participation established by both the Wisconsin Interscholastic Athletic Association (WIAA) and the Wisconsin Heights School District.

The WHHS administration reserves the right to make policies and decisions as needed to address specific issues that arise which may not be explicitly covered in this code.

## II. CO-CURRICULAR ACTIVITIES

This list may not be all inclusive; other activities may fall under this code as well.

Academic Bowl	FFA	Soccer, boys/girls
Academic Decathlon	Football	Softball, girls
Baseball, boys	Forensics	Student Council
Basketball, boys/girls	Golf	Swimming, boys/girls
Badger Boys/Girls State	Hockey, boys/girls	Track, boys/girls
Cross Country, boys/girls	Math Meet	Volleyball, girls
Drama, plays/musicals	NHS	
FBLA	Science Olympiad	

## III. NON-DISCRIMINATION NOTICE

It is the policy of the Wisconsin Heights School District that no resident may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated

against in any curricular, extra-curricular, pupil service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by Section 118.13 of the Statutes. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Wisconsin Heights School District (CROSS REF: "Nondiscrimination and access to equal educational opportunity" #2260) Any questions concerning this policy should be directed to:

Superintendent  
Wisconsin Heights School District  
10173 Hwy. 14, Mazomanie, WI 53560  
Telephone: (608) 767-2595

CROSS REF: Nondiscrimination and access to equal educational opportunity #2260

#### IV. PARTICIPATION RESPONSIBILITIES

##### A. Students

The opportunity to participate in the WHHS co-curricular program is extended to all students who are willing to assume responsibilities as outlined in this code and those established by the advisor/coach.

WHHS students have the responsibility to be a credit to their parents, school and community. Therefore, it is expected that they will:

1. Display outstanding character/sportsmanship.
2. Display proper respect for those in authority.
3. Display a spirit of cooperation.
4. Dress with special care whenever representing our school.
5. Use language and act in a manner that is socially acceptable.
6. Develop individual determination and self-discipline, and learn to set goals.
7. Become part of team and learn the concept of teamwork.
8. Develop within them a sense of pride for both individual and group effort.

##### B. Coaches/Advisors

The role of the coach/advisor is to properly educate students through the participation in co-curricular activities. Promotion of the welfare and overall development of each student shall be the highest priority at all times.

WHHS coaches/advisors have the responsibility to be role models for our students. Therefore, parents and students can expect that their coaches/advisors will:

1. Be a role model for good sportsmanship, use appropriate language, be professional in appearance, promote a healthy environment for all students, and create an atmosphere of respect.
2. Always act in the best interest of the group or team.
3. Provide information regarding team requirements, fees, special equipment, off-season opportunities, and locations and time for all practices and contests.

4. Follow all state and national guidelines for their activity and all WHHS and WIAA eligibility requirements.
5. Provide team regulations and expectations that are outside the WHHS Co-Curricular Code (example, policy regarding missed practices and consequences) and lettering and special award requirements.
6. Have well planned practices and activities.

C. Parents

Parenting and coaching/advising are extremely different and difficult vocations. Our goal is to establish better communication between our parents, students, and coaches/advisors.

WHHS parents have the responsibility to be a role model for our students as well as to be a representative of his/her child's school and community. Therefore, students and coaches/advisors can expect that parents will:

1. Completely support the WHHS Co-Curricular Code and all team or activity regulations.
2. Provide positive support to their child, coaches/advisors, and other members of their child's team or activity at all times.
3. Display good sportsmanship toward officials, judges, players, coaches/advisors, and other participants at all times.
4. Notify coaches/advisors of any schedule conflicts that may occur well in advance, including vacations.
5. Encourage their child to express any concerns directly to the coach/advisor.
6. Communicate any issues directly with the coach/advisor at an appropriate time and place.

9. D. Communication

Wisconsin Heights welcomes all participants and their parents/guardians to speak with the coach/advisor of the sport/activity in which the student is involved if there are any concerns. Students are encouraged to speak directly to the coach/advisor regarding any concerns prior to involving parents. However, speaking to a coach/advisor immediately before or after a contest is usually counterproductive as emotions are frequently running high. Making an appointment to see the coach/advisor at a different time will allow cooler heads to prevail and a more productive conversation to take place. If the student or his/her parent/guardian is not satisfied with this level of communication, these steps should be followed:

Order of communication:

1. Coach/Advisor of the sport/activity in which the student is involved
2. Athletic Director (if student is involved in athletics)
3. Principal
4. Superintendent
5. School Board

Wisconsin Heights requires that these lines of communication be respected, and asks that all people with concerns be patient in waiting for a response before moving to the next level of communication.

V. **EXPECTATIONS OF PARTICIPATION FOR ATHLETICS**

10. A. High School Athletics

Athletics at the high school level are more competitive in nature than at earlier grades. It is understood that as players progress towards the varsity level, a greater emphasis will be placed on a player's skill

level when determining the amount of playing time. Players in all grade levels (9 through 12) will be allowed to compete at the varsity level, freshmen through juniors (9 through 11) will be allowed to compete at the junior varsity and junior varsity 2 levels.

11. B. Junior Varsity 2 Level

The JV2 level provides an opportunity for a continuation of skill development and participation from the community youth and middle school programs. Each individual is expected to play a significant amount of time during each contest. Equal time is not guaranteed, as several variables factor into the decision. This is a level at which work ethic; skill level, attitude, and responsibility to others begin to play a large part in determining an individual's role on a team. The JV2 level is one where the coaches provide as much opportunity for participation and individual attention as possible. This is the year where individuals begin to decide if they want to make a commitment to playing a particular sport. By providing greater opportunities at this level, we can offer our athletes the best environment for making this choice.

12. C. Junior Varsity Level

The junior varsity level generally will be comprised of athletes from grades 9 through 11, as seniors are not allowed to participate on the junior varsity level without special permission from the Capitol Conference.

At this level, competition is stressed more than participation. Athletes are beginning to understand that those with more ability, a stronger work ethic, a more positive attitude, and/or team players who are stronger, generally see more playing time. Some individuals may decide at this level that they do not want to make the commitment necessary to go to the next level of competition. We hope that all players will still see playing time in most games, but the amount of time may not be equal among the athletes.

This is a level where we are attempting to develop a higher degree of skill as well as to encourage athletes to demonstrate responsibility, integrity, character, cooperation, awareness of group needs vs. individual needs and good sportsmanship. We stress teaching students to be successful in a more competitive setting while attempting to give each individual an opportunity to participate.

13. D. Varsity Level

The varsity level is a highly competitive program. The primary objective is putting the most skilled individuals together to compete within each sport. Within this setting, the educational goals of athletics are taught. Individuals earn playing time through hard work, skill development, demonstrating a positive attitude and being a team player. The head coach determines playing time according to the needs of the team.

Each player should realize that participation at the varsity level requires greater commitment and dedication to the sport than at the previous levels. Each individual has a responsibility to the other members of the team and must contribute accordingly. Those who do not make the level of commitment necessary may find their participation time decreasing. Since the varsity level is a highly competitive setting, playing time is not guaranteed, and the better players will make the squad. This means that not all seniors or juniors are guaranteed a spot on the varsity team or playing time ahead of younger players.

## VI. ELIGIBILITY RULES

In order to represent WHHS in any co-curricular activity, a student must meet all eligibility requirements of this code. Athletes are also subject to all Wisconsin Interscholastic Athletic Association (WIAA) by-laws, policies, and rules.

The Co-Curricular Code of Conduct starts the first day that a student signs the code and remains in effect all 12 months every year until the student graduates from high school or until his/her last event is finished, whichever comes later.

A. Academics

1. A student must meet school, DPI, and WIAA requirements defining a full-time student and have received no failing grade in the most recent grade-reporting period. A senior who has acquired all necessary credits toward graduation is not exempt from this rule.
2. Eligibility or ineligibility periods begin the day report cards are run.
3. A student will lose co-curricular eligibility if he or she is not doing passing work in the latest grade-reporting period and shall remain ineligible until he or she is again doing passing work in all his/her classes, but not for less than three weeks (15 consecutive school days and nights). A co-curricular participant who is ineligible for academic reasons for a minimum of 15 school days may not return to competition/performance until the next school day following the 15-day ineligibility period (the 16<sup>th</sup> school day). Following their ineligibility period, the student must submit weekly grade checks to the athletic office, verifying that they are passing their current classes.
4. The ineligibility period at the beginning of the school year for students who lose eligibility based upon their second semester or fourth quarter grades will be 21 consecutive calendar days beginning with the date of the earliest allowed competition or one third of the maximum number of games/meets allowed (as set by the WIAA) or activity (as set by WHHS or appropriate sponsoring organization). These dates will vary from sport to sport, and from activity to activity.
5. The most recent quarter grade is used to determine eligibility. However, the semester grade is used for the grade evaluation period if the semester grade is a failure. Any second semester failure will result in the athlete being ineligible in the following school year (except for any senior who will be ineligible immediately).
6. An ineligible student (for academic reason) may practice his/her co-curricular activity or practice with a team, but may not participate in competitions or performances.
7. Students who have received an incomplete will regain eligibility immediately upon making up the incomplete. However, any student who does not make up the incomplete within the two week grade reporting period will continue to be ineligible and will be subject to the same requirements as a student who has earned a non-passing grade in a class.
8. Regaining academic eligibility: Upon completion of the ineligibility period, the student will regain eligibility if he/she is doing passing work in all classes. At the end of the 15<sup>th</sup> day of ineligibility (or 21<sup>st</sup> day at the beginning of the school year) the student will submit an academic eligibility form to the athletic director or high school office. The student is responsible for picking up this form from the athletic director (athletes) or high school office (co-curricular activities) at the beginning of the day, for collecting the information from his/her teachers throughout the day, and for submitting the form to the athletic director, principal or his/her designee at the end of the 15<sup>th</sup> day of his/her ineligibility. If the student is not doing passing work in any class at the end of the 15<sup>th</sup> day of ineligibility, he/she will be ineligible for the remainder of the grading period. **NOTE: Please be aware that this also applies to students who have a failing grade at the end of the first semester or second quarter and who are planning on participating in spring sports or activities that begin prior to the beginning of the next grading period.**

9. A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including correspondence courses) at the same or some other school, provided:
  - The student's school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings, and
  - The student successfully completes not less than the same number of courses that caused the ineligibility.
10. A student making satisfactory progress in an Individualized Educational Program (IEP) may be exempt from normal scholarship requirements.

B. Attendance

1. A student must be in school to practice, compete, or perform. If a student is not well enough to attend school, he/she is not well enough to participate in any co-curricular events. Students must be in attendance for the entire day in order to participate in the co-curricular activity. Exceptions to this are excused school trips and appointments that are approved in advanced by the athletic director, principal, or his/her designee.
2. If a student is truant from an assigned class period, he/she forfeits his/her opportunity to practice, perform, or compete on the first school day after which the administration becomes aware of the truancy. If the truancy occurs on the day before a vacation during which events/competitions are scheduled, the students shall be ineligible for the entire day of the next scheduled practice/event/competition.
3. Students may not compete, perform, or practice on days of an out-of-school suspension. Students may not attend an event on the days of an out-of-school suspension.
4. Students who are suspended or unexcused on a Friday, may not attend, compete, perform or practice on the Saturday immediately following the suspension or unexcused absence.
5. Students are expected to be in all classes the day after a contest or competition.
6. It is inevitable that some practices, performances, events, and games will be scheduled during school vacation times. It is an expectation that each participating student will dedicate him/herself to their co-curricular activities and meet his/her coaches expectations.
7. Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all contests, practices, and team activities and be a non-participant during the time of their suspension. Athletes not in attendance at a contest or activity will not have the contest counted as one of the suspension contests.
8. Students displaying a pattern of habitual tardiness to a specific class will be referred to the high school principal or his/her designee and will not be allowed to practice or compete until the situation is resolved.

C. Signed Co-Curricular Code and Physical/Alternate year cards, Participation fees

1. Any student participating in co-curricular activities must, along with their parents, sign the agreement to follow the code of conduct during their participation at WHHS.
2. An athlete may not participate in interscholastic athletics until the school has an examination/permit card on file in its office attesting to:
  - Parental permission for emergency treatment.
  - Physical fitness as determined by a qualified medical professional as per current WIAA guidelines.

3. Students will not be allowed to participate in any contest until the proper forms are completed and turned in WHHS (examples include insurance waiver, enrollment forms, etc).

Students will not be allowed to participate in any activity or sport until any applicable participation fee has been paid or an application for the fee to be waived is on file with the high school office or the athletic director's office.

#### D. Equipment

Each student is responsible for equipment/materials issued to him/her. All equipment and material must be returned in good condition at the end of the activity. Failure to return such equipment shall result in one or several of the following:

1. The student shall be excluded from any continued involvement in other co-curricular activities.
2. Awards earned by the individual shall not be presented until such equipment is returned, replaced, or the district is reimbursed for the item(s).
3. Lost or damaged equipment must be paid for by the individual to whom it was issued at current replacement cost.
4. An individual found to be in possession of equipment from another school shall have the equipment repossessed and disciplinary action taken which may prevent further participation.
5. An individual who knowingly continues to retain equipment shall be reported to the proper law enforcement agency.

#### E. Flagrant or Unsportsmanlike Conduct

A student disqualified from a contest for flagrant or unsportsmanlike conduct is suspended from interscholastic competition for not less than the next competitive event or performance (but not less than one complete game or meet).

#### F. Suspension from School

If a student is suspended from school, contests or activities missed during the period of suspension do not count as contests missed due to co-curricular ineligibility.

#### G. Transfer Eligibility

Any student who transfers from any school with a status of ineligibility for disciplinary or academic reasons retains such status at WHHS for the same period as decreed by his/her former school. If the student transfers to WHHS and is ineligible according to the WHHS Co-Curricular Code, then the student will be deemed ineligible until the student meets the requirements of this code. For additional transfer eligibility information consult the WIAA handbook.

#### H. Appearance

Students who represent WHHS voluntarily represent the entire school and community. For this reason, all students are expected to be well groomed and present a neat appearance when they are involved as a member of a co-curricular group from our school. It is also expected that each participant will appear for a competition dressed in the uniform or required dress provided by the school, and in compliance with those standards established by the coach or advisor. Each advisor or coach may have special rules concerning dress and appearance. Students are expected to follow such rules as

well. If no guidelines are given, students are expected to follow the dress code in the student handbook.

#### I. Travel

Student participants understand that the Wisconsin Heights School District is held legally responsible (liable) for all school-sponsored activities which students attend. Therefore, student participants will utilize school-provided transportation. Students may return from a contest or performance with their parents, if permission is requested in writing prior to that event. The student must turn in a completed travel permission form one day (24 hours) prior to the contest involved. These forms may be picked up in the athletic and high school offices.

#### J. Advisors/Coaches' Provisions

In addition to the provision of this code, all co-curricular participants are expected to follow rules and regulations as established by their coach, director, or advisor. These rules will be distributed to every participant by their coach/advisor prior to the start of an activity or season. This will include detailed letter-winning requirements for each sport or activity. Athletic rules and regulations must be filed by coaches with the athletic director, who must approve the rules before distribution. Co-curricular rules and regulations must be filed with the principal, who must approve the rules before distribution. All coaches and advisors' rules must be within the framework of this code.

### VII. **CODE VIOLATIONS**

#### A. Use/Possession of Prohibited Substances

1. It is a violation of the Wisconsin Heights Co-Curricular Code to use, possess, buy or sell tobacco products, alcohol, inhalants, controlled substance, or any performance enhancing substances prohibited by the WIAA. It is also considered a violation of this rule to knowingly be in contact with someone who is using, in possession of, buying or selling tobacco products, alcohol, inhalants, controlled substance, or any performance enhancing substances prohibited by the WIAA.
2. This rule is not meant to include presence in an establishment that is primarily for eating or presence in such places with parents, or to prevent being employed at such places. It is also not meant to include presence in places like golf course club house, where alcoholic beverages are served, but a participant would have a legitimate reason to be there. Attendance at family gatherings, sponsored by the student's parents, where use of alcohol is occurring will not be considered a violation (this does not allow use of these products by the student). These exceptions would include such logical events as family weddings, holiday gatherings, and similar occasions.

#### B. Major code violations

Examples of major code violations include, but are not limited to, the following:

1. Disruptive behavior, including fighting or conduct which tends to interfere with the teaching process or the learning of others; inflicting harm upon others; damaging property of a student or school employee, or attempting to do so; stealing.
2. Possession of weapons in violation of the Wisconsin Criminal Codes or Board of Education Policies.
3. Harassment, fighting, or flagrant, inappropriate, or unsportsmanlike conduct during an athletic event or co-curricular activity, as determined by the appropriate investigating administrator.

4. Students involved in an illegal act on their property or on property under their control, and who knowingly allow such conduct to continue.
5. Violations of Wisconsin Criminal Codes, State Statute, and/or local laws or ordinances.
6. Note; if charges have been filed but no legal judgment has been rendered, WHHS reserves the right to conduct its own investigation and come to its own judgment for the purpose of enforcing this code.
7. Knowingly reporting to a school function after a positive test for Covid

C. Minor Code violations

Examples of minor code violations include, but are not limited to, the following:

1. Insubordination, flagrant or persistent disrespect; deliberate attempt to antagonize others.
2. Willful, persistent or disruptive behavior contrary to the WHHS values and student handbook.
3. Disruptive behavior at school at or school sponsored events.
4. Multiple school disciplinary referrals.
5. Class cutting, habitual truancy or tardiness

## VIII. CONSEQUENCES FOR MINOR CODE VIOLATIONS

Consequences for minor code violations will be at the discretion of the administration, but will be no less than a one-game suspension for athletics and a one event or 10 hours of community service for other co-curricular activities and no more than a major code violation.

## IX. CONSEQUENCES FOR MAJOR CODE VIOLATIONS

### A. Code Administration

The administration of the code will be handled by the athletic director for all matters concerning athletics and by the high school principal for all other activities. Consequences for violations of the Co-Curricular Code shall be administered as directed by this handbook.

### B. Reports of Violations

Reports of code violations shall be presented to the athletic director (athletics) or principal (clubs, activities, or athletics) who shall document the nature, place, time, and date of the violation. Reports must be received by the principal or athletic director within ten calendar days of the occurrence, unless extenuating circumstances exist. All reports of a violation must be signed by the witness. Only signed reports will be investigated.

Violations of the code may also be enforced based on reports confirmed by law enforcement officials or self-admissions. The ten day reporting limit does not apply to situation involving legal action or criminal proceedings that become public record.

### C. Response to Allegations

If, in the judgment of the athletic director (athletics) or the principal (clubs, activities, or athletics), a report is valid, the student will be given the opportunity to discuss the charges. If the student admits that the charges are true, he/she will receive the consequences according to this code. If he/she denies the charges, the athletic director or principal will complete an investigation and make a determination as to the validity of the violation. No penalties will be enforced until after this investigation is concluded and until after a student has an opportunity to be heard. A formal

letter will be sent to the student and his/her parents if the student is being suspended from activities according to this code.

Note: If an alleged student violator refuses to cooperate with an investigation, WHHS reserves the right to determine the consequences based upon the information gathered.

#### D. Self Referrals

1. Students are encouraged to self-refer in all situations. The intent of this is to encourage student responsibility.
2. Students should self-refer as soon as possible after the violation, and report this to the principal or athletic director. Once the school administration becomes aware of a violation through another source, there is no longer an option to self-refer.
3. If a student self-refers, or is referred by a parent for a first code violation, the consequences will be as follows:
  - a. Students involved in athletics will be suspended from ten (10%) percent of the contests based on the regular season of that sport. In the case of an AODA violation, an assessment and compliance with the recommendations are also required to receive this reduced consequence.
  - b. For non-athletes, there will be a reduction of penalty consequence to be determined by the high school principal, based on the nature of the activity.
4. Students will not receive a reduction in consequence if there is legal action being taken as a result of their behavior (for example, if a student receives a drinking ticket there will be no opportunity for a reduction of the suspension).
5. Students who have self-referred for a violation and later receive a legal consequence for their behavior will have their violation treated as a full first violation and will not qualify for the self referral provision in this code (for example, self report of involvement in an act of vandalism for which they later receive a citation would be considered a full first violation).

#### E. Violation on School Grounds or During School Activities

Since WHHS seeks to promote a quality community environment for all, a student who violates the alcohol and other drug provisions of the code while at school or while engaged in a school-related activity will have his/her violation dealt with as follows: If a first violation, it will be treated as a second violation; if a second violation, it will be treated as a third violation.

If a student commits other code violations while at school or while engaged in a school related activity, the administration reserves the right to treat first violation as a second violation, and a second violation as a third violation.

#### F. Win-Back Provision

Violations of the code will be cumulative during a student's high school career. However, a student who participates one calendar year without a violation earns back his/her status prior to the last violation. This "win-back" provision only applies after the student's second violation during his/her high school career.

#### G. Athletic Consequences for Code Violations

1. **FIRST VIOLATION:** If an athlete violates the co-curricular code, she/he will be restricted from athletic competition for a minimum of one-quarter (25 percent – rounded up) of the contests based on the regular season of that sport. If this was a violation of the use/possession of a prohibited substance rule (rule A) the athlete is expected to participate in an AODA

assessment and complete the assessment's recommendations. It is the student's responsibility to coordinate the assessment with the pupil services staff. If this was a violation of rule B the athlete may be expected to participate in counseling or community service as determined by the athletic director and/or principal. Failure or refusal to complete counseling, community service or an AODA assessment will result in second violation penalties being imposed.

2. **SECOND VIOLATION:** If an athlete violates the co-curricular code for a second time, she/he will be restricted from athletic participation (competition) for 50 percent (rounded up) of the contests based on the regular season of that sport. If this was a violation of the use/possession of a prohibited substance rule (rule A) the athlete is expected to participate in an AODA assessment and complete the assessment's recommendation. It is the student's responsibility to coordinate the assessment with the pupil services staff. If this was a violation of rule B the athlete may be expected to participate in counseling or community service as determined by the athletic director and/or principal. Failure or refusal to complete counseling, community service or an AODA assessment will result in forfeiture of any win-back provisions and will result in a calendar year suspension from all athletic activities from the date of the violation.
3. **THIRD VIOLATION:** If an athlete violates the co-curricular code a third time, she/he will be suspended indefinitely from participation in interscholastic athletics at Wisconsin Heights School.
4. **COMPLETION OF SUSPENSION:** Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example if an athlete is suspended for five football games with only three games remaining in the season, he/she will be suspended from two additional contests of the next sport in which he/she competes). An athlete may not serve a suspension by being a participant in a sport which he/she has not played within the last school year or by being a first time participant in that sport without the approval of the Head Coach and/or the coach involved in that particular sport. A student who is on suspension for part of the season must complete the season of his/her sport or activity, or his/her ineligibility must be repeated in his/her next sport or activity. The intent of this provision is to prevent students from beginning a sport season and then quitting in order to satisfy a code-based suspension.

Students may not combine games at different levels to satisfy the number of games for which they are suspended. Example, in football, your suspension of four games may not be combined as two varsity games and two junior varsity games. Your suspension will be missing four games at each level in which you are a member.

In order to receive regular season-ending awards (letters, certificates, etc) for the season in which the violation occurred, a student must complete the season in good standing. A student will be given the appropriate awards upon successful completion of any co-curricular suspension.

5. **MULTIPLE SUSPENSIONS:** Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e.: an athlete must be academically eligible first in order to then serve any code violation suspension)

	Average # of Contests	Contests Missed		
Sport		10%	25%	50%
Fall Sports				

Boys Soccer	24	3	6	12
Girls Swimming	12	2	3	6
Cross Country (Boys/Girls)	11	2	3	6
Football	9	1	3	5
Volleyball	15	2	4	8
Winter Sports				
Basketball (Boys/Girls)	22	2	5	10
Boys Swimming	14	2	4	7
Hockey: Boys/Girls	20	2	4	10
Spring Sports				
Baseball	20	2	5	10
Girls Soccer	24	3	6	12
Golf	14	2	4	7
Softball	20	2	5	10
Track: Boys/Girls	15	2	4	8

During suspensions, athletes will be expected to attend and participate in all scheduled practices and team meetings. Suspended athletes may travel with the team, but may not be in uniform during competition. Notwithstanding anything else stated in this code, if any of the acts identified result in the student being suspended for one or more WIAA tournament competitions, the penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.

#### H. Non-Athletic Consequences for Code Violations

1. **AFFECTED ACTIVITIES:** This section pertains, but is not limited, to Academic Bowl, Academic Decathlon, Badger Boys/Girls State, Drama (plays/musicals), FBLA, FFA, Forensics, Math teams, NHS, Student Council, and other non-athletic co-curricular activities in which students appear, perform, or compete as representatives of WHHS.
2. **FIRST VIOLATION:** If a student violates the co-curricular code, she/he will be required to perform up to 20 hours of school/community service and/or be suspended from participation in non-athletic activities as determined by the high school principal. It is the student's responsibility to coordinate the assessment with the pupil services staff. If this was a violation of rule B the student may be expected to participate in counseling or community service as determined by the athletic director and/or principal. Failure or refusal to complete counseling, community service or an AODA assessment will result in second violation penalties being imposed.
3. **SECOND VIOLATION:** If a student violates the co-curricular code a second time, she/he will be required to perform up to 40 hours of school/community service and/or be suspended from participation in non-athletic activities as determined by the high school principal. If this was a violation of the use/possession of a prohibited substance rule (rule A) the student is expected to participate in an AODA assessment and complete the assessment's recommendations. It is the student's responsibility to coordinate the assessment with the pupil services staff. If this was a violation of rule B the student may be expected to participate in counseling or community service as determined by the athletic director and/or principal. Failure or refusal to complete counseling, community service or an AODA assessment will

result in forfeiture of any win-back provisions and will result in a calendar year suspension from all co-curricular activities from the date of the violation

4. **THIRD VIOLATION:** If a student violates the co-curricular code a third time, she/he will be suspended indefinitely from participation in all co-curricular activities at Wisconsin Heights Schools.
5. **COMMUNITY SERVICE:** Due to the wide variety of activities that are found under this portion of the code, community service can be assigned in lieu of, or in combination with, a suspension from an activity. Community service activities are activities which are performed to help support our school or our community. For an activity to count as community service under this section it has to be:
  - pre-approved by the principal,
  - done voluntarily, without pay or compensation, and
  - documented by a faculty member or an adult in the community.
6. **NATIONAL HONOR SOCIETY/STUDENT COUNCIL/CLASS OFFICE HOLDERS:** Students who commit major violations of the co-curricular code and are serving on the student council or as a class officer will be removed from these positions for the remainder of the school year. Students who are members of the National Honor Society and commit a major violation of this code will have their membership in the society revoked.

- I. **COMPLETION OF SUSPENSION:** Any remaining percentage of the suspension not served during the initial activity shall be applied toward the next activity in which the suspended student participates.

A student may not serve a suspension by being a participant in an activity or club in which he/she has not participated within the last school year or by being a first time participant in that activity or club without the approval of the advisor involved in that particular activity or club. A student who is on suspension for part of the activity must complete his/her activity, or his/her ineligibility must be repeated in his/her next activity. The intent of this provision is to prevent students from beginning an activity and then quitting in order to satisfy a code-based suspension.

- J. **HONESTY CLAUSE:** Since honesty is expected, any finding of dishonesty during disciplinary investigations or during disciplinary procedures may result in an extension (up to doubling) of any penalty authorized in this guideline.

K. Simultaneous Athletic/Non-Athletic Consequences

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for all activities (for example if student plays baseball and is in forensics, he will have consequences in both areas for any code violation).

L. Grievous Violations

If violations are of an extreme or grievous nature, the administration reserves the right to treat the violation as if it were a second or third code violation.

X. **APPEAL PROCESS**

- A. Request for Appeals Procedures: Appeals may be requested by students and/or parents/guardians. The appeal must be directed to the principal within five school working days of the initial decision. The appeal must be in writing and must include the rationale for the appeal. Per WIAA

policy, the initial sanctions imposed by the school for the violation in question remains in effect until after the decision of the Co-Curricular Council has been reached.

#### B. Co-Curricular Council

1. The Co-Curricular Council consists of a chairperson appointed by the high school principal, two head coaches or advisors (of sports or activities in which the student does not participate), and a student (student council member or class officer from the appealing student's class not be directly involved in the activities potentially affected by the discipline). All are voting members, with a majority necessary to make a decision regarding the alleged violation(s).
2. The athletic director or principal shall present the case to the Co-Curricular Council along with any other pertinent facts gathered. The student may state his/her case if he/she desires or have his/her parent(s)/guardian(s) act on his/her behalf. The student's advisor or coach may also be present.
3. The Co-Curricular Council and the student shall receive a copy of the allegation and decision reached by the Review Board.
4. At any time in this process, the Co-Curricular Council may request additional information.
5. The Co-Curricular Council shall make a decision about the alleged violation by ballot. Each member of the council will be required to give a rationale behind his/her decision. A written copy of the Co-Curricular Council's decision will be sent to the athlete, parent(s)/guardian(s), and athletic director (if applicable) within five school days after a decision has been reached.
6. Further appeals may be granted at the discretion of the district administrator only if the appealing party can present information regarding new evidence, procedural missteps, or lack of previous due process. This appeal must be made in writing to the district administrator within five days of the receipt of the written decision from the Co-Curricular council. The district administrator will make a decision whether or not to move forward with a hearing based on the merit of the appeal.

### XI. NON-SCHOOL PARTICIPATION

It is the philosophy of the WIAA and Wisconsin Heights that an athlete owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. *An athlete becomes ineligible in a sport for the remainder of the season for competing in non-school activity in the same sport during the season of practice and competition established by the school.*

An athlete may not engage in any of the following:

- Playing on another team while competing on a school team.
- Participating in a competition sponsored by another organization during the school year if there are awards and/or admission.
- Attending a specialized camp, clinic or school unless the program is WIAA approved.

Athletes may be ruled ineligible to participate in, or for participation in, any event or activity conducted by an organization other than a school which may be regarded as contrary to the best interest of the participants or detrimental to the school athletic program.

### XII. WISCONSIN HEIGHTS AWARDS

#### A. Participation Certificates

Any athlete who completes a sport season in good standing on a freshman, JV, or sophomore team will receive a certificate of participation for that sport.

B. Letter Certificates and Awards

An athlete who completes a varsity sport season in good standing and has participated in 50% of the varsity games/matches scheduled for a particular sport will earn an athletic letter and a letter winner certificate. In addition to the certificate the individual athlete will earn the following awards based on the number of letters earned:

- 1<sup>st</sup> year letter - sport pin, letter bar and chenille letter [1<sup>st</sup> time only]
- 2<sup>nd</sup> year letter - letter bar
- 3<sup>rd</sup> year letter - 3 year medal, letter bar
- 4<sup>th</sup> year letter - 4 year letter plaque, letter bar

All coaches reserve the right to withhold a letter from an athlete even though the athlete may have met all of the criteria. Justification for such actions will be provided to the individual athlete and parents.

The Athletic Director reserves the right to award an athletic letter to an individual athlete for reasons other than the satisfaction of the minimum requirements for that particular sport.

C. Special Awards Restrictions

Students who violate the co-curricular code will be ineligible for any special awards, during any activities or seasons in which the suspension is served. No student with a code violation may be nominated by Wisconsin Heights for any special end of the season awards or leadership positions. This shall include, but is not limited to, officerships, MVP, MIP, captain, all conference, all area, and all state.

## **Concussion Information**

### **When in Doubt, Sit Them Out!**

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<b>These are some SIGNS concussion (what others can see in an injured athlete):</b>	<b>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</b>
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Dazed or stunned appearance	Headache
Change in the level of consciousness or awareness	Nausea
Confused about assignment	Dizzy or unsteady
Forgets plays	Sensitive to light or noise
Unsure of score, game, opponent	Feeling mentally foggy
Clumsy	Problems with concentration and memory
Answers more slowly than usual	Confused
Shows behavior changes	Slow
Loss of consciousness	
Asks repetitive questions or memory concerns	

Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. “When in doubt, sit them out.”

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

**RETURN TO PLAY**

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging

STEP TWO: More strenuous running and sprinting in the gym or field without equipment

STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting

STEP FOUR: Full practice with contact

STEP FIVE: Full game clearance

**118.293 Concussion and head injury**

(1) In this section:

(a) "Credential" means a license or certificate of certification issued by this state.

(b) "Health care provider" means a person to whom all of the following apply:

1. He or she holds a credential that authorizes the person to provide health care.

2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.

3. He or she is practicing within the scope of his or her credential.

(c) "Youth athletic activity" means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. "Youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic activities.

(3) At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.

(4) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) May not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (A) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (A) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct.

(b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4) (B) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

Possible Information Sheets:

Coaches: <http://www.wiaawi.org/Portals/0/PDF/Health/ConcussionCoaches.pdf>

Parents: <http://www.wiaawi.org/Portals/0/PDF/Health/ConcussionParents.pdf>

Parents: <http://www.nfhs.org/WorkArea/DownloadAsset.aspx?id=4243>

Athletes: <http://www.wiaawi.org/Portals/0/PDF/Health/ConcussionAthletes.pdf>

Order CDC materials: <http://wwwn.cdc.gov/pubs/ncipc.aspx#tbi4>



# PARENT-ATHLETE RULES OF ELIGIBILITY

## SIGN-OFF FORM – 2021 - 2022

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

**Please initial:** \_\_\_\_\_

## CO-CURRICULAR CODE OF CONDUCT

Requesting the parent and student signature on this page is done to help ensure students/parents awareness of the co-curricular code, however failure to have a signature page on file does not exempt a student from this code.

**Please initial:** \_\_\_\_\_

## CONCUSSION POLICY

Statement Acknowledging Receipt of Education and Responsibility to report signs or symptoms of concussion to be included as part of the "Participant and Parental Disclosure and Consent Document".

I, \_\_\_\_\_, the student/athlete hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. I also acknowledge my responsibility to report to my coaches, parent(s)/guardian(s) any signs or symptoms of a concussion. I certify that I have read, understand, and agree to abide by all of the information contained in this sheet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

I, \_\_\_\_\_ the parent/guardian of the student athlete named above, hereby acknowledge having received education about the signs, symptoms, and risks of sport related concussion. . I certify that I have read, understand, and agree to abide by all of the information contained in this sheet. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

**Your signature below indicates you have read and understand the Parent-Athlete Rules of Eligibility, the Co-Curricular Code of Conduct and the Wisconsin State Concussion Policy. The following signatures are required prior to practice or competition for any Wisconsin Heights Athletes.**

*The administration retains the right to deal with any action not covered by this handbook. Administration may vary from the discipline offense procedures whenever the act deems necessary, but will always remain in accordance with WIAA guidelines.*

Parent/Guardian's Signature	Please Print Name	Date
Student-Athlete's Signature	Please Print Name	Date

## ATHLETIC EMERGENCY LOCATOR FORM

Athlete's Name		Date of Birth	
Parent Name			
Address			
Phone Number		Cell Number	

Does your student live with you? If not, please list additional contact information.

Parent Name			
Address			
Phone Number		Cell Number	

## INSURANCE INFORMATION

Insurance Company		ID#	
Medical Clinic		Phone	
Hospital		Phone	
Dental		Phone	

## EMERGENCY CONTACT

Name		Relationship	
Address			
Phone Number		Cell Phone	

Name		Relationship	
Address			
Phone Number		Cell Phone	

Name		Relationship	
Address			
Phone Number		Cell Phone	

## ALLERGIES OR OTHER MEDICAL CONDITIONS

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**In the event that either parent or emergency contact person cannot be contacted by telephone I authorize the Wisconsin Heights School District to use discretion and seek medical attention/transportation.**

Parent Signature	Date

