



Pewaukee High School

Athletics/Activities Co-Curricular Code



ATHLETICS/ACTIVITIES HANDBOOK 2017-18

I. INTRODUCTION

This handbook is designed to provide information to parents and students regarding Pewaukee School athletics and activities. The WIAA and its guidelines govern many of the rules and regulations in this booklet. The Athletic/Activities Director is responsible for establishing and enforcing an athletic and activities code to which Pewaukee students must adhere. All students and parents involved in athletic programs and activities that fall under the guidelines of this code are responsible for reading and understanding the information contained within this handbook. Ignorance of the rules within this handbook is not a valid excuse for noncompliance.

Students in grades 9 – 12 must turn in the Random Drug Testing Program Consent/Release and Athletic/Activity Handbook Form to the office, agreeing to the provisions of the handbook, signed by both the student and parent/guardian, before being eligible to participate for Pewaukee Schools. Students in grades 7 and 8 must turn in the Consent/Release and Athletic/Activity Handbook Form to the office agreeing to the provisions of the handbook, signed by both the student and parent/ guardian before being eligible to participate for Pewaukee Schools.

The athletic programs and activities that we offer are an integral part of our school. As such, they provide certain opportunities and experiences that are unique.

RESPONSIBILITIES OF PARTICIPANTS

The **PRIVILEGE** of participating in our athletic programs and activities is extended to all students **PROVIDING** they are willing to assume certain responsibilities. Your greatest responsibility as a student participant is to be a credit to yourself, your parents, your school and your community. Therefore, it is required that you...

- display high standards of social behavior.
- display outstanding sportsmanship.
- display proper respect for members of your organization, opponents, and those in authority, including teachers, coaches and officials.
- display a real spirit of cooperation.
- dress with special care when representing your school.
- use language which is socially acceptable. Profanity will not be tolerated.

II. ATHLETIC ELIGIBILITY

A. **MEDICAL ELIGIBILITY** - At the beginning of each athletic season, including try-outs and practices, all athletes must submit, or have on file, the following:

1. A valid WIAA Medical Examination Card signed by a physician.
2. A current Pewaukee Schools Emergency Medical Information Authorization, signed by a parent or guardian.

B. **ACADEMIC ELIGIBILITY** - To be eligible for interscholastic athletic participation, a Pewaukee student must:

1. Receive no more than one failing marking period grade or incomplete during the most recent grading period.
2. Students participating in early graduation (completing school after 7 semesters) are ineligible for participation in WIAA sponsored activities following the fall season of their senior year.

To regain eligibility following academic suspension, a student must:

1. Satisfy all academic eligibility requirements prior to reinstatement.
2. Participate in all practices and/or team meetings.
3. Not compete in interscholastic contest for 15 consecutive school days except:
 - a. Incomplete grades made up within two weeks, can result in immediate eligibility provided extenuating circumstances exist.
 - b. Suspensions from summer baseball and fall sports shall be 21 calendar days.
 - c. Work completed during summer school will be considered in determination of eligibility for fall sports.

C. **ATHLETIC EQUIPMENT**

1. A **\$50.00** athletic fee is required per high school sport. A **\$30.00** athletic fee is required per middle school sport.
2. Athletes and/or their parents **WILL** be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property will also be charged to the athlete.
3. Athletic equipment is not to be worn in physical education classes or for personal use unless authorized by the coach or athletic director.

III. ACTIVITY ELIGIBILITY

ACADEMIC ELIGIBILITY - To be eligible for participation in a school activity, a Pewaukee student must:

1. Receive no more than one failing marking period grade or incomplete during the most recent grading period.
2. Students participating in early graduation (completing school after 7 semesters) are ineligible for participation in Academic Decathlon and may be ineligible for other specific activities as outlined in their by-laws.

To regain eligibility following academic suspension, a student must:

1. Satisfy all academic eligibility requirements prior to reinstatement.
2. Participate in all practices and/or meetings associated with that activity.

IV. RULES OF CONDUCT

In compliance with **WIAA RULES AND REGULATIONS, AS WELL AS SCHOOL POLICY**, the following Rules of Conduct have been established for Pewaukee students to insure the best interest of both the participant and the school.

- A. A student is bound by the Rules of Conduct from the date of initial participation in Pewaukee interscholastic athletics and activities, until tenure as a Pewaukee student participant is concluded. The Code is in effect, and shall be enforced 365 days per year including when traveling to locations that may have laws/rules contrary to our own.
- B. A participant shall be suspended from interscholastic athletics and/or activities for:
 1. Possession or use of tobacco and/or derivatives. Use, possession, distribution, or sale of electronic cigarette devices, nicotine use devices, or look-a-like cigarette devices prohibited.
 2. Possession, use or sale of illegal drugs or controlled substances as defined by Wisconsin State Law, including "Look Alike" drugs.
 3. Possession, use or sale of anabolic-androgenic steroids and other performance enhancing substances.
 4. Possession, consumption, or sale of intoxicants including all fermented malt beverages, (including beer, non-alcoholic beer, malt liquor) wine and all intoxicating liquors as defined by Wisconsin State Law.
 5. Bullying/Cyber Bullying/Harassment/Hazing. (See District Policy #5300.08 & #5300.09)
 6. The theft or destruction of any property belonging to another person, school, or community.
 7. Failure to immediately leave a place or situation in which alcohol and/or other drugs are being used illegally.
 8. Hosting, organizing, facilitating and/or promoting any gathering or social event where alcohol or drugs are known to be available or used (there may be greater consequence – up to doubling of the penalty).
 9. Conduct unbecoming an athlete. This is defined as conduct, in or out of school, including, but not limited to, any criminal act, which makes the student unqualified to represent the ideals, principles, and standards of our school, community, and/or the Wisconsin Interscholastic Athletic Association. If the school district has adequate and competent evidence that the student participated in an offense involving law enforcement personnel, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding.
- C. All students are required to travel to and from out-of-town contests with the organization, unless arrangements are made by the parent, with the coach's/advisor's approval. All arrangements must be made in writing, using the Alternative Transportation Form.
- D. Student absence: **A student must be in school all day on the day of the activity to be eligible to participate**. Participation in PE is also required when applicable. An acceptable parental or doctor's excuse is the only one that will be considered for absence on that day.
- E. All high school students are required to participate in the Random Drug Testing Program provided by the district.
- F. Athletes may be required to follow any additional rules set by individual coaches/advisors. These rules may not be contrary to, nor supersede the Rules of Conduct or the rules and regulations of the WIAA. They may, however, be more stringent than those outlined in this handbook. Additional rules set by individual coaches/advisors will be communicated to participants prior to the start of the season/activity.
- G. A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement of both advisors/coaches and the Athletic/Activity Director. Any student who is cut from an activity may compete/participate in another activity during that season.

V. ENFORCEMENT

Information leading to or alleged violations of the Rules of Conduct may be presented to the Athletic/Activities Director by a parent, coach, advisor, student, teacher, administrator, law enforcement officer, or other identifiable individual. Upon receipt of information leading to or alleging a violation, the Athletic/Activities Director and when possible an Administrative team member, within 72 hours, and prior to any penalties being enforced, shall meet to determine the validity of the alleged violation, and shall take the following action:

- A. If a Pewaukee School District Administrator or Athletic/Activities Director has reasonable suspicion that a specific extra-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation.
- B. Students involved in athletics and activities shall be verbally counseled about honesty before and during disciplinary proceedings.
- C. Give the student oral notice of the alleged violation.
- D. Give the student an explanation of the information, which the school authorities have received, that may support a finding that he/she has violated the Rules of Conduct.
- E. Provide the student an opportunity to present his/her version of the incident including calling and questioning witnesses if the incident is in dispute. Upon student request a parent may be present during this time.
- F. The Athletic/Activities Director must make a determination as to whether the student has violated the Rules of Conduct. If it is determined that the student has violated the Rules of Conduct, the Athletic/Activities Director shall promptly provide the student with oral notice of this suspension and the reason for said suspension and shall send a written copy of the notice to his/her parent(s). The student and parents

shall also be given written notice of their right to appeal. Students remain ineligible for competition until the completion of the appeal process.

VI. PENALTIES – ATHLETIC

- A. First Violation: Suspension from participation in 30% of the entire season's contests (refer to Appendix A) and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section IX.)
- B. Second Violation: Suspension from participation in 50% of the entire season's contests (refer to Appendix A) and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section IX.)
- C. Third Violation: Indefinite suspension from interscholastic athletics (refer to Appendix A) and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section IX.) An ineligible student may apply for reinstatement, in writing to the Athletic/Activity Director, after one calendar year.
- D. Since honesty is expected, any finding of dishonesty during disciplinary investigations or during disciplinary proceedings may result in an extension (up to doubling) of any penalty authorized in this guideline.
- E. If a student violates the Code of Conduct during a time when they are not participating in a sport or activity, she/he cannot join a sport or activity already in progress (practice has begun) in order to serve the suspension.
- F. A violation of the Rules of Conduct will eliminate the athlete for WIAA Scholar Athlete consideration.

The Athletic/Activities Director and an Administrative team member may modify penalties and/or the implementation timelines of the good behavior clause when a student is honest and forthcoming in the investigation process or for extenuating circumstances.

During suspension, athletes will be expected to attend and participate in all scheduled practices and team meetings. Suspended athletes will not be permitted to dress for contests. The coach will determine if the athlete can sit on the bench or ride on the team bus to contests. Notwithstanding anything else stated in Section VI, if any of the acts identified in Section IV result in the student being suspended for one or more WIAA tournament competitions, the immediate penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.

- In all cases, the student will be suspended immediately from participation in the above stated number of contests in the current sport or activity. If the student is not participating in athletics or an activity at the time of the violation (or insufficient contests remain in the current season), the suspension shall be enforced at the beginning of the next sport season in which the student participates.
- A student serving a suspension for a Code violation must complete the entirety of said season in order to receive credit for successfully fulfilling the suspension.
- Voluntary Admission for First Violation: In non law enforcement situations where school officials have not yet initiated an investigation into the possibility of a Code violation, a student or his/her parent may submit a voluntary admission to school officials. The voluntary admission would apply for first time violators only and would allow administration the option to potentially reduce the duration of a suspension – up to 15%.

VII. PENALTIES – ACTIVITIES

- A. First Violation: Suspension from participation in his/her activity for 20% of the school year from the beginning of participation that school year and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See Appendix B and section IX.)
- B. Second Violation: Suspension from 50% of the activity season/performances, competitions, or events and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See Appendix B and section IX.)
- C. Third Violation: Suspension from all non-athletic activities indefinitely for at least one calendar year and from being eligible for Homecoming court, Winter Ball court, and Prom court. (See section IX.) An ineligible student may apply, in writing to the Athletic/Activity Director, for reinstatement after one calendar year.
- D. 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.

The Athletic/Activities Director and an Administrative team member may modify penalties and/or the implementation timelines of the good behavior clause when a student is honest and forthcoming in the investigation process or for extenuating circumstances.

- In all cases, the student will be suspended immediately from participation in the stated number of contests in the current sport or activity as outlined in Appendix B. If the student is not participating in an activity at the time of the violation (or insufficient activities remain in the current season), the suspension shall be enforced at the beginning of the next activity season in which the student participates.
- **Voluntary Admission for First Violation:** In non law enforcement situations where school officials have not yet initiated an investigation into the possibility of a Code violation, a student or his/her parent may submit a voluntary admission to school officials. The voluntary admission would apply for first time violators only and would allow administration the option to potentially reduce the duration of a suspension – up to 10%.

VIII. APPEAL PROCEDURE

Pewaukee Public Schools recognizes the rights of the individual and therefore has established an appeal process. An appeal will be considered by the building principal if the student and his/her parent(s) feel that the alleged offense did not occur or that proper procedures were not followed. The appeal procedure outlined in this document is the process a student and his/her parent(s) are to follow when appealing decisions relating to athletic or activities suspension. The penalty levied against the student, following the procedures outlined in Section VI and VII, shall be considered in effect during the appellate procedure outlined in this Section VIII.

- A. A student and/or his/her parent(s) may formally appeal the suspension decision in writing to the principal using the Appeal Request Form no sooner than two (2) school days or not longer than five (5) school days from the date of the violation notification. At the written request of the student or his/her parent(s) the minimum time may be waived.
- B. After the Appeal Request Form has been received, the principal will make an independent decision regarding the legitimacy of the appeal. If it is believed that the alleged offense did not occur or that proper procedures were not followed, an appeal hearing will be scheduled.
- C. The date of the appeal hearing shall be set by the principal to take place no sooner than two (2) school days or no longer than five (5) school days from the date of the appeal request. At the written request of the student or his/her parent(s) the minimum time may be waived.
- D. The appeal hearing shall be conducted by an appeal board consisting of the principal and/or his/her designee (non-voting chairperson), two coaching/advising faculty representatives, one non-coaching faculty member, and two student representatives who are elected officials of a school sponsored activity.
- E. The purpose of the appeal hearing is to determine whether the alleged offense occurred or whether proper procedures were followed. Proceedings of the hearing, including the decision, shall be placed in writing, and a copy of the proceedings must be mailed to the student and his/her parent(s) within five (5) school days from the determination of the findings.
- F. The appeal board does not have the authority to make modifications to penalties. Penalty modifications may only be made by the administration.
- G. The WIAA dictates that the administration of the school shall be responsible for the eligibility of all its athletes, therefore making all decisions final at the school level.

IX. GOOD BEHAVIOR CLAUSE

Students who have violated the athletic/activity code may be eligible to have the level of their violation (1st violation or 2nd violation only) moved back one step under the following procedure.

1. The student must maintain his/her behavior positively and maintain academic eligibility with no further violations of the code, for eighteen (18) months from the date of the last violation's enforcement.
2. The student must apply to the athletic/activities director in writing for the good behavior clause to be applied.
3. The principal or associate principal and the athletic/activities director will review the request. The review must be able to validate that the student has maintained good behavior for 18 months, and agree that the student should be eligible to have the good behavior clause applied. At this time the level of the violation would be moved back one step, if it is a first violation, the student would regain eligibility for Homecoming court, Winter Ball court, and Prom court. This process may be applied a maximum of one time while a student at the high school.

X. NON DISCRIMINATION

The Pewaukee Public School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No student shall be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

APPENDIX A

SPORT	30 %	50%
Cross Country (11)	3 meets	6 meets
Football (9)	3 games	5 games
Fall Cheerleading (5)	2 games	3 games
Fall Pom Pons (5)	2 games	3 games
Soccer (24)	7 games (multiple games in a day = 1)	12 games (multiple games in a day = 1)
Tennis (14)	4 meets	7 meets
Swimming (14)	4 meets	7 meets
Volleyball (15)	5 meets (multiple games in a day = 1)	8 meets (multiple games in a day = 1)
Basketball (22)	7 games (multiple games in a day = 1)	11 games (multiple games in a day = 1)
Winter Cheerleading (22)	7 games	11 games
Winter Pom Pons (22)	7 games	11 games
Hockey (20)	6 games (multiple games in a day = 1)	10 games (multiple games in a day = 1)
Wrestling (14)	4 meets (multiple matches in a day = 1)	7 meets (multiple matches in a day = 1)
Golf (15)	5 meets	8 meets
Softball (20)	6 games (multiple games in a day = 1)	10 games (multiple games in a day = 1)
Track (20)	6 meets	10 meets
Baseball (30)	9 games (multiple games in a day = 1)	15 games (multiple games in a day = 1)

APPENDIX B

ACTIVITY	1 st Offense	2 nd Offense
ABC Club	36 school days (20%)	90 school days (50%)
Academic Decathlon Team	36 school days (20%)	90 school days (50%)
Art Club	36 school days (20%)	90 school days (50%)
Best Buddies	36 school days (20%)	90 school days (50%)
Book Club	36 school days (20%)	90 school days (50%)
Bowling	36 school days (20%)	90 school days (50%)
Business Club	36 school days (20%)	90 school days (50%)
Creative Writing	36 school days (20%)	90 school days (50%)
Culinary Club	36 school days (20%)	90 school days (50%)
Disc Golf	36 school days (20%)	90 school days (50%)
Drama Club	36 school days (20%)	90 school days (50%)
Diversity Club	36 school days (20%)	90 school days (50%)
Forensics	36 school days (20%)	90 school days (50%)
Graphics Arts Club	36 school days (20%)	90 school days (50%)
International Club	36 school days (20%)	90 school days (50%)
Key Club	36 school days (20%)	90 school days (50%)
Mock Trial	36 school days (20%)	90 school days (50%)
Mountain Biking	36 school days (20%)	90 school days (50%)
Pewaukee Live	36 school days (20%)	90 school days (50%)
Robotics	36 school days (20%)	90 school days (50%)
Rock Climbing	36 school days (20%)	90 school days (50%)
Ski Club	36 school days (20%)	90 school days (50%)
Table Tennis	36 school days (20%)	90 school days (50%)
Yearbook	36 school days (20%)	90 school days (50%)
Leadership Club*	Removal from club	-----
National Honor Society*	Potential Removal from club	-----
Student Senate*	Potential Removal from club	-----